



# Supporting Pupils with Medical Conditions Policy

Date: 12<sup>th</sup> January 2022

Review Date: January 2024

Chair of FGB: Simon Richards

## Revision Record

Revision No.	Date issued	Prepared By	Approved By	Comments
1	18.10.17	JB	FGB	New policy
2	31.10.18	LN	FGB	Updated policy
3	16.10.19	LN	FGB	Updated names and inclusion of pre-school
4	19.11.20	LN	FGB	Updated names and training information of staff
5	12.01.22	LN	FGB	Updating names and training information of staff

## Definition

Pupils' medical needs may be broadly summarised as being of two types:

- a) Short-term; affecting children's participation in school and preschool activities when they are on a course of medication.
- b) Long-term; potentially limiting their access to education and requiring extra care and support.

## Our Aims

- To support pupils with medical conditions, so that children have full access to education, including physical education and educational visits.
- To ensure that school and preschool staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act (2010) for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records.

## School and preschool Ethos

Schools and preschool have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act (1974) makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school and preschool. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

Haylands Primary School and preschool is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions may need. The Children and Families Act (2014) places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to school and preschool as other children and cannot be refused admission or excluded from school or preschool on medical grounds alone. However, teachers and other school and preschool staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school and preschool with all relevant information needed in order for proficient care to be given to the child. The school and preschool takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

Haylands Primary School and preschool provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

#### Expectations

- Parents will inform school or preschool of any medical condition which affects their child. Parents will supply school or preschool with appropriately prescribed medication, where the dosage information and regime are clearly printed by a pharmacy on the container.
- Parents will supply school with signed consent for school staff to administer appropriate medicine.
- Parents will ensure that medicines to be given in school or preschool are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of changes to the child's condition.

Haylands Primary School and preschool will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan. School and preschool staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.

Transitional arrangements between schools and preschool will be completed in such a way that Haylands Primary School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school or preschool to adequately prepare. Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

#### Procedure

The Governing Body of Haylands Primary School and preschool ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

### Information

Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

### In an emergency

In a medical emergency, staff have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aid at Work or Paediatric First Aiders, Christina Drudge; Krista Keeble; Samantha Cadogan; Emily Moore; Justine Crumplin; Tracey Symmans; Emma Round, will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred.
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### Administration of medicines

- Haylands will only accept medicines that are
  - Essential to be administered during school / afterschool out of hours childcare.
  - Prescribed by a doctor.
  - In-date and in original container as dispensed by a pharmacist.
  - Clearly labelled to include child's name and instructions for dosage and storage.
  - NB – Only exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or pump rather than original container.
- Parents must submit a written permission slip (Appendix A) before any medicine is administered. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.
- Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.
- Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school or preschool will not be made to do so, and parents will be informed about the dose being missed.
- All doses administered will be recorded in the Administration of Medicines book (located in the main office). All medicines will be stored safely. Medicines needing refrigeration will be stored in the small staffroom fridge. Some medicines (inhalers, epipens, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities.
- Prescribed medicines will be kept in the locked cabinet in the accessible toilet next to the staffroom. Controlled medicines will be kept in a locked cabinet in the FLO office. Access to these medicines is restricted to the named persons.
- Staff will record any doses of medicines given in the Administration of Medicine book. Children self-administering asthma inhalers do not need to be recorded. Inhalers are kept in the child's classroom.

Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

### Non-prescribed medicines

Haylands do not accept any non-prescribed medicine into the school. We will, however, hold a small stock of Paracetamol (pre-measured dose only) and non-drowsy antihistamine (Cetirizine). Parents will be asked to complete a consent form (Appendix B) to support the administration of this medicine should the need occur whilst their child is in the school's care. The school will never administer either Paracetamol or Piriteze if your child has not had the medication before. The school will endeavour to contact the parent/carer of the child to confirm if any dose of Paracetamol/Piriteze had been taken earlier in the day and when, so the correct dose can be administered if appropriate. If parents/carers cannot be contacted but the child still shows signs of needing medicating the school will administer the medicine basing timings on the times that the child has been in school and only if parental consent is in place and the child has taken the medication before. Parents will then be informed retrospectively. Medicine will only administered if the parental consent is in place and the child has taken the medication before. (Appendix D)

### Epi-pens

Epi-pens are kept in cupboards in relevant children's teaching areas and any extras are kept in the locked medicine cabinet in the disabled toilet next to the staffroom. In the case of extra Epi-Pens all staff have access to the key which is clearly labelled and kept in the main office.

Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Parents should be contacted after this call has been made.

### Complaints

Should parents be unhappy with any aspect of their child's care at Haylands Primary School or preschool, they must discuss their concerns with the school or preschool. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will bring concerns to the attention of the Head or Deputy Head teacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Haylands Primary School complaints procedure.

#### Trained First Aiders:

Name	Qualification	Date	Valid till
Christina Drudge	First Aid at Work/Appointed Person	October 2019	October 2022
Krista Keeble	First Aid at Work	July 2019	July 2022
Samantha Cadogan	First aid at Work	Sept 2021	Sept 2024
Lee Boswell	Emergency First Aid	January 2019	January 2022
Justine Crumplin	Paediatric First Aid	February 2020	February 2023
Emily Moore	Paediatric First Aid	June 2019	June 2022
Tracey Symmans	Paediatric First Aid	Nov 2021	Nov 2024
Emma Round	Paediatric First Aid	Nov 2021	Nov 2024

#### Named people for Administering of Medicines

Name	Qualification	Date	Valid till
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Christina Drudge	Administering of Medicines	July 2021	July 2022
Krista Keeble	Administering of Medicines	July 2021	July 2022
Julie Leftley	Administering of Medicines	July 2021	July 2022
Alex Moffat	Administering of Medicines	July 2021	July 2022



**Consent for the Administration of Prescribed Medication**

Parent name: .....

Parent address:.....

School Address: Bettsworth Road, Ryde, Isle of Wight

Date:.....

Dear Head teacher

Re: Consent for Prescribed Medication

..... (Child's name) has been prescribed the following medication by his/her GP

..... (Medication Name)

..... (Medication Dose)

..... (Administration method)

This medication is required at the following times during the school day and whilst under school supervision:

.....  
..... (Intervals or circumstances)

I hereby give my consent for the above medication to be administered to my child during school hours by a trained member of staff. I agree to take responsibility for the delivery of the medication to the school and ensuring that all medication is within the expiry date.

Signed:..... Print:.....  
Parent/Carer

### Consent for the Administration of Non-Prescribed Medication

Parent name:.....

Your address:.....

School Address: Bettsworth Road, Ryde, Isle of Wight

Date:.....

Dear Head teacher

Re: Consent for Non-Prescribed Medication

If needed I hereby give my consent for my child ..... (Child's name) to be administered (please tick all that apply):

- Paracetamol oral suspension
- Antihistamine Cetirizine (Benadryl/Piriteze, Zirtek)

- I understand that this is oral suspension paracetamol in sachet form and I will be informed of the administering according to the Supporting pupils with medical conditions policy.
- I understand that doses of paracetamol should be at least 4 hours apart and that my child should not have more than 4 doses in a 24 hour period.
- I understand that school will only administer this within a maximum period of 72 consecutive hours. If pain or other symptoms continue beyond this point then I will consult a doctor.
- I accept that this is a service the school is not obliged to undertake.
- I understand that I must notify the school in writing of any changes in my child's condition/medication.

Signed:..... Print:.....

Parent/Carer