



DOWNE PRIMARY
SCHOOL

SUPPORTING CHILDREN WITH MEDICAL CONDITIONS POLICY

REVIEWED JANUARY 2020

Aims

- Downe Primary School is an inclusive school. We aim to meet the needs of all children to allow them to participate in school life fully, remain healthy and fulfil their potential.
- To ensure that the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.
- To ensure that all staff are aware of their responsibilities, have appropriate training and are able to effectively meet the needs of the children in their care.
- To have safe procedures for the administering of medication to any child.

This policy is written with regard to Section 100 of the children and Families Act 2014

The Equality Act 2010

Health and Safety at work Act 1974

Management of Health and Safety at work regulations 1999

Medicines Act 1968

Misuse of drugs Act 1971

It is also in accordance with DFE guidance Managing Medicines in School and LBB Guidance on the administration of medicine to pupils in schools 3.01 (HR)

The responsible person is Mrs Sandra Fuller Head Teacher

The Governor with responsibility is Jane Grant Chair of Governors

Definitions

Most pupils will at some time have a medical condition which affects their participation in school activities. This is often short term; it may require finishing a course of medication. Other pupils will have medical needs that if not properly managed could reduce their access to education. Children with complex medical needs are able to attend school regularly and with the right support take part in school activities.

No medication can be administered in school without written parental consent.

Children must not be sent to school with medication in book bags to self-administer. Any medication that comes to school in that way will be held for safe keeping in the locked first aid box in the school office and a parent or responsible adult will be required to collect it.

Roles and Responsibilities

The Local Authority through the admissions process will inform the school of the complex medical needs of any child joining the school

The Governors will make arrangements to support pupils with medical needs

- ensuring that a suitable policy is held and implemented
- suitable and competent staff are appointed and trained
- that the appropriate level of insurance is in place which reflects the level of risk

The Head teacher is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained
- All relevant staff are aware of the child's condition and needs
- Cover arrangements are available in the case of staff absence
- Supply teachers are briefed
- Risk assessments for visits and activities are carried out
- Individual healthcare plans are in place and monitored regularly
- Transition arrangements are in place between key-stages, classes and schools
- If a child's needs change the provision is adjusted accordingly

Parents are responsible to work with the school in a co-operative way

- To provide the school with accurate, sufficient and up to date information
- To provide written consent for any medication or treatments

School Staff are responsible to

- Know what to do to meet the needs of the child.
- A member of staff may be asked to give medication but they cannot be required to do so.
- Named support staff should be given sufficient and suitable training and achieve the required level of competency before being given sole responsibility of support.
- All staff should know what to do in an emergency

School Nurse service is responsible to

- Notify the school of any child who has a complex medical condition
- Support and train staff, provide advice and liaison

Pupils are responsible to comply with their IHP

Where possible and appropriate pupils can be included in discussions regarding their medical support plan.

Individual Health Care Plans

The following information should be considered when writing an IHP

- Accurate information about the medical condition, its triggers, signs, symptoms and treatment
- The resulting needs for medication & treatments, times to be administered, facilities, equipment, testing, dietary requirements and environmental issues
- Support for the child's educational, social and emotional needs
- Procedures for an emergency
- The named person(s) who will provide the support

- Their training needs, expectations of the role, confirmation of their proficiency, and cover arrangements
- Who in school will need to be aware of the condition and support plan
- Written permission from the parents
- Children who are competent should be encouraged to take responsibility for managing their medication with supervision. This needs to be agreed in advance.
- Risk assessments and arrangements to be in place for school trips
- Confidentiality
- What to do if a pupil refuses to take the medication required
- What to do in an emergency

Any SEN needs

Short term medical needs

Medication should if possible be administered by the parent in three doses, morning, after school and bedtime. If four doses are required by the prescription the school, when in receipt of a written consent form, will administer a dose at lunch time.

Aspirin must not be given to children.

Guidance on storage of Medication

- All pupils with emergency medication should have easy and prompt access to it.
- Key staff know where this is.
- Emergency medication is to be carried with the child on any outing.
- All non-emergency medication is kept in a secure place, in a lockable cupboard or in accordance with the requirements for temperature (some medication needs to be stored in a refrigerator).
- Medication is clearly labelled with the child's name, dose, frequency and expiry date. The administration of drugs is recorded.
- Medication can only be administered to the named child.
- Medication is safely disposed of. All out of date medication is sent home. The school has a weekly collection of clinical waste.

Guidance on record keeping

- All new parents are required to supply the school with information about allergies, health conditions or health concerns. This information is gathered via forms returned to the school office where a full record is held. It is updated annually. Parents are requested to inform the school of any changes when applicable.
- There is a list of children with medical requirements which is clearly displayed and available to all staff. It is also displayed with the first aid equipment.

First Aid

Mrs Allum is the named first aider, she has undergone fully certificated training which is renewed regularly in line with the requirements.

Mr. Piper, Mrs. Powley and Mrs Sharpe have certificated Paediatric first aid training which is renewed regularly in line with the requirements.

All staff have basic first aid training which is updated every three years.

Any child that has received first aid or is feeling unwell needs to sit by the school office, in full view of a member of staff in order for them to be regularly monitored.

A record of minor injuries and the first aid administered is kept in the school Office.

Parents are informed of any injuries to the head. As necessary parents are called to advise them of injuries to their child.

Staff are trained in recognising the symptoms of asthma and anaphylactic shock.

Emergencies procedures are known by all staff and are clear.