

Lambley Primary School



Supporting Pupils at School with Medical Conditions Policy

September 2017

Supporting Pupils at school with medical conditions

School Ethos

Schools have a responsibility for looking after the wellbeing of all pupils in their care. The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions.

In respect of children with identified medical needs, the school 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 can fully manage the child's medical needs.

In the case of identified infectious conditions, teachers and other school staff in charge of pupils have a duty to safeguard all pupils in their care and exercise the right to refuse admittance to the school premise to any child or to certain activities where there is an identified risk posed to others through transmission of the defined infectious condition and therefore any medicines required for such conditions do not fall under this policy, unless as directed by a medical professional after the condition has ceased to be considered as infectious to others.

Our Duties:

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a trained healthcare professional in order to administer support or prescribed medication.
- To write, in association with healthcare professionals parents and where appropriate pupils' Individual Medical Plans (IMP) where necessary.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review records appropriately. Refer to Appendix 1 for the recording proforma.

Unacceptable Practice

All school staff will adhere to the IMP and it is unacceptable to:

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents/carers; ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum, unless specified in their IMP.
- Penalise children for their attendance record where this is related to a medical condition.

- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- Require parents to administer medicine where this interrupts their working day.
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Staffing

Lambley Primary School provides full access to the curriculum for every child where ever possible and pupils with medical needs must receive necessary care and support to allow them to receive the same. However, we also recognise staff rights in relation to supporting children and some of the staff team may not want to be involved in specific aspects of a named child's IMP. Of those that do agree to, or are employed specifically to work with children with medical needs, they must adhere to one or all of the following, depending on the requirements of the IMP and they must receive appropriate training for meeting the child's medical needs. Needs will be assessed on an individual basis supporting the adults responsible. These adults will need to:

- be assessed as competent to administer the care agreed in the IMP
- bring to the attention of the Head Teacher any concern or matter relating to the support of pupils with medical conditions.

Expectations

It is expected that:

- Parents will fully inform school of any medical conditions which may affect their child.
and/or
- Medical professionals involved in the care of children with medical needs will fully inform the school of the child's condition, its management and implications for that individual.
- Named staff on the IMP may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Any side effects of the medication to be administered at school should be noted.
- Lambley Primary School will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. This will always be witnessed and counter-signed by a second member of staff.
- Parents will supply school with appropriately prescribed/agreed medication, where the dosage information and regime is clearly printed by a pharmacy on the container or on the original packaging.
- Lambley will only accept prescribed or agreed medicines that are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- Parents co-operate in training their children to self-administer their medication as appropriate for example, inhalers or diabetic insulin medication.

- Lambley primary school need to be informed and a medical form completed of any medication children are taking outside of school. This needs to be updated once the medication is completed.

Where appropriate, during IMP reviews, we will ensure that children are involved in discussing the management and administration of their medication and that they are able to access and administer their medicine if this is part of their IMP.

The person named on the IMP as being responsible for the care of a child will liaise annually, or more frequently if required, with health care professionals and services in order to access the most up to date advice about the child's medical needs.

Transitional arrangements between schools will ensure full disclosure of relevant medical information, IMP's and support needed so that the child's receiving school has time to adequately prepare.

The IMP will be written, monitored and reviewed annually as a minimum standard and will include the views and wishes of the child and parent, in addition to the advice of relevant medical professionals

Procedure

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

No child under 16 will be given medicines without their parent's or carer's written consent.

Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents will be informed.

All medicines will be stored safely. Children should know where their medicines are at all times and be able to access them as appropriate to their IMP. All staff will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away.

On school trips the storage and administration of medicines will be considered within the risk assessment.

When no longer required, medicines should be returned to the parent to arrange for safe disposal.

Sharps boxes should always be used for the disposal of needles and other sharps.

Record keeping

At Lambley Primary School, we record each time a child has had their medication, stating clearly the dose that they have received. The record is kept in the medical administration folder located in the Office Manager's room. This is then counter signed by another member of staff as a witness to the administration of the medication.

Records offer protection to staff and children and provide evidence that agreed procedures have been followed.

Parents will be informed if their child has been unwell at school.

Information

Children with medical conditions will have their photo and a brief description of condition, along with any other necessary information, in the staffroom, in the first aid cupboard and in the School Kitchen as appropriate to the IMP. Children with medical conditions which may require emergency attention, e.g. epilepsy or diabetes, will have their names and photo clearly accessible in their classroom. All adults working with children who have an Education healthcare Plan will have their full attention drawn to any information relevant to their medical needs and this will also be summarised in the child's IMP. The school SENCO will ensure that this communication takes place.

In an emergency

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid. If possible, the school's First Aiders Mrs Wood and Mrs Dilnot will be asked to attend. Should it be necessary to call an ambulance, children will be accompanied to the hospital by a member of staff until such a time that a parent can reasonably attend or until the end of the school day, whichever is soonest. Parents must always be called in a medical emergency, but will not need to be present for a child to be taken to hospital if directed by ambulance staff.

Administration of Medicines

Where appropriate, children are encouraged to self-administer their own medication. Self-administration will be fully monitored with clear arrangements being made between the parents, child and staff. Written consent is required from a Parent or Carer, with details of the medication and administration clearly noted.

KS2 children who require an inhaler are encouraged to carry this on their person. Younger children are supported with the use of their inhaler and a note is sent home informing parents that the inhaler has been used.

Named staff will give medicines as detailed in the IMP as appropriate. Before administering any medicine, staff must check that the medicine belongs to the child and must check that the dosage they are given is correct. Medical consent forms are signed and filed in the medical administration folder.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the IMP. Parents will be informed so that alternative options can be considered.

All medicines will be stored safely.

- Medicines needing refrigeration will be stored in the Staff fridge in the staffroom.

- Medicines such as inhalers, will be kept in the child's classroom and carried with the children or teachers for ease of access during outside activities.
- All medicines must be clearly labelled.
- Controlled drugs or prescribed medicines will be kept in a locked cabinet in the Business Manager's office. Access to these medicines is restricted to the named persons. Epi-pens are kept in a cupboard in the relevant children's teaching areas. In the case of Epi-Pens, all staff have access to the Epi-Pen which is clearly labelled and accessible. Any member of staff can administer an Epi-Pen in an emergency as adequate training is given to all staff.
- Staff will record any doses of medicines given in the medical administration folder. Incidents of children self-administering asthma inhalers do not need to be recorded. Parents of children in KS1 and EYFS will be given a slip informing them that their child has needed to use their inhaler during the school day.
- Asthma Inhalers are kept in the central store in the middle area unless they are kept on the individual child. Children must have access to inhalers at all time; however they should inform a member of staff that they are taking a dose.
- All asthma inhalers should be taken on an educational visit.

Complaints

Should parents be unhappy with any aspects of their child's medical care at Lambley Primary School, they must first discuss their concerns with their child's Class Teacher or the named person on the IMP. If this does not resolve the problem or solve any concerns you may have, the problem should be brought to the attention of the Head Teacher. In the unlikely event of this not being resolved, parents are able to make a formal complaint using the Lambley Complaints procedure (Please refer to our Complaints Policy).

Approved by Lambley Primary School Governing Body

Signed: Di Bathgate

Designation: Chair of Governors

Date: 26th September 2017

Date of next review: September 2018