

# A St. Michael's CE (VA) Junior School Policy



COMBINED POLICY FOR:

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

ADMINISTRATION OF MEDICINES

AND

FIRST AID

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# *Supporting Pupils at School with Medical Conditions Policy*

## **School Ethos**

Schools 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. 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. St. Michael's Junior School 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 (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. This duty also extends to teachers leading activities taking place off the school site. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.**

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 with all relevant information needed in order for proficient care to be given to the child. 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 assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

## **Our Aims**

- 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 professional where necessary 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 comply with, and if necessary write, in conjunction with Healthcare Professionals, Individual Healthcare Plans if required
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

## **Expectations**

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled

- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- St. Michael's Junior School 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 (for example, an inhaler)
- School 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 will be completed in such a way that St. Michael's Junior School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be observed/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**

We will ensure that the correct procedures will be followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support. For children starting at St. Michael's Junior School, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to St. Michael's Junior School mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, the School will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We will also acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The School will ensure that arrangements give Parents/Carers and pupils confidence in the School's ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need. The School will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The School will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. The School will make sure that no child with a medical condition is denied admission or prevented from attending the School because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in school at times where it would

be detrimental to the health of that child or others.

Where a child has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the School should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff should stay with the child until the Parent/Carer arrives, or accompany a child taken to hospital by ambulance.

### **Individual Health Care Plans**

On the rare occasion one is not provided by a healthcare professional and is deemed necessary, Individual Health Care Plans will be written and reviewed by our Pastoral Care Manager in liaison with the parent. However it will be the responsibility of all members of staff supporting the individual children to ensure that the Plan is followed. The class teacher will be responsible for the child's development and ensuring that they and their medical conditions are supported at school.

Individual Healthcare Plans will help to ensure that the School effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The School, health care professional and Parents/Carers should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. To ensure this, they will be kept either in the Medical Room or the Pastoral Care Manager's Office depending upon the requirements of the children. A copy will also be kept in the child's paper files and a copy given to the class teacher. The responsibility for ensuring it is available to the school lies with the parent and the responsibility for ensuring it is implemented rests with the School.

The School will ensure that they have access to the most up to date version of the Individual Health Care Plan; at least annually or earlier if evidence is presented that the child's needs have changed. They will continue to be implemented with the child's best interests in mind and ensure that the School assesses and manages risks to the child's education, health and social well-being and minimises disruption.

## **Information**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the medical room.

All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually and kept on a list in the medical room. The list will be organised in class order.

## **In an emergency**

In a medical emergency, all school staff have been appropriately trained to administer emergency first aid if necessary.

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 Policy***

### **MEDICINES AND ILLNESS**

Pupils who are unwell in the morning should not be sent to school. If children become unwell whilst at school, every effort will be made to contact parents so that their child can be collected.

The school cannot be responsible for the administration of medicine, save in exceptional circumstances. If a child needs medication during the school day and is able to self administer it, the parents should sign a 'Request for Medication' form and the child should take the dosage in the School Office as needed. If a child is not able to self administer medication the school will administer on the parent's behalf as long as a 'Request for Medication' with clear instructions on how to administer. Children should never bring medicines or pills into school themselves and all medication MUST be kept in the School Medical Room in a locked cabinet.

If a child is not able to self administer medication and their parents are unable to come to the school, office staff will administer medicine, however only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs will not be administered unless they expressly have to be taken during school hours.

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. They will be given clear instructions on administering any required medications by the named staff responsible for administering medicines and will observe and then administer the medicine under their supervision to ensure they are confident and able to do so while on 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 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 First Aid book (located in the school medical room).

All medicines will be stored safely. Inhalers and Epipens will be kept in a set of drawers clearly marked by class. The medical room door is kept locked. Other medicines will be locked in the first aid box on the wall. Medicines needing refrigeration will be stored in the medical room fridge. No medicines will be kept in the child's classroom. All medicines must be clearly labelled and this is the responsibility of the parent.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the medical room. Access to these medicines is restricted to the named persons.

All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

**St. Michael's follows Essex County Council's Health and Safety at Work Code of Practice No. 29 but would highlight the following:**

**EPI-PENS** 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. An ambulance must be called immediately. Parents should be contacted after this call has been made.

St. Michael's follows Essex County Council's Health and Safety at Work Code of Practice No. 29 but would highlight the following:

**INHALERS** All inhalers must be clearly labelled with the child's name and class. They are to be kept in a cabinet within the School Medical Room and the child will be allowed to go the School Medical Room and use their inhaler as required. It is the responsibility of the parent to ensure that the child is capable of administering the inhaler themselves and knowing when to do so. A record will be made in the First Aid Book each time the inhaler is used, which details the date and time of use. Inhalers are returned to the child at the end of the academic year. It is the parents' responsibility to return the inhaler to the School Office if it is part of an on-going course of treatment for the child at the beginning of the new school year. It is also the parents' responsibility to check expiry dates and quantity during the school year. A completed Medicine Permission slip is required the first time the inhaler is brought into School (Appendix A). In exceptional circumstances the child is allowed to retain their own inhaler with prior written request from the parent to the Headteacher. All children with an inhaler must take them on educational visits, however short in duration.

**MEDICINES** When parents come into school to administer the medication, it would be helpful if they could come into School during lunchtime (between 12.15 - 1.15 pm).

Where it is not possible for parents to come into school during the day, any medicine (to be taken orally – including throat and cough sweets) e.g. antibiotics, which are required to be taken at regular intervals during the school day, should be brought into the School Office *on arrival* in a container clearly labelled with the child's name and class, with additional clear written instructions if necessary (e.g. before food, to be taken with a drink, etc.). Such medication will be kept in the School Medical Room in a lockable container (or in the Medical Room refrigerator if required) and will be given to the child for them to administer themselves. A medication permission slip (Appendix A) must be signed by the parent. Such medicines should be collected at the end of each school day and brought in on subsequent days as required. If medication is in tablet form, the number of tablets required *per day* should be brought into school on a *daily basis* and taken to the school office, together with a medication permission slip. It should be noted that the *minimum* amount of medicine should be brought into School. The First Aid Book is to be completed by staff each time the medication is taken.

A new permission form is to be completed for each course of medication.

In exceptional circumstances, and in line with our '*Supporting Pupils with Medical Conditions Policy*', medication will be retained by the School for serious medical conditions, e.g. diabetes, severe allergic reactions.

**OTHER** In the case of eye-drops, creams and ointments, these will be kept in the School Medical Room as above and should be brought in on a daily basis. Upon completion of the medicine permission slip, the medication will be given to the child to administer themselves.

Any use of any form of medication taken during school hours *must* be entered into the Medicine Book kept in the School Office. No pain relief, antiseptic creams or any other form of medication will be given to the child

*without the prior written consent of the parent.*

**DRESSINGS** Dressings will be applied (and plasters used) where it is felt necessary (unless otherwise informed) but it is not the responsibility of the School to change dressings unless they have come loose during the course of the school day.

### **Complaints**

Should parents be unhappy with any aspect of their child's care at St. Michael's Junior School, they must discuss their concerns with the school. 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, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the St. Michael's Junior School Complaints Procedure.

## **First Aid Policy**

The qualified first aiders normally give first aid or administer medicine. However, any member of staff can do this voluntarily if there is an emergency and where qualified staff members are not available. All staff are covered by the school's insurance policy and are expected to use their best endeavours in an emergency to secure the welfare of pupils.

### **Procedure**

If a child feels unwell or has an accident, they are sent to the Medical Room where a member of the office team will deal with them. The exception to this is where nosebleeds are concerned. To avoid contamination,

### **Equipment & Supplies**

First aid equipment and supplies are kept in the medical room. Each classroom has a first aid kit for minor injuries. Further first aid equipment and supplies for kitchen staff are kept in the school kitchen office. Mobile first aid kits are supplied for all activities outside of the school. Any treatment given adheres to National and Essex guidelines.

### **Sun Cream**

Sun cream is not applied by staff. Sun cream can be brought into school and must be labelled with the name of the pupil and then they can apply the cream themselves.

### **Accident & Injury Book**

The First Aid Books are kept in the medical room and in the midday First Aid Box. All accidents and injuries are recorded in the book and where necessary serious injuries are recorded "on-line" to the Health & Safety section at Essex County Council for both employees and pupils. More serious injuries, including any accident which requires a hospital or doctors visit is recorded the Health and Safety Log in the office. All staff are responsible for reporting accidents.

### **Head Injuries**

All head injuries are reported to parents/carers via duplicate letter and if staff feel it serious parents are contacted by telephone. Children are also issued with a head injury sticker to alert all other members of staff to be vigilant.

### **Disposal of medical waste**

A bin is provided in the medical room for medical waste.

### **Trained Staff**

**School First Aiders** (full certificate) are: All staff

### **Named people for administering medicines:**

Andrea Wolahan – School Business Manager

Claire Mackintosh – Admin Assistant

Krissie Tompson – Admin Assistant

Catherine Abercrombie –

Admin Assistant

Catherine Cullen – Pastoral Care

Manager  
Maria Rumsey - Headteacher

## Appendix 1

Dear Parent,

It is St. Michael's School Policy for children who need to take medication during school hours, for it to be held in the School Office. Children go to the School Office when it is necessary for them to use their medication and staff complete a 'Medicine Book' so it is known when the medication has been taken.

Please note, if your child has asthma it is school policy for inhalers to be held in the School Office. If your child's asthma necessitates them to carry their own inhaler at all times or for the inhaler to be held in the classroom, and believe them to be responsible enough to administer it as appropriate, please write to me to this effect. Should this be the case, we feel it would be appropriate to have an additional 'spare' inhaler held in the office at all times in the case of an emergency.

All medication must be marked with your child's name and it is your responsibility to ensure they are in date.

Please complete the permission slip below and return to us as soon as possible

Thank you.

X-----

### **St. Michael's Church of England Junior School**

#### **REQUEST FOR MEDICATION TO BE TAKEN BY CHILD**

**CHILD'S NAME** .....

**CLASS** .....

**NAME, TIME & DOSE OF MEDICATION** .....

We request you to allow the above child to take his/her medication. We understand that he/she will be totally responsible

for taking the necessary dose at the appropriate times and that he/she may not be under close supervision when the medication is taken. We therefore understand that the school cannot be held responsible for any circumstances arising from this self-administration.

We note that all medication is to be kept in the School Office, unless we specifically give written authorisation for our child to keep their medication with them. We understand the Medicine Book is to be completed each time the medication is used by the child.

Signed .....

Name (please print) .....