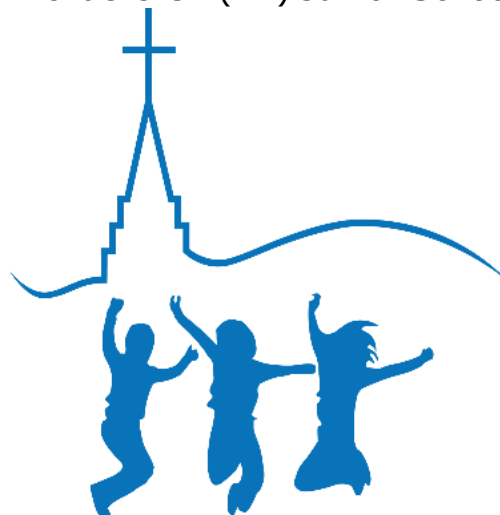


A St. Michael's CE (VA) Junior School Policy



St. Michael's CE (VA) Junior School

**By God's love, we all flourish together.**

*At St Michael's, by God's love and through our Christian values of Love, Faith, Respect and Courage, we celebrate uniqueness and nurture curiosity, enabling each child to flourish on their own rich learning journey whilst contributing to the wider community.*

**COMBINED POLICY FOR:  
SUPPORTING PUPILS AT SCHOOL WITH MEDICAL  
CONDITIONS  
ADMINISTRATION OF MEDICINES  
AND FIRST AID**

Reviewed by Pupil & Curriculum Committee:	Summer 2019
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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 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) might 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, classmates).

### 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, 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
- Collaborative working arrangements will ensure that all relevant stakeholders are involved in ensuring the needs of pupils, with a medical condition, are met effectively.

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. They are kept in the medical room and in the PCM office.

## 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 is needed. 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 consider that many of the medical conditions that require support at school will affect quality of life and may be life - threatening. We also acknowledge that some will be more obvious than others will. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition affects 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 affect 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 pupils with medical conditions and enable them to participate in school trips and visits, or in sporting activities. The school will arrange for the inclusion of pupils in such activities with any adjustments, as required, unless evidence from a clinician (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. They are written in line with the DFE 'Supporting pupils at school with medical conditions' guidance. Specialist nurses are involved when appropriate. 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 most other cases too, especially where medical conditions are long-term and complex. 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 in either 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. Each class will have a medical list and staff will all be responsible to take note of the medical conditions in that class.

### In an emergency

In a medical emergency, trained staff can 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.
- A member of staff will accompany children to hospital 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.

### Staff Training

Staff are trained as First Aiders once every three years. Specialist training of staff may occur when healthcare plans are in place.

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. If children experience sickness or diarrhoea, they need to be kept at home for 48 hours.

## **Administration of Medicines Policy**

### **Medicines and Illness**

- 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 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents (DFE Statutory Guidance 2015)
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- The school cannot be responsible for the administration of medicine, save in exceptional circumstances.

### **Prescription medicines**

- If a child needs medication during the school day and can self-administer it, the parents should sign a 'Administering Medicine' form and the child should take the dosage in the school office/medical room as needed. The prescribed medicine must be checked that it is in-date, labelled and provided in the original container, as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin.
- *(BMA Guidance 2016) Medicines should only be taken to a setting when this is essential, and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist*
- If a child is not able to self-administer medication and their parents are unable to come to school, the school will administer on the parent's behalf if an 'Administering Medicine' form, with clear instructions on how to administer, has been completed by the parent. These will be only those medicines prescribed by a doctor.
- Children should never bring medicines or pills into school themselves and all medication MUST be stored safely and kept in the medical room in a locked cabinet.
- Over the counter medicines, e.g. hay fever treatments, eye drops, ointments and creams and cough/cold remedies will only be accepted in exceptional circumstances and will be treated as in the same way as prescription medication. They will need to be collected at the end of the day and only given when a 'Administering Medicine' form has been completed. Upon completion of the medicine permission slip, **the medication will be given to the child to administer him/herself.**
- We will keep a record of all medicines administered to individual children and, where possible, two members of staff will be present.
- Controlled drugs will not be administered unless they expressly must 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.

### **Non-prescription medication**

- Medication, for pain relief (e.g./liquid paracetamol – 5ml Calpol sachets only) should never be administered without first checking maximum dosages and when the previous dose was taken, as there is a risk that non-prescription medication could interfere with prescribed medication. Parents MUST be informed before administering and only written consent by text or email will be acceptable if the generic 'medicine permission' form was completed by the parent at the start of the child's time at St Michaels. This will cover the duration of the child's time at the school and may include medicines such as paracetamol. Consent will be valid until it is withdrawn.
- 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.
- Parents must submit a written 'medicine permission' slip before any medicine is administered. Medicines to be given during the school day must be in their original container.
- We will keep a record of all medicines administered to individual children
- 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.
- 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. The parent must sign a medication permission slip (Appendix A). 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 daily 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*', the School for serious medical conditions, e.g. diabetes, severe allergic reactions, will retain medication.



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).

Inhalers and Epipens will be kept in a set of drawers clearly marked by class. Children should know where their medicines are kept, and inhalers must be easily accessible in the medical room if the child needs to use it. 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. At the end of the day, the medical room door is kept locked.

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.

**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**

All children should have 2 epipens in school.

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 to the School Medical Room and use their inhaler as required. It is the responsibility of the parent to ensure that the child can administer 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 can

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).

Any use of any form of medication taken during school hours *must* be entered 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 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. There is no legal duty requiring school staff to administer medicines, but that anyone caring for children has a common law duty of care towards those children.

### **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 it. The exception to this is where nosebleeds are concerned. To avoid contamination, these need to be dealt with in situ. At break and lunchtimes some MDA staff carry First Aid bags and will administer basic first aid if possible. They will record any first aid administered.

### **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 on the midday at lunchtime. 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. At the end of lunchtime, the Midday assistants are to leave their books in the First Aid room and collect them from there the following day.

### **Head Injuries**

All head injuries are reported to parents/carers via duplicate letter and if staff feels 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)

**Named people for administering medicines:**

- Andrea Wolahan – School Business Manager
- Krissie Thompson – Admin Assistant
- Catherine Abercrombie –Admin Assistant
- Catherine Cullen – Pastoral Care Manager
- Rowen Prigg - 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 always 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 always be appropriate to have an additional ‘spare’ inhaler held in the office 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.

*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)*

.....

## Appendix 2

### Medicine permission

*Dear Parent/Carer*

*For the duration that your child is at St Michaels we would like to seek your consent in case your child requires Calpol sachets (paracetamol) if they are feeling unwell. We are trying to put in place reasonable procedures to ensure we are covered for any eventuality.*

*The procedure is clear:*

- *The school will only keep Calpol sachets (each sachet is 5ml)*
- *The school will contact you beforehand to verify if other doses have been given previously and at what time*
- *We will accept an email or text to verify your consent*
- *Your child will self-administer the medicine*
- *School will record this in the medical book*
- *If possible, two First aiders will oversee this*

*If at any time you feel that you no longer want this in place for your child, you MUST inform the office, as this consent will be valid until it is withdrawn.*

*Thank you for your continued support.*

*Rowen Prigg, Headteacher*