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# YORK STEINER SCHOOL

## MEDICAL POLICY

**Including First Aid, Administering Medicines and  
Supporting Pupils with Medical Conditions**

<b>Approved by:</b>	Board of Trustees	<b>Date:</b> July 2023
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<b>Last reviewed on:</b>	October 2023
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<b>Next review due by:</b>	October 2024
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# 1 Introduction

York Steiner School aims to be a school that provides a caring, positive, safe and stimulating environment that promotes the nourishment and healthy development of all children. We care for all aspects of the whole child and in being an unhurried, balanced form of education. We aim to allow the child to unfold and develop in their physical, mental, spiritual and emotional health.

Our school welcomes and supports all children with medical and health conditions.

We aim to include children with medical conditions in *all* school activities, including off site visits. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

## 2 Purpose of the Policy

This policy sets out the aims and objectives of York Steiner School and outlines the responsibilities and procedures within the school for all matters relating to the following:

- Administering Medicines
- Supporting pupils with medical conditions
- First Aid and Accidents
- Illness related Absence

## 3 Rationale

The Designated Medical Lead at York Steiner School carries overall responsibility to ensure that this policy is fit for purpose and appropriate to all Key Stages within the school, and that it's outlined procedures are being adhered to thus ensuring the safety and welfare of all students and staff.

The Designated Medical Lead (DML) responsible for this policy is the Headteacher. Delegated responsibility has been given to the Operations Manager, and the school reception staff.

This policy is written in line with Government Statutory Policy and Guidance including but not limited to; 'Supporting Pupils at School with Medical Conditions – December 2015' and 'Statutory Framework for the Early Years Foundation Stage – July 2023'.

## **4 Objectives**

York Steiner School seeks to meet the standard through a number of key objectives which include:

- Complying with relevant legislation and establishing best standards of practice
- Ensuring the responsibilities and accountabilities are clearly defined and effectively communicated to relevant staff
- Setting standards, monitoring and auditing compliance with the standards and where appropriate measuring improvement and performance
- Minimising hazards and effectively controlling risks
- Taking effective action where there is non-compliance
- Ensuring that children with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

## **5 Organisation and Responsibilities**

### ***5.1 Organisation***

York Steiner School will ensure that the procedures detailed within this policy are developed with the welfare and safety of pupils of all ages and abilities at the forefront.

The School will gather important health and welfare information about each child when they first enrol at the school, through the completion of all the Admissions forms. This information will then dictate the next steps, if any, for each child on an individual basis. This medical information will be reviewed annually, or more frequently where required.

At all times the School aims to respect the dignity and privacy of all pupils. Staff are considerate when giving or supervising medication and whilst managing health care needs.

The School will only share information with those who have a role in directly supporting the child's needs, or where it may be appropriate for all staff to be aware. The School will seek parental/carers permission to share any medical information.

## **5.2 Responsibilities**

### **Responsibilities of Designated Medical Lead**

The Designated Medical Lead (DML) holds overall responsibility for the following but may delegate some of the responsibilities to a named person/s as detailed in the policy rationale.

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including children, school staff, special educational needs coordinators, teaching assistants, parents and trustees.
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare Plans
- Ensure child's confidentiality and privacy
- Assess the training and development needs of staff and arrange for them to be met
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school
- Ensure all supply staff and new teachers know and implement the medical conditions policy
- Update the medical policy once a year according to review recommendations and recent local and national guidance and legislation
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure individual healthcare plans are completed and reviewed
- Check medication held in school for expiry dates and dispose of accordingly
- Inform parents/carers when supply of medicine needs replenishing/disposing
- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures

### **HR Manager**

The HR Manager has a responsibility to;

- Ensure that all staff has access to the relevant training
- Ensure accurate record keeping of all staff training
- Ensure staff training is kept up to date

### **School Staff Responsibilities**

All staff have a responsibility to;

- Be aware of potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand and implement the medical policy
- Allow all children to have immediate access to their emergency medication
- Maintain effective communication with the DML

- Be aware of children with medical conditions who may be experiencing bullying or need extra social support
- Ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in

## **Teaching Staff Responsibilities**

Teachers at this school have a responsibility to;

- Ensure children who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a child's learning and provide extra help when needed
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a child is falling behind with their work because of their condition

## **First Aider Responsibilities**

First raiders at this school have a responsibility to;

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards within the school, as per their specific training
- When necessary ensure that an ambulance is called

## **School Educational Needs & Disability Needs Co-Ordinator Responsibilities**

The SENDCO has responsibility to;

- Help update the school medical policy
- Know which children have a medical condition
- Ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements in any aspect of school life

## **Responsibilities of Pupils**

Pupils have the responsibility to;

- Treat other children with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they or another child is not feeling well
- Treat all medication with respect and ensure it is stored and handled appropriately
- Know how to gain access to their medication, including emergency medication
- Ensure a member of staff is called in an emergency situation

## **Parent/Carer Responsibilities**

Parents/Carers are expected to support their child by;

- Telling school if their child has or develops a medical condition

- Immediately informing the school office in writing if there are any changes to their child's condition or medication
- Ensuring that an emergency contact is contactable at all times.
- Administering medication out of school hours wherever possible
- Undertaking health care procedures out of school hours wherever possible
- Ensuring they supply school with correctly labelled in date medication
- Contributing to the writing of Individual Healthcare Plans or intimate personal care plans as appropriate
- Completing the necessary paperwork e.g request for administration of medication
- Collecting out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school or may be infectious to other people
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

Parents who do not provide this support should be aware that the School may not be able to fully support their child with a medical condition in school.

## 6 Guidelines

### 6.1 Administering Medicines

#### ➤ Administration of Medication at School

York Steiner School sets out the following guidance with reference to medication in School:

- York Steiner School and its staff will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a child's health
- York Steiner School will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber
- The School will not hold non-prescribed medication.
- Medication will only be accepted in the original packaging with the child's name on the prescribed label.
- York Steiner School will not give Aspirin to any child under 16 unless it is prescribed.
- York Steiner School will only give medication to a pupil where written parental permission has been received
- Medications are stored in the First Aid Room. Where necessary, some medication will be stored in the fridge located in the First Aid Room. Only 'life-saving' medication such as inhalers and Epipens will be stored in the classroom.
- Medication will be readily accessible when needed by pupils.
- Medication will be administered by Reception staff who have received additional training
- The School will keep an up to date record of all medicines kept in school, and their location
- All medicine administered will be recorded on the log sheet, including information such as the date, time, dosage and staff name
- Children are made aware of where and how they can access their medication

There is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so.

### ➤ **Accepting Medicines**

Parents/carers must ensure that all medication brought into school is clearly labelled with the child's name, the name and dose of the medication and the frequency of the dose. It must be in the original, full packaging containing the accompanying information leaflet, with the prescribing information label attached. It must be handed into reception, and the appropriate consent forms completed.

Medicine information will be stored in the Whole School Record of either 'Short-term' or 'Long-term' medication, as deemed by school staff.

Examples of Long-Term and Short-Term:

- Inhaler prescribed for Asthma – Long Term
- 2 week prescribed course of antibiotics for an ear infection – Short Term

Long-Term medication will be reviewed at least annually, or following any change to the child's health or condition.

### ➤ **Self-Carry Medication**

Where parents/carers wish for their child to carry and administer their own medication, a meeting between the Headteacher, Class teacher and parents/carers where will be arranged in the first instance.

Approval will be granted on an individual basis, taking into account the age and ability of the child, and the type of medication.

If all parties agree and approval is granted, the form 'Request for Child to Carry Own Medication' must be completed and stored in the 'Medicine's folder in the office, with a copy being provided to the Class teacher.

School and School staff will not be responsible for the medication in this instance, or for monitoring whether the child takes said medication.

The Kindergarten follows the guidelines as detailed in the statutory Framework for the Early Years Foundation Stage for administering medicines, which includes the promotion of good health of children attending the setting. They must have procedures, discussed with parents and/or carers, for responding to children who are ill or infectious., take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.

It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.

and inform the child's parents and/or carers on the same day, or as soon as reasonably possible.

### ➤ **School Trips**

The trip leader will ensure that a suitable and sufficient risk assessment is carried out with a section detailing how medical conditions will be managed during the trip. Staff must be aware that some children may require an individual risk assessment due to the nature of their medical condition.

### ➤ **Refusal**

Should a child refuse to take their medication, school staff will note this in the administration of medication record and inform Parent/carers as soon as is reasonably practicable.

Where a child is regularly refusing to take their medication, the class teacher will liaise with parents/carers to make suitable alternative arrangements where necessary.

School staff cannot be held accountable should a child refuse to take their medication.

### ➤ **Safe Disposal**

Parents will be asked to collect out of date medication, any remaining medication following the course of treatment, and empty packaging for safe disposal. Staff will record collection/disposal of medication on the 'Whole School Record of Medicines'.

If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.

## **6.2 Supporting pupils with medical conditions**

The School will work with a number of different people and services that may be involved with a child who has a medical condition e.g parents, child themselves, healthy child nurse, specialist nurse, community nurse etc. We will work together to identify needs, identify training, draw up Individual Healthcare Plans (IHP's), identify staff competency in procedures etc.

The designated medical person assumes overall responsibility for ensuring a child's needs are met in school.

Notification of a child's medical condition should be via parents/carers. The school will then:

- Seek further information about the condition;
- Determine, with the support of the parents and relevant health professionals, whether an Individual Healthcare Plan (IPH) is required;
- Identify any medication or healthcare procedures needed;
- Identify which staff will be involved in supporting the child;
- Identify what, if any, training is needed, who will provide this and when;
- Identify which staff need to know the details of the child's medical condition and inform them as appropriate;
- Ensure parent/carers written permission is received for any administration of medication;
- Monitor and review at designated time periods.

### ➤ **Individual Health Care Plans**



For children with complex medical needs the School will use an Individual Healthcare Plans (IHP's) to record important details. IHP's are held in accordance with data protection. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.

Individual Healthcare Plan (IHP's) are shared on a need to know basis with staff who are directly involved with implementing them. It will also outline a process for dealing with any specific staff absence who are imperative to the plan.

The designated person is responsible for ensuring any required IHP's are created and also for checking IHP's at regular intervals to ensure they are up to date and being implemented correctly.

#### ➤ **Asthma**

School staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation. Children who have Asthma will not have an individual healthcare plan unless their condition is severe or complicated by further medical conditions.

#### ➤ **School Medical Register**

The School keeps a centralised register of children with medical needs. This is informed at first admission and then annually.

A back up paper copy is kept in the office, in the 'Medical Records' folder.

The designated person has responsibility for keeping the register up to date.

### **6.3 First Aid and Accidents**

There will always be a minimum of 2 trained first aiders on site at all times throughout the school day. Additionally, in line with EYFS, a minimum of 1 of the Kindergarten staff on site will be trained specifically in Paediatric First Aid. Information as to which members of staff are designated First Aiders is kept on file and displayed throughout the school.

#### ➤ **Emergency Procedure**

The following steps will be taken should a pupil require hospital treatment:

- Dial 999 and request an ambulance (School address and information is available on the wall next to the phone in the office)
- Parents/carers to be notified
- A member of staff will accompany the child in the ambulance (if parents/carers are not present) and meet parents/carers at A&E
- Staff member will stay with the pupil until parents/carers arrive.
- Health professionals are responsible for decisions on medical treatment in the absence of a parent/carer.

Staff will not take a child to hospital in their own car unless it is an absolute necessity and never unaccompanied.

A record of accidents, and when first aid has been administered will be kept on file. This is done through Scholar Pack, where each incident is recorded against each individual pupil.

The School will notify parents/carers where an accident has occurred and/or first aid has been administered in the following circumstances. All other cases will be dealt with on an individual basis by the administering first aider;

- Head Injury
- Pupil is in Kindergarten
- Pupil behaviour has caused the incident
- Pupil refused first aid treatment

## **6.4 Illness related Absence**

In line with Government guidance on Managing Infectious diseases in Education settings, the following 'exclusions will apply to pupils of all ages:

What	How long
Chickenpox	At least 5 days from the onset of the rash and until all blisters have crusted over
Diarrhoea and Vomiting	48 hours after their last episode
Cold and Flu-like Illness (including COVID-19) they	They no longer have a high temperature and feel well enough to attend. Follow national guidance if they have tested positive for COVID-19
Impetigo	Their sores have crusted and healed, or 48 hours after they started antibiotics
Measles	4 days after the rash first appeared
Mumps	5 days after the swelling started
Scabies	They've had their first treatment
Scarlet Fever	24 hours after they started taking antibiotics
Whooping Cough	48 hours after they started taking antibiotics

Further information and guidance can be found at the end of this policy, in the 'HPECS Guidance – Exclusion Table'.

In addition to the above, parents/carers should inform School if their child has any of the below, although they are not required to stay at home.

- Hand, Foot and Mouth
- Head Lice
- Threadworms
- Glandular Fever
- Tonsillitis
- Slapped Cheek

## 7 General

### ➤ Record Keeping

The following secure records are kept in school.

Name of record	Location of record	Who completes it	Who quality assures it & how often
Whole School Record of all medication - Long and Short Term	'Medicines in school' folder in the office	Reception Staff	Designated person or delegate – termly
Individual administration of medication record	With the medicine, in the First Aid Room or the classroom	Reception Staff or Class teacher	Designated person or delegate - termly
Staff training log - including first aid	Scholar Pack	HR/Admin Manager	HR/Admin Manager - termly
School Medical Register	Scholar Pack / Back up folder in office	Admissions Officer	Headteacher - annually

### ➤ Staff Training

Staff who support children with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via individual healthcare plans. The DML is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professionals. Any member of staff who is trained but feels unable to carry out these duties competently must report this as soon as possible to the DML who will make appropriate arrangements.

Staff must not give medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the designated person will determine this.

All of the staff receive basic awareness training in the following more common conditions, such as asthma, epilepsy, allergic reaction and anaphylaxis. This training is delivered annually and information about these conditions is also displayed via information posters.

### ➤ Unacceptable Practice

School staff use their discretion about individual cases and refer to a child's individual healthcare plan (IHP), where they have one. However, it is not generally acceptable to:

- Prevent any child from accessing their inhalers or other medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child and their parents/carers
- Ignore medical evidence or opinion, although this may be challenged
- Send children with medical conditions home frequently or prevent them from staying for normal school activities e.g. Lunch unless it is specified in the children's individual healthcare plan
- Send an ill child to the school office or medical room without a suitable person to accompany them
- Penalise children for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever required in order to manage their medical condition
- Require parents/carers, or otherwise make them feel obliged to come into school, to provide medical support to their child, including toileting issues and manual handling issues
- Prevent children from participating, or create unnecessary barriers to children participating, in any aspect of school life, including school trips e.g by requiring the parent/carer to accompany the child

#### ➤ **Distribution of School Medical Policy**

**Parents** are informed about this school medical policy.

- When their child is enrolled as a new pupil.
- Via the school website, where it is available all year round.

**School Staff** are informed and reminded about the medical policy

- At the start of the school year
- At scheduled school training days or whole school staff meetings

#### ➤ **Related Policies**

Safeguarding Policy  
Health and Safety Policy  
Attendance Policy  
SEND Policy

## **8 Monitoring and Evaluation**

The procedures detailed within this policy will be reviewed as an on-going 'live' assessment, and the policy reviewed annually, or following any change to legislation or incident.