



MEDICAL POLICY

(FIRST AID AND ADMINISTERING MEDICINES)

General Statement

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

The Designated Medical Lead responsible for this policy is currently Maurice Dobie.

Planning Ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures.
- Ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- having record keeping procedures in place for administering medication
- having storage facilities in place for medication
- having identified a suitable area within school for undertaking health care procedures
- having suitable toileting facilities for children
- Having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any child with a medical condition that requires this.
- appointing a member of staff to be our Named Person for medical needs
- following the guidance provided by the Local Authority in 'Supporting Children and Young People with Medical Conditions in School 'Jan 2015

Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The School Administrator ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the phone at the school office. This procedure is revisited once a year at whole school staff meetings.

If a child needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the ambulance at casualty. The member of staff will stay with the child until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

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

First Aiders

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. Additionally, a number of Early Years staff are trained specifically in paediatric first aid.

Procedure to be followed when school is notified that a child has a medical condition

1. Seek further information from parents and health professionals
2. Determine whether an Individual healthcare plan or a risk assessment is required
3. Arrange a meeting to develop the Individual health care plan
4. Arrange any staff training
5. Implement and monitor Individual healthcare plan.

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 School Administrator is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. 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 Administrator who will make appropriate arrangements.

The School Administrator keeps a training record and ensures training is refreshed as appropriate. Arrangements for induction of new staff are undertaken by the Designated person.

Staff must not give prescription 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.

Whole School Staff Awareness Training

We aim for all staff to receive basic awareness training in the following more common conditions, such as asthma, allergic reaction & anaphylaxis. This training is delivered annually and information about these conditions is displayed.

Staffing

The designated person is responsible for ensuring that all relevant staff will be made aware of a child's condition as soon as possible.

Children with Individual Healthcare Plans have staff named in their plan who have been trained to undertake the procedures in the plan. The Designated person ensures there are enough staff named to cover for absences and to allow for staff turnover.

Administration of Prescribed Medication at School

Wherever possible we allow children to carry their own medicines and relevant devices and where children self-administer, we will provide supervision as appropriate.

- We 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.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will not give **Aspirin** to any child under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.
- Where appropriate, children are encouraged to carry and administer their own medication with a spare being kept in First Aid Room.
- Medication not carried by children is stored in their class room.
- Controlled drugs are stored in the First Aid Room.
- Children who do not carry and administer their own medication know where it is stored and how to readily access it.

Administration of Non-Prescribed Medication at School

Non-prescribed medication can only be administered in school where it is absolutely essential to the children's health and where it cannot be taken out of school hours.

- When non-prescribed medicine is administered there must be prior written parental consent and a record of administration will be kept.
- Non-prescribed medication will be treated the same as if it were prescribed i.e. checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Non – prescribed medication should be provided by the parents. We will not routinely hold our own stocks of medication.

Administration of Medication – General

All staff are aware that 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.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent. Some medicines may require staff to receive specific training on how to administer it from a registered health professional.

Children Who Can Manage Their Own Needs

We encourage all children to manage as much of their own needs as is appropriate. The teacher of the child in question will determine after discussion with parents whether a child is competent to manage their own medicine and procedures. Where a child has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.

We aim for our children to feel confident in the support they receive from us to help them do this.

School Trips

Staff organising our school trips ensure:

- They plan well in advance.
- They seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when children may require medication / procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some children may require an individual risk assessment due to the nature of their medical condition.

Safe Storage - General

- The Designated person or delegate ensures the correct storage of medication at school.
- The Designated person or delegate ensures the expiry dates for all medication stored at school are checked and informs parents of the medication expiring.
- Some medications may need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the Kitchen near the First Aid Room.

Refusal

If a child refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

Accepting Medicines

The Designated person along with the parent/s, ensures that all medication brought into school is clearly labelled with the child's name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet. Wherever possible medicines should be passed from the parent to the school office.

Safe Disposal

Parents are asked to collect out of date medication.

If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal. Disposal of medication is recorded on the administration of medication record.

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 administration of medication record	First aid room And Office	Designated person or delegate	Designated person annually
Individual administration of medication record - for children who have frequent & regular medication	In classrooms	Class Teachers /Kindergarten Teachers	Designated person annually
Staff training log – including first aid	Administrator's Office	Administrator	Designated person
School Medical Register	First aid room And Office	Designated person	Designated person

Enrolment Forms

We ask on our enrolment form if a child has any medical /health conditions and again at regular times.

Individual Health Care Plans

For children with more complex medical needs we use Individual healthcare plans to record important details. Individual healthcare plans 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 Plans are shared on a need to know basis with staff who are directly involved with implementing them.

The Designated person is responsible for ensuring any Individual healthcare plans are developed and also checking Individual Healthcare plans at regular intervals to ensure they are up to date and being implemented correctly.

School Medical Register

We keep a centralised register of children with medical needs. The Designated person has

responsibility for keeping the register up to date.

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 with further medical conditions.

The school have chosen to keep emergency Salbutamol inhalers and spacers in school for use by children who have a diagnosis of asthma and whose parent/s have given us written permission for their child to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed by standard letter if their child has used the schools' emergency inhaler. The named person or delegate is responsible for managing the stock of the emergency school Salbutamol inhalers.

The emergency salbutamol inhalers will be kept in the first aid room along with a register of children whose parent/s has given permission for these to be used as appropriate. The Designated person is responsible for ensuring the emergency inhalers and spacers are washed as necessary.

Working Together

A number of people and services may be involved with a child who has a medical condition e.g. parent/s, child themselves, Healthy Child Nurse, specialist nurse, community nurse etc. We work together to identify needs, identify training, draw up Individual Healthcare Plans, identify staff competency in procedures etc. However, the Designated Medical person take overall responsibility for ensuring a child's needs are met in school.

We work together to ensure our policy is planned, implemented and maintained successfully.

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:

- 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.

- 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 annually.
- Check medication held in school for expiry dates and dispose of accordingly
- Inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures

School Staff Responsibilities

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement the medical policy.
- Know which children in their care have a medical condition.
- Allow all children to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure children who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE
- 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.
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

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 Aiders Responsibilities

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

School Educational Needs and Disability needs Co-Ordinator Responsibilities

The SEND Co-ordinator has a responsibility to:

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

Responsibilities of Class Children

Class children have a 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.
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

Parent Responsibilities

Parents are expected to support their child by:

- Telling school if their child has / 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 they/ their emergency representative 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 health care plans / intimate personal care

plans as appropriate

- Completing the necessary paperwork e.g. request for administration of medication
- Collecting any out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school / 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 we may not be able to fully support their child with a medical condition in school.

School Procedure on Being Notified of a Child's Medical Condition

Notification of a child's medical condition is usually by parents via admission forms.

We will then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a child's care they can manage themselves
- 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/s written permission is received for any administration of medication

Unacceptable Practice

School staff use their discretion about individual cases and refer to a child's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent children 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
- 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 they need in order to manage their medical condition
- Require parents, 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 to accompany the child.

Data Protection

We will only share information about a child's medical condition with those staff who have a role to play in supporting that child's needs. In some cases, e.g. allergic reactions. it may be appropriate for the whole school to be aware of the needs. In other cases. e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

School Environment

We will ensure that we make reasonable adjustments to be favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

Education and Learning

We ensure 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.

Teachers and support staff are made aware of children in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and gym staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for children with medical conditions to have special educational needs and disabilities (SEND). The school's SEND coordinator consults the children, parents and pupil's healthcare professional to ensure the effect of the children's condition on their schoolwork is properly considered.

Insurance

The administrator is responsible for ensuring staff are insured to carry out health care procedures and administer medication.

Additional insurance may need to be taken out for specific procedures and the administrator will ensure relevant staff are able to access a copy of the insurance policy.

Complaints

For details on how to make a complaint around medical issues in school please follow our school complaints procedure.

Dignity and Privacy

At all times we aim to respect the dignity and privacy of all children with medical conditions. We do this by only sharing information with those who have a role in directly supporting the child's needs. We are considerate when giving / supervising medication / managing health care needs.

Distribution of the School Medical Policy

Parents are informed about this school medical policy:

- At the start of the school year
- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round

School staff are informed and reminded about this policy

- At scheduled medical conditions training / school training days whole school staff meetings

Related Policies

Safeguarding Policy

Health and Safety Policy

Attendance Policy

SEND Policy

Signed:	Hannah Levey Linda Dalgliesh
Date:	January 2019
Review Date:	January 2020

Approval

This Policy was approved by the Board of Trustees:

February 2019