



## Policy

# Supporting Pupils with Medical Conditions

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This policy has been written with regard to the guidance 'Working together to safeguard children', 'Keeping children safe in education' and the 'Special Education Needs Code of Practice', which places Special Education Needs and Disabilities together and abbreviated to SEND. A copy can be seen in the Headteacher's Office.

The overall objective of the school's Equality Policy, in line with the Equality Act 2010, is to provide a framework for the school to pursue its equality duties to eliminate unlawful discrimination and harassment, promote equality of opportunity, and promote good relations and positive attitudes between people of diverse backgrounds in all its activities.

<b>Title</b>	Supporting Pupils with Medical Conditions Policy
<b>Date of Issue</b>	November 2021
<b>Review Date</b>	November 2023
<b>Prepared by</b>	Headteacher / SENDCo
<b>To be reviewed by</b>	Headteacher and Governors
<b>Appendices</b>	Appendix 1: Process for developing individual healthcare plans (IHCPs) Appendix 2: Staff Training Record Sheet Appendix 3: Poster displayed at the First Aid Post Appendix 4: Administration of Medication Form
<b>Supply / distribution</b>	Available as a read-only document on the Fynamore school website and hardcopy in the School Office.
<b>Other relevant approved documents</b>	Staff Handbook
<b>Authorised by</b>	Headteacher and Governors

## **1. Introduction**

The Governing Body will ensure that arrangements are in place to support pupils at Fynamore School with medical conditions. The Governing Body will also ensure that the Headteacher consults health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

All pupils at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.

Fynamore School will work together with local authorities, health professionals, commissioners and other support services, to ensure that children with medical conditions receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part-time attendance. Consideration will also be given to how children will be reintegrated back into school after periods of absence due to their medical condition, should this be necessary.

The school will take into account that some of the medical conditions that require support at school will affect quality of life and may be life-threatening. The school will ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life. The arrangements made will show an understanding of how medical conditions impact on a child's ability to learn, as well as helping to increase the pupil's confidence and promote self-care (where appropriate).

Children with medical conditions have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place at Fynamore School because arrangements for their medical condition have not been made.

For children starting at Fynamore School, transitional arrangements will include an assessment of medical needs, and will normally 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 Fynamore mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

The School will support staff in carrying out their role to support pupils with medical conditions. The school will ensure that any member of school staff providing support to a pupil with medical needs will have received suitable training. The school will also ensure that other relevant staff are fully aware of the pupil's condition and support required.

A list of trained staff is displayed in the School Office. This includes First Aid at Work training and specific condition-related training. Most teaching staff and some additional TAs also hold the one-day emergency first aid certificate, which can be used to cover on visits out. All staff need to be prepared to deal with accidents and emergencies.

## **2. Pupils with Serious Medical Needs: Individual Health Care Plans**

Individual healthcare plans (IHCPs) can help to ensure that the school effectively supports pupils with medical conditions. They 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 also likely

**Policy Supporting Pupils with Medical Conditions**

to be helpful in other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate.

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and will be involved in the development and review of their child's IHCP, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

- Children with severe medical conditions (eg. epilepsy, diabetes, nut allergies with epi-pen) require an IHCP. These plans are developed in conjunction with the School Nurse and the parents (see Appendix 1 below).
- IHCPs are kept in the locked cupboard in the staffroom.
- Relevant medication is kept in the cupboard in the staffroom. This must be taken on out of school activities.
- Staff training will be arranged for any medical conditions when it is identified as necessary during the development of the IHCP. Appropriate staff trained will include: the class teacher, class TA, the Headteacher and at least 2 Office staff (to ensure that there is cover for staff absence and school trips).
- Staff training records will be completed and held in the School Office (see Appendix 2).
- Appropriate risk assessments will be completed for off-site visits using Evolve online Risk Assessment system as recommended by Wiltshire Council.
- For pupils with severe conditions: pupils' names, photographs and treatment will be clearly displayed on a poster on the staffroom cupboard and on the inside of the locked cupboard in the appropriate classroom (to inform supply/cover staff).
- For pupils with a food allergy: pupils' names, photographs and allergy will be clearly displayed on a poster in the kitchen.
- Insurance liability cover is in place (through Wiltshire Council) for staff supporting pupils' medical needs and for administering medication in school.

### **3. First Aid**

The first aid post is opposite the staff room door. A first aid trained member of staff is always available. A poster is displayed at the first aid post reminding staff of First Aid procedures (see Appendix 3 below).

#### **First Aid Procedures**

- Disposable gloves will always be worn when giving treatment.
- In the case of minor grazes, running water (or wet gauze) will be used to clean the area and no further treatment should be needed. If there is profuse bleeding, the cut will be covered with a plaster or sterile gauze (fastened in place with tape).
- In case of nosebleeds, the head will be held forwards and the fleshy part of the nose held to stop blood.
- In the case of bangs/bumps to the head or body, an ice pack will be applied immediately, if appropriate. Ice packs are kept in the freezer by the first aid post.
- All waste (bloody gauze, used gloves, etc.) will be placed in the yellow medical bio-hazard bin by the first aid post.

- If a pupil has to go home and needs to be supervised, a teaching assistant will stay with the child until the parent arrives. Pupils needing supervision will not be left unattended. In a serious situation an assistant may need to accompany a parent in the car.
- If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, and will accompany a child taken to hospital by ambulance, if the parent has not arrived.
- Dates for first aid items will be checked on a regular basis to ensure no out of date supplies are used.
- If in any doubt over treatment, a staff member should consult another first aider.
- A portable first aid kit must be taken on off-site visits.

#### **4. Defibrillator**

- The defibrillator is kept in an alarmed storage box, fixed to the wall of the main entrance hall, by the School Office door.
- The defibrillator is checked on the closest working day to the start of each month, and the check recorded in a log book.
- Several members of staff are trained in the use of the defibrillator (see list of trained staff displayed in the School Office).

#### **5. Medication in School**

- If a child requires medication during the school day or during an off-site activity, parents must complete an 'Administration of Medication Consent' form (Appendix 4). This can be obtained from the School Office or downloaded from the School website. Once completed this form is filed and kept in the School Office, or taken with the visit leader off-site.
- At the designated time, two trained staff will oversee the administration of the required medication, checking the form against the actual medication. Once given, the medication consent form is completed, dated and initialled by both staff members.
- If a pupil requires more than one type of medication, the consent form/s and each item of medication will be clearly colour-coded to prevent confusion.
- In cases where ongoing medication is needed eg. Inhalers, an annual consent form is obtained.
- Inhalers are kept in either the first aid cupboard in the staffroom or in a locked cupboard in the child's class, whichever is most appropriate.
- Other medication will be kept in the School Office, or stored in the locked staffroom cupboard. Medication that needs to be kept cool will be stored in the staffroom refrigerator.
- Pupils should not store medication in their school bag.
- Dates for medicines held in school will be checked on a regular basis to ensure no out of date medication is used.
- Insurance liability cover is in place (through Wiltshire Council) for staff administering medication in school.

## **6. Reporting Incidents**

- The pupil accident book is located at the main first aid post. The staff accident book is located in the School Office. The appropriate book must be completed with details after all accidents.
- If appropriate, after treatment, children will be given an incident report slip to inform parents of the incident.
- Parents will be contacted by telephone immediately for incidents which are serious, e.g. head injuries, suspected bone breaks, etc.
- Bangs to the head will be reported on a pink slip which is given to the class teacher, so that they are aware of the head injury and can supervise the pupil in class.

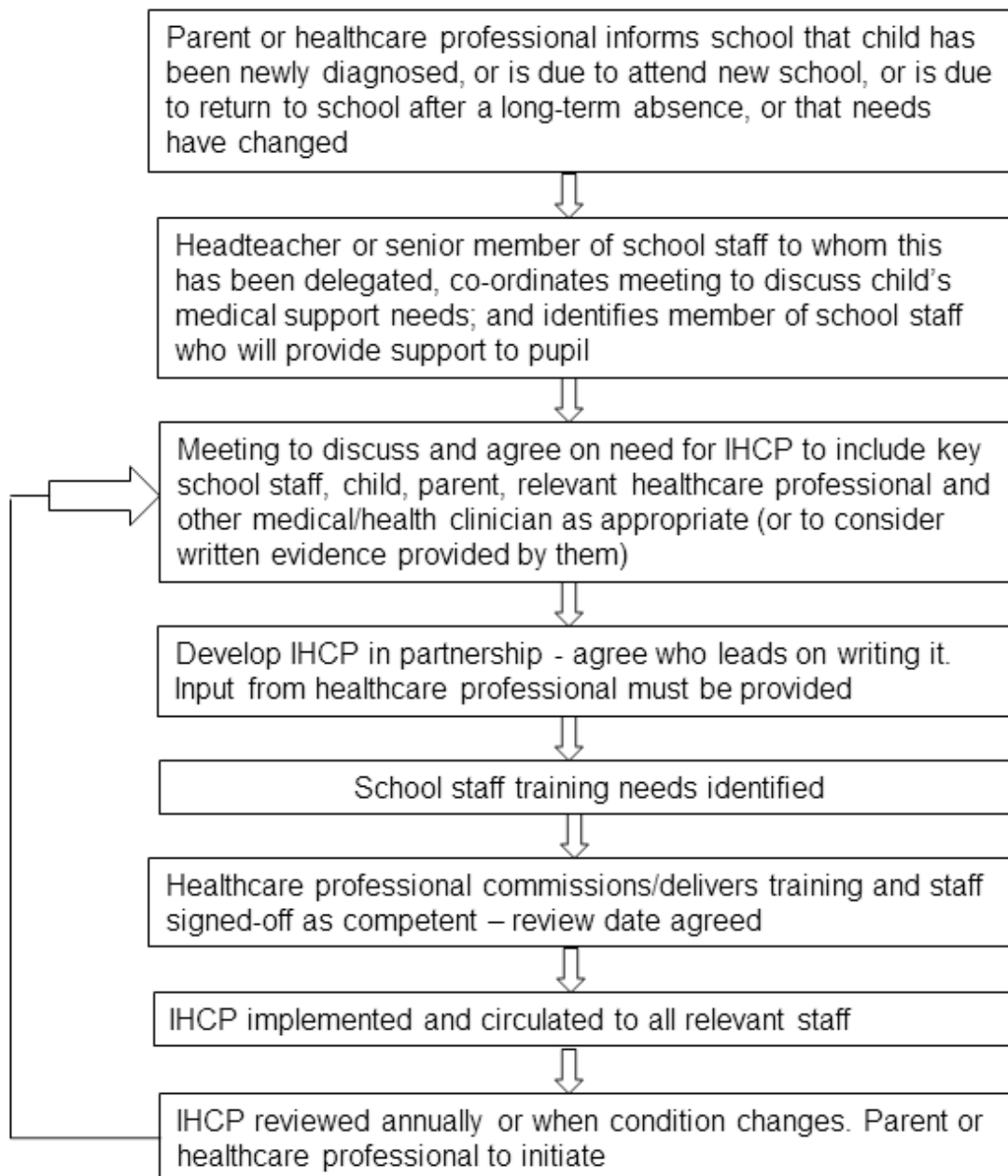
## **7. Complaints**

Should parents be dissatisfied with the support provided for their child's medical condition, they should discuss their concerns directly with the school, via the School Office. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## **8. Policy Monitoring and Review**

The Headteacher / SENDCo will monitor and review this policy every 2 years. At each review the policy will be approved by the Governing Body.

## Appendix 1: Process for developing individual healthcare plans (IHCPs)



## Appendix 2: Staff Training Record Sheet



Fynamore Primary School



### Staff Training Record – Administration of Medicines

Name of school/setting:

Fynamore Primary School

Name of staff member:

Type of training received:

Date of training completed:

Training provided by:

Trainers' profession and title:

#### To be completed by the Trainer:

I confirm that the member of staff named above has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated as detailed below.

Trainer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Suggested review date: \_\_\_\_\_

#### To be completed by the member of staff being trained:

I confirm that I have received the training detailed above.

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Appendix 3: Poster displayed at the First Aid Post

# First Aid

## A reminder to all staff about first aid procedures in school



Medication for all pupils is stored in named containers in the staff room cupboard above the microwave. Some inhalers are stored in the relevant classroom cupboard. If you have a new pupil who needs regular medication in school please put it in a named container or bag in the appropriate cupboard. Short term medication should be handed to the office staff. Pupils should not store medication in their school bag.



All first aid stock is kept in the cupboard at the first aid post. Supplies of tissues and gloves are kept in/on the cupboard in the staff room.



At the first aid post there is a sheet to order stock. This sheet is useful so stock can be checked regularly and we do not run out of anything. This is particularly needed after school trips to top up first aid boxes.



All waste (bloody gauzes, tissues, used gloves, etc.) need to be disposed of in the yellow biohazard bin located at the first aid post. Please do not fill the bin with paper towels.



The pupil accident book is located at the main first aid post. The staff accident book is located in the office. The appropriate book must be completed with details after all accidents.



Parents should be contacted by telephone immediately for incidents which are serious, e.g. head injuries. Bangs to the head should be reported on a pink slip which is given to the class teacher, so that they are aware of head injuries.



## Appendix 4: Administration of Medication Form



Fynamore Primary School



### ADMINISTRATION OF MEDICINES

#### FORM OF PARENTAL/GUARDIAN CONSENT (Form 1) - STRICTLY CONFIDENTIAL

Child's Name:		Year/Class:
Address:		
Date of Birth:		
Home Tel No:		Work Tel No:
GP Surgery		GP's Tel No:
Condition/Illness:		

**Statement:**

I hereby request that members of staff administer the following medicines as directed below. I understand that I must deliver the medicine personally to the school in the original container as dispensed by the pharmacy and accept that this is a service which the school is not obliged to undertake. I will inform the school/setting immediately, in writing, if there is any change required to the dosage or frequency of the medication required or if the medication is to cease.

Name (print): \_\_\_\_\_

Relationship: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Medicine	Dose	Prescribed by Medical Practitioner (Yes or No)	Frequency & Times for Administration	Date of Completion of Course (if known)
A				
B				
C				
D				
E				
Special Instructions/Precautions/Side Effects:				
Emergency Action:				
Other prescribed medicines child takes at home:				



**Fynamore Primary School**

**RECORD OF PRESCRIBED/ NON-PRESCRIBED MEDICINES GIVEN TO CHILD IN SCHOOL (Form 2)**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Year/Class: \_\_\_\_\_

**STRICTLY CONFIDENTIAL**

<b>Date</b>	<b>Time</b>	<b>Name of Medicine Given</b>	<b>Dose</b>	<b>Any Reactions</b>	<b>Name and Signature</b>	<b>Signature of staff witnessing invasive treatment</b>