

St. John's C.E. Primary School



Our Vision Statement

Shine like stars

Through God's love, we will flourish and develop our gifts in our nurturing community, as we strive to be an inspiration to all.

Your light must shine before people, so that they will see the good things you do and praise your Father in heaven.' Matthew 5:16

Policy: Supporting Medical Conditions

Reviewed: September 2023

Next review: September 2024

Guidelines for Supporting Pupils with Medical Conditions

This document has been written in line with Enfield LA documentation regarding Supporting Pupils with Medical Needs and should be read in conjunction with it. In addition these guidelines provide additional information.

Parents/Carers have the prime responsibility for their child's health and well-being. The intention of this school is to work in partnership with those parents/carers to enable the pupils to attend school regularly and to participate fully in school life.

The Headteacher has delegated the arrangements regarding medical procedures to the following members of staff:

- Office Manager, Class Teachers and the Teaching Assistants

It is the responsibility of the Headteacher to make it known to parents and staff the arrangements by which medical needs can be met. This will be done during class handover meetings in the summer term, weekly briefing meetings and meetings between Class Teachers, Teaching Assistants and Parents/Carers where necessary.

Medical information relating to a pupil will be treated as confidential, and following consultation with Parents/Carers will be displayed in the staff room to enable all staff to support the pupil. After consulting with the Headteacher the Parents/Carers may decide that a wider awareness of their child's condition would be beneficial; this would then be met in an appropriate manner. The need to know about the condition would normally include the Class Teacher and the Class Support Staff. It might also include an adult in a supervisory capacity during break periods or taking extra-curricular activities e.g. sports.

To make this document easier to access the required information, it has been divided into sections under the following headings.

- Temporary exclusion on medical grounds
- Short term medical conditions
- Long term medical conditions
- Roles and Responsibilities
- Training
- Documentation and Record Keeping
- Storage of medicines
- Emergency procedures

If a child has a short-term medical need that requires specific measures to be undertaken, but not the administration of medication, an individual health plan should still be completed by the Parent/Carer.

For children who regularly use inhalers, we ask that they are correctly labelled with the child's name and class, together with written details regarding dosage and frequency. All inhalers are kept in their classrooms and administration is supervised.

Long term medical conditions

A few pupils may have medical conditions that will warrant them having an individual health care plan, which may or may not include them taking medication at school. Designated members of staff will do their best to meet the needs of those pupils. It is essential that the parents/carers of those pupils liaise with the Teaching Assistants or the Headteacher at the earliest opportunity. In the case of prospective pupils this would be prior to the child starting school. Individual Health Care Plans will be drafted so that support systems can be organised. The Headteacher may invite the school nurse or another appropriate professional to be present at these meetings.

Depending on the outcomes from these meetings, the Headteacher will decide if there is a need for any training or additional support/resources that would need to be put in place to meet the child's needs.

If the child's condition is likely to affect the child's attendance at school,

The Headteacher will undertake to arrange to keep herself informed of the reasons for absence and to liaise with the Office Manager and Teaching Assistants who have responsibility for monitoring pupil attendance.

Regarding the administration of medication the same terms apply as for short term conditions with the addition that parents will keep The Office Manager informed of any changes to the medication and will arrange to meet with them to make the appropriate changes to the documentation.

Roles and Responsibilities

The role of the LA:

- To offer advice and to provide appropriate support to the school and the individual.
- To provide a broad framework to encourage the inclusion of children with medical needs in the full life of a school, and to help staff to feel confident and reassured about the tasks they have agreed to undertake.
- To take the lead in consulting with the relevant agencies which can provide information, advice, training and support.

The role of the Governing Body:

- The Governing Body has general responsibility for all school policies.
- It is the Governing Body's responsibility to ensure that adequate insurance cover is provided for staff volunteering to administer medication in accordance with agreed guidelines.

The role of the Headteacher:

- The Headteacher is responsible for ensuring the implementation of the Governing Body's Policy.

- The Headteacher will ensure there is a mechanism in place for informing parents of the school policy and procedures regarding children and their medical needs.
- The Headteacher will ensure that all staff are aware of the policy, and follow the set procedures.
- The Headteacher may delegate some of the above to named members of staff.
- To advise and inform the Headteacher.
- To liaise with Parents/Carers and relevant professionals to make arrangements for meeting the needs of pupils with medical conditions.
- To keep appropriate staff informed of pupil need (within the bounds of confidentiality)
- To ensure that documentation is kept up to date.
- To monitor the effectiveness of the provision for pupils with medical needs.
- To act as line-manager for the Teaching Assistants and other staff taking any responsibility for pupils with medical needs.
- To ensure that staff receive appropriate training.
- To advise all parents of procedures via updates, website, newsletters and statement in school brochure.

The role of school staff

- Other than any staff member contractually obliged to administer/supervise medication, no member of staff is obliged to take on this role. In an emergency situation it is expected that all staff would respond in loco-parentis to meet the need of the child.
- Where staff have volunteered to administer medication they must take up the opportunities to attend appropriate training and should not give medication without having first received such training or instruction.
- If pupils refuse to take medication they should not be forced to do so. Emergency services and/or parents should be informed as is appropriate.
- A non-trained member of staff should not administer medication at any time. The exception to this being in an emergency situation when staff will act in loco-parentis.

The role of Office Manager, Teachers and Teaching Assistants

- It is the requirement in this school that the Office Manager, Teachers and Teaching Assistants undertake First Aid Training.
- As with all other staff these persons would only administer medicines after receiving appropriate training.
- All staff will undertake to protect themselves and others by wearing plastic gloves when dealing with emergency situations involving blood and other bodily fluids.
- Documentation of any accidents/injuries as appropriate in the Accident Book
- Reporting major accidents/incidents via the on-line system to the CLASSI, now renamed as Smartaa.
- TAs have a particularly important role in the support of pupils needing medication where off-site visits are to be made. They should:
 - Ensure they have the medication with them at the onset of the journey.
 - Ensure they have access to a mobile phone
 - Have the relevant contact telephone numbers with them.
 - Record the details of dosage given and any other relevant information.

The role of the school nurse

- The school nurse can provide advice and training.
- They can liaise between parents/school with external agencies.
- They can provide disposable boxes where necessary.
- They can refer individual pupils to the continence nurse.

The role of Parents/Carers

- Parents/Carers should recognise the need to work in close liaison with the school for the benefit of all children and their own child in particular.
- Parents/Carers have the prime responsibility for their child's health and should notify the school of any medical condition when applying for or being offered a place for admission. Where the condition arises during the child's school years, the school should be informed as soon, as is possible.
- Parents/Carers should co-operate with the policy and procedures regarding both the attendance and temporary exclusion of pupils and with the completion of any documentation regarding their child's health.
- Parents should ensure that an adult is responsible for handing any medication to the named member of staff indicated on the completed form, and also for the collection of any unused medication.
- Where medication is divided between home/school, the Parent/Carer should undertake to provide the school with the original container bearing the prescription details. The container will be clearly labelled with the name and class of the child.
- Where a child already has an Individual Health Care Plan, the parent will inform the school of any changes and attend the school to amend the H.C.P.
- The Parent/Carer will support the school in their encouragement of the child to take responsibility regarding their own health management, as appropriate to the age and understanding of the child.

The role of the Pupil

- According to the age and understanding of the child we will encourage him/her to contribute towards his/her own health care plan.
- We will encourage pupils to manage their own medication as soon as is possible, however supervision will always be provided.

Training

- Members of staff, who volunteer or are appointed to administer medicines, should only do so after receiving appropriate training.
- The Headteacher will liaise with the school nurse or any other accredited professional, to make arrangements for training to be provided.
- The Parents/Carer of the pupil will be fully informed regarding that training.
- The Office Manager will keep a record of all training received by staff. This is essential for insurance purposes.

Documentation and Record Keeping

- The Headteacher, supported by the Office Manager, is responsible for overseeing the completion and maintenance of the following forms as is appropriate.
- Individual Health Care Plan.
- Parent/Carer request form for school to administer medication.
- Record of medication administered.
- Emergency Planning Form.
- The above are the forms currently used in school; these may be added to or amended in response to a specific situation.
- The Headteacher may delegate responsibility for the completion of a form to a member of staff directly supporting a child; however monitoring the maintenance of those forms remains with them.
- Documentation will be regarded as confidential; however information will be stored in such a way as to enable access to information, to best protect the needs of the child particularly in an emergency situation.
- Staff will ensure that the Headteacher is kept fully informed of any training they may receive. They will also inform the Headteacher if any planned for training fails to take place for any reason. This is essential for insurance purposes.

Storage of Medicines

- Medicines will be stored in a safe place in the classroom or fridge, if necessary, or in a locked cupboard. Children will only be administered their own named medication.
- Medicines will be clearly labelled with the pupil's name, class, dosage and frequency it is to be administered.
- If the pupil needs more than one prescribed medicine, each will be in a separate container, labelled as above.
- Parents/Carers will be asked to provide medicines in the original containers.
- All Pupils asthma pumps are kept in their classrooms.
- Epi-pens are kept in their classrooms, safely out of children's reach, in a labelled wallet.

The Office Manager has the responsibility for checking the expiry dates of medicines and for arranging for an adult to collect any unused medicines. Medication is retained in the office for collection by the Parent/Carer at the end of the school day. It is the Parent/Carer's responsibility to check that the medication has been returned and to ask the Office Manager if it is missing. The Office Manager has the responsibility for the hygienic storage of medicines.

Emergency Procedures

- A serious injury may be visible or non-visible and correct first aid procedures should be followed.
- In the case of head injury (bump or serious graze), the following procedures will be followed:
- Parents/Carers will be telephoned, informed of injury and a note will be sent home.
- Child will be monitored by an adult in case serious complications develop.

- In all cases when an emergency situation arises an ambulance will be called and Parents/Carers advised to meet the ambulance at the hospital.
- If an accident occurs on the field or in the playground the child should not be moved. An adult should call for a trained first aider who will decide whether the child should be moved.
- The Teaching Assistant will complete an on-line Accident/Incident report and return it to the LA Health and Safety Team who will escalate the report to the Health & Safety Executive (HSE) if necessary.
- Parents/Carers will be informed as soon as it is reasonable for a member of staff to access the contact information.
- If the child has a health care plan the details will be made known to the emergency services.

Examples of the necessary forms required to support the implementation of this policy

Template A: individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in	
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school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

--

Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the
medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Template C: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			

Name of member of staff

Staff initials

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Template D: record of medicine administered to all children

Name of school/setting

[illegible]

Template E: staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

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

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Template F: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely