



Children with Medical Conditions Policy, including the Administration of Medicines and First Aid Policy 2014-15

Policy Statement

Lakeside Community Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

Lakeside School understands that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

Lakeside School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

Lakeside Primary School (from here known as 'this school') makes sure all staff understands their duty of care and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an individual Medical Healthcare Plan written as soon as possible after diagnosis and reviewed termly.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

This school ensures all staff receive appropriate first aid training and have easy access to first aid equipment. The main first aid boxes are located in the medical cupboard. An emergency bag is located on a peg in the Medical Cupboard. All classrooms have a basic first aid kit and full first aid kits are taken on any off site visits, Forest School, together with any Medical Healthcare Plans. First aid equipment specific to a pupil (eg Epipen) is located in the pupil's classroom. The equipment is kept safe out of pupils reach: whole staff awareness of its location. Mrs Latimer and Mrs Vale are responsible for the replenishment of stock.

The **named member** of school staff responsible for this medical conditions policy is **Mrs Alison Dolphin**.

Policy Framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at school.

1) This school is an inclusive community that supports and welcomes pupils with medical conditions.

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out of school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of care that meets their needs.
- This school will ensure all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- The school understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory. This school understands that some children with medical conditions may also have disabilities and or special educational needs and this policy may be read in conjunction with the school's SEN policy and the 2014 SEN Code of Practice.

2) This school's medical conditions policy is drawn up in consultation with local key stakeholders within both the school and health settings.

- Stakeholders should include parents, pupils, school nurse, school staff, governors, the school employer and relevant local health services.
- **The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**
- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear

communication channels. The policy will be available on the school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

- **All staff understand and are trained in what to do in an emergency at school.**
- All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency. (See Supply Teacher's folder).
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- All children with a medical condition at this school have an individual Medical Healthcare Plan, which explains what help they will need in an emergency. The Healthcare Plan will accompany a pupil should they need to attend hospital (all plans stored in EMERGENCY folder in medical cupboard). Parental permission will be sought and recorded in the Healthcare Plan for sharing the Healthcare Plan with emergency care settings. Healthcare Plans should be developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing and to minimize disruption.
- Medical Care Plans will contain:
 - **All staff understand and are trained in the school's general emergency procedures.**
 - All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly. Training is provided at the start of each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff. Training needs will be identified and discussed at least annually as part of the school's appraisal process. The induction of new staff will include training for supporting pupils with medical needs.
 - Any member of staff providing support to a pupil with medical needs will have received suitable training.
 - If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompanies a child taken to hospital by ambulance. **A member of staff must not take a pupil to hospital in their own car.** If it is not an emergency, but a minor injury which requires attention, and a parent does not have transport/unable to get to school, the pupil can be taken by taxi with an accompanying member of staff. Parent permission must be sought first. All emergencies must be reported to the Headteacher, Deputy Headteacher or a member of Senior Management.

- **This school has clear guidance on providing care and support and administering medication and first aid at school.**
 - This school understands the importance of medication being taken and care received as detailed in the pupil's Medical Healthcare Plan.
 - The school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. The school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
 - The school will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances. Medication may only be administered if prescribed by a healthcare professional. Medicines bought 'over the counter' may not be administered, except for a single dose of travel sickness medication required for the return journey of an educational visit and then only upon the explicit written consent of the parent. Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.
 - Medicines will only be administered at school when it would be 'detrimental' to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
 - When administering medication, for example prescribed pain relief or antibiotics, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.
 - Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parent. This will be recorded on the Medical Healthcare Plan. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst pupils will be encouraged to keep themselves healthy, and self care is to be promoted, this school recognizes that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.
 - If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the Healthcare plan. Parents will be informed.
 - The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site education visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.
 - Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

- **This school has clear guidelines on the storage of medication and equipment at school.**
 - This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Children at this school know to ask any member of staff and that they may have immediate access to their medication if required. In this school medications are stored safely in the Medical Cupboard or in the 'medical fridge' in the staffroom if required to be stored at a controlled temperature.
 - Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
 - The school will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump. Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional. A medicine form must be completed. The child's teacher will be informed.
 - The school will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.

- **This school has clear guidance about record keeping.**
 - Parents at this school are asked if their child has any medical conditions on the admissions form.
 - The school uses a Medical Healthcare Plan to record the support an individual pupil needs around their medical condition. The Medical Healthcare Plan is developed with the pupil (if appropriate), parent, school staff, School Nurse, and relevant healthcare services.
 - This school has a centralized register of Medical Healthcare Plans, and an identified member of staff who has responsibility for this register.
 - Medical Healthcare Plans are reviewed termly, or whenever the pupil's needs change.
 - Parents and School Nurse have copies of the Medical Healthcare Plans. School staff are aware of and have access to the Medical Healthcare Plans for pupils in their care. Supply Staff and Students are made aware of any pupils within their remit.
 - The school seeks permission from parents before sharing medical information with any other party.
 - This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfill the requirements set out in the pupils Medical Healthcare Plan. The school keeps an up-to-date record of all training undertaken and by whom.
- **This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**
 - This school is committed to providing a physical environment accessible to pupils with medical conditions.
 - This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
 - All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and Science to raise awareness of medical conditions to help promote a positive environment.
 - The school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.
 - This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimize these.
 - This school makes sure that pupils have the appropriate medication/equipment/food available during physical activity.
 - This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
 - All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalize pupils for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.
 - This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the parent and the pupil's healthcare professional and the pupil (where appropriate).

- This school makes sure that a risk assessment is carried out before any out of school educational visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- **This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.**
 - This school is committed to identifying and reducing triggers both at school and on out of school visits.
 - In the event a pupil needing an inhaler and the one belonging to the child is either broken, lost, or out-of-date, an emergency inhaler will be used (refer to Register). This is kept in the Medical cupboard on a peg, clearly labelled. Only pupils who have their parent's signed consent will be able to use the emergency inhaler. Consent letters will be kept in the 'Inhaler' folder in the Medical Cupboard. The parent will be given a form stating the date, time and reasons for the emergency inhaler being used. The two named members of staff who are able to administer emergency inhalers are Mrs Latimer and Mrs Vale. In the event of them both not being in school a trained first-aider will administer the medication. A record of use of the emergency inhaler will be kept.
 - The school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.
- **Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**
 - This school works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
 - The governing body should ensure parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

First Aid

- Staff who have first aid training are required to provide support, basic treatment and recording of treatment given.
- It is the responsibility of all staff to ensure first aid kits are replenished from Medical cupboard, when items are used.
- Kits should be left fully stocked after use.
- Playground kits should be taken out onto the playground by TA on duty at breaktime, MDS staff at lunchtime.
- Head Injuries - Accidents involving head bumps etc. can be problematic as symptoms may become noticeable over a period of time. All injuries involving

a head bump should be reported to class teachers who need to be alert to changes. A Bumped Head letter must be sent home.

- All serious injuries must be referred for hospital treatment.
- All written evidence must be recorded using a black pen.

12) Hygiene

- Staff have a duty to provide first aid with an awareness of infection control.
- Staff should wear disposable gloves.
- Yellow bins must be used to dispose of any soiled first-aid materials. Bins must be emptied regularly.

13) The medical conditions policy is regularly reviewed, evaluated and updated.

Signed Chair of Governors

Dated

Review: September 2015

A.D.

September 2014