



# Denton West End Primary School

## Supporting Pupils with Medical Conditions Policy and First Aid

### Objective

The school places the highest importance on the care, safety, well-being and health of its pupils and staff especially those with known medical conditions. This policy had been written to give clear guidelines about the appropriate action to be taken where a pupil is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident requiring first aid. It should be read in conjunction with the Educational Visits Policy and the DfE guidance 'Supporting Pupils with Identified Medical Conditions' December 2015.

### Children with Medical Needs

Children with medical needs have the same rights of admission to a school or nursery setting as other children and cannot be discriminated against under the Equality Act 2010. This policy also has regard to the Children and Families Act 2014 and DfE 'Supporting pupils at school with medical conditions' 2015.

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

Children with long term medical conditions will have an individual Health Care Plan that has been drawn up, where appropriate, with a health professional.

However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school takes advice from school nurses and other professionals as appropriate. It is the parent's responsibility to keep school updated of any changes to their child's medical condition. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

### Aims

The school aims to:

- assist parents in providing medical care for their children
- educate all relevant staff in respect of the child's medical condition
- arrange training from health care professionals to ensure there are sufficient volunteer staff to support individual pupils
- liaise as necessary with medical services in support of the individual pupil
- ensure access to full education if possible
- monitor and keep appropriate records
- inform relevant staff will be informed of a child's medical condition
- ensure a teacher has designated overall responsibility for the care of pupils with known and identified medical conditions
- support pupils with any social and emotional implications
- complete risk assessments for school visits
- update health care plans at least annually.

## **Entitlement**

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The head teacher will ensure there is sufficient staff trained to administer medication and be first aid trained. A rolling programme of first aid training is in place at all times. The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

If any pupil including those with known medical conditions, is unwell in class or has an accident in school, the headteacher and/or first aider (or if the situation occurs out of school – the teacher in charge) will assess the pupil and decide on the appropriate action which may include giving care and first aid or calling for an emergency ambulance if a pupil is seriously unwell or injured or their known medical condition is causing concern.

In the event of a serious medical emergency requiring hospital treatment, an ambulance should be called immediately and the patient should be cared for by staff until medical help arrives.

In the event of a child in Nursery or Reception having an accident in school, staff should always seek the help and support of a Paediatric Trained First Aider who will then treat the child appropriately.

A pupil's parents will be contacted as soon as possible, whenever there is a medical emergency. Where appropriate, the school will ask the parent/guardian to attend to support the pupil. Parents must always be notified if a child has a head injury, however minor it may appear at the time.

In the event that an accident occurs out of school and the family cannot be contacted, at least one member of staff should accompany the person to hospital. In no circumstances should any students be left unattended as a result of a member of staff accompanying the injured person to hospital. An ambulance will be called if necessary.

## **Administering Medicines**

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs. Staff who assist with any form of medication in accordance with the procedures detailed within this guidance are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified. Indemnity requires that these procedures are followed as described here.

Short-term prescription requirements must only be brought to school if it is detrimental to the child's health not to have the medicine during the school day. Where possible it is the responsibility of parents/carers to arrange the timing of medication so that it is not necessary for it to be administered during the school day. Parents must complete a form giving school written permission to administer the medicine.

The school will only administer medicines that have been prescribed by a doctor, dentist or nurse prescriber.

Medicines must always be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this should include:

- Name of child
- Name of medicine
- Dose

- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

For the safety of others all controlled drugs will be kept in a secure area. Only qualified first aiders will administer the medicine. Where possible, two adults will be present. The exception is asthma inhalers, EpiPens and blood glucose pens which need to be readily available. School staff should take appropriate medication on school trips.

In some circumstances, as determined by the headteacher, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.

When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany it on such visits and outings.

All medicine will be collected by the parents/carers or nominated responsible adult when no longer required at the end of the school day. It is the responsibility of the parents/carers to dispose of the medicine in a safe manner.

Sharps boxes should always be used for the disposal of needles and other sharps.

### **Parents/Carers responsibilities in respect of their child's medical needs**

It is the responsibility of the parents/carers to provide the Headteacher with sufficient written information about their child's medical needs if treatment or special care is needed.

No prescribed medicine will be given to a child without written agreement from his/her parents/carers.

Where possible medicines should be self administered under the supervision of an adult.

### **Record keeping**

Staff will record medicines administered on a daily basis. The parental request form will be kept in a file for a specified period.

If an accident or medical emergency occurs off the school premises the member of staff present should complete the Accident Form as soon as possible after returning to School.

Risk assessments must be carried out for all pupils especially those with known medical conditions on each trip. Prior to educational trips and visits, parents will be asked to complete a Consent Form and provision will be made to meet all risks and cover medical needs.

### **Supply Staff**

All teachers will complete a supply sheet at the start of the academic year signposting supply staff on which children need medical support or have inhalers. This is kept in the Register Folder and available with a plan of the day.

### **Safe storage of medicines**

Medicines will be stored in a secure space with regard to temperature. Medicines must be in the original container.

Medicines must be collected by an adult and disposed of by the parents/carers.

### **Defibrillator**

School has purchased a defibrillator and relevant staff have been trained.

### **Named Person**

The named person is the SENCo (Mrs Moore and Miss Bamford) who has responsibility for updating healthcare plans annually and liaising with medical professionals who may also update healthcare plans.

### **Fabricated Induced Illness**

Absences from school are common and Denton West End Primary School recognises that there are many reasons including legitimate medical and hospital appointments. If fabricated or induced illness by a parent/carer is suspected, school staff will verify the reasons for the child's absences. Consideration will be given as to whether reported illness is being used by the child, for example, to avoid unpopular lessons or being bullied. Such concerns should **not** be dismissed. Any concerns or suspicions of fabricated induced illness will be discussed with the designated child protection lead.

### **Annex:**

#### **Anaphylaxis**

Anaphylaxis is a serious life-threatening type of allergic reaction. It usually develops suddenly and gets worse very quickly.

The symptoms include:

- feeling **lightheaded or faint**
- **breathing difficulties** – such as fast, shallow breathing
- wheezing
- a fast heartbeat
- clammy skin
- **confusion** and anxiety
- collapsing or losing consciousness

There may also be other **allergy symptoms**, including an itchy, raised rash (**hives**), feeling or being sick, swelling (**angioedema**), or **stomach pain**.

#### **What to do if someone has anaphylaxis**

Anaphylaxis is a medical emergency. It can be very serious if not treated quickly.

If someone has symptoms of anaphylaxis, you should:

1. call 999 for an ambulance immediately – mention that you think the person has anaphylaxis
2. remove any trigger if possible – for example, carefully remove any wasp or bee sting stuck in the skin
3. lie the person down flat – unless they're unconscious, pregnant or having breathing difficulties
4. use an adrenaline auto-injector if the person has one – but make sure you know how to use it correctly first
5. give another injection after 5-15 minutes if the symptoms don't improve and a second auto-injector is available
6. Keep the child lying down or seated and have someone stay with them until they have been assessed by a paramedic.
7. Unconscious patients should be placed in the recovery position

#### **Guide to Using an EpiPen®**

1. There is no need to remove clothing to use an **EpiPen®**, but make sure the orange end will not hit buckles, zips, buttons or thick seams on clothes.

2. To remove **EpiPen**<sup>®</sup> from the carry case. Flip open the lid on the carry case. Tip the carry case and slide the **EpiPen**<sup>®</sup> out of the carry case.
3. Lie the child down with their legs slightly elevated to keep their blood flowing or sit them up if breathing is difficult.



Each **EpiPen**<sup>®</sup> can only be used once. If symptoms don't improve, you can administer a second **EpiPen**<sup>®</sup> after 5-15 minutes.

*“You Must call 999, ask for an ambulance and state ‘anaphylaxis’.”*

