

# **Ocker Hill Infant and Nursery School** **Supporting Medical Needs in School Policy**

## **Introduction**

Name of School	Ocker Hill Infant School
Date of Policy	November 2017
Co-ordinator	Heidi Faulkner
Policy Consultation	Curriculum/Sites
Review Date	November 2018

## **Ethos**

Ocker Hill Infant and Nursery School will provide a fully inclusive educational and pastoral system which welcomes and supports pupils with medical needs.

We will ensure that all:

Be healthy

Stay safe

Enjoy and achieve

Make a positive contribution

Achieve economic wellbeing once they leave school.

We will ensure that correct procedures and protocols are in place to enable any pupil with a medical need to be able to attend school or have minimum disruption to their education. We will support all children to be resilient and mentally healthy. School will be a safe and affirming place where all children can develop a sense of belonging and feel able to trust and talk openly to adults about their problems.

This policy is written in conjunction with The Equality Act 2010 and the SEN Code of Practice 0-25 years 2014.

The Policy refers to the First Aid and Behaviour Policy.

The school will follow the guidelines for Moving and Handling Pupils who have Physical Disabilities January 2012.

The School will:

- Ensure all are welcomed and supported.
- Listen to the views of pupils and parents.
- Ensure pupils and parents feel confident in the care they receive.
- Ensure that staff understand the medical needs of the pupil.
- Ensure that all staff understand their duty of care and what to do in an emergency.
- Ensure the whole school and local health community understand and support this policy.
- Ensure that all pupils with the same medical condition will not have the same needs.
- Ensure that the school recognizes that duties in Children and Family Act, Equality Act and the Disability Discrimination Act relate to children with a disability or medical conditions and are anticipatory
- Ensure all stakeholders are involved in reviewing the policy.
- It is clearly communicated to all stakeholders and all know their role.
- All pupils with a medical condition have an Individual Health Plan (IHP)
- All staff are trained about the medical need and know what to do in an emergency.
- The staff are aware of common triggers that can make a condition worse.
- Ensure that staff will liaise with all agencies when a child returns to school following illness.
- Ensure there is clear guidance about record keeping.

### The Governing Body will

- Ensure that arrangements are in place to support pupils with medical and mental health needs.
- Ensure that all pupils can access and enjoy the same opportunities.
- Ensure that all agencies work together to enable children to receive a full education.
- Ensure that children with mental health needs will be supported by the relevant professionals.
- Ensure that the school focuses on the specific needs of each individual and how this can impact on their school life.
- Ensure that all records are up to date.
- Ensure that parents and pupils have confidence in the schools ability to provide effective support for medical needs in school.
- Ensure that the school understands how the medical needs impact on a child's ability to learn and promote confidence and self care.
- Ensure that staff are trained to provide the support the pupil will need.
- Ensure that no child is refused admission due to a medical need, but allow a transition period for staff training.
- Ensure that policies, plans, procedures and systems are properly and effectively implemented.

### The Head Teacher will

- Ensure that the policy is developed and effectively implemented.
- Ensure that all staff in EYFS are trained in first aid.
- Ensure key staff are trained in first aid.
- Ensure that all staff read the policy and understand their roles.
- Ensure that relevant staff are informed of the need, including new and supply staff.
- Ensure that relevant staff are trained.
- Ensure that all Individual Health Plans are in place and reviewed.
- Ensure the policy is understood and all know their role.
- Ensure that adequate Insurance is in place.
- Liaise with other agencies.
- Ensure that medicines are stored safely, and that Inhalers, Epi Pens and Diabetic equipment are readily available to trained staff, but out of reach of children.
- Ensure that children and parents are included in decisions relating to mental health needs.
- Ensure that school will intervene early and strengthen resilience.
- Ensure that Risk Assessments are completed when required.

### The Staff will

- Support children with medical and mental health needs.
- Administer medicine following training, if happy to do so.
- Ensure that they have sufficient training.
- Ensure that they know how to respond if a pupil with a medical need requires help especially in an emergency.
- Ensure that Risk Assessments are completed when required.

### The School Nurse will

- Notify the school of children with medical needs.
- Support the school in writing the Individual Health Plans.
- Support the school by offering relevant training.
- Liaise with lead clinicians.
- Train staff in how to administer drugs.

The Parents will

- Notify the school if their child has a medical need.
- Provide up to date information.
- Be involved in writing and reviewing Health Care Plans.
- Carry out the actions agreed in the Care Plan.

The LA will

- Under Section 10 of The Children Act 2014 have a duty to promote co-operation between all relevant bodies and work with the school to support children with medical needs.

Pupils will

- Be empowered to recognise their symptoms and needs. All medication will be administered by an adults.
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### **Procedures**

Heidi Faulkner is responsible for implementation of the procedures.

Sian Griffiths will liaise with parents and school nurse to complete the Health Care Plans etc. all staff are trained regularly upon the medical condition and what to do in an emergency (at least yearly).

### **Health Care Plans**

**The Health Care Plan will clearly state the need, condition triggers, symptoms and treatments. It will record the steps needed to manage the condition and overcome any potential barriers to learning.**

**It will clearly define what is an Emergency, how to respond and who to contact.**

**It will be written as soon as possible once the need is identified and reviewed regularly (at least yearly).**

**Each care plan will**

**Relate only to the need and action for that individual child.**

**Include details of medication to be taken, the correct dosage, how/where to store the medication and any possible side effects.**

**Refer to any dietary requirements or environmental factors.**

**Record the support for educational, social and emotional needs and level of support needed.**

**Include a record of training received by relevant staff and arrangements for school trips.**

**Record any transition details/procedures for the next year and school.**

**Include a phased return following long absences.**

### **Administration of Medication**

The school will only give medication which has been prescribed by a doctor, is in date and has clear information relating to the dose to be given.

The school will NEVER give Aspirin unless prescribed by a doctor.

All parents will complete a permission form with all relevant information before the school will give any medication.

All parents will complete The Asthma Record card.

All medicines will be stored safely.

Inhalers, Epi pens and blood glucose testing machines will be available at all times and safely stored.

All medication will be taken on school trips. At least two members will be trained in how to administer medication/check bloods.

Medication will be returned home for safe disposal by the parents.

Have a sharp box when needed, school will follow LA guidelines.

Keep a record of who gave the medication, dosage and time given. A record will be used to inform parents if children are using their inhalers outside the normal usage for that child.'s

If a child misuses their medication or anyone else's their parent will be informed immediately and the school's disciplinary procedures will be followed.

### **Controlled Drugs:**

The School Nurse will train two staff to administer the drug, these are locked in the school safe.

Administration will be recorded by both staff and signed.

This medication will be locked away, but accessible in an emergency.

The Pupils must NEVER bring this medication into school, carry it around or pass it on.

Staff will ensure that epi pens etc are available at all times.

**THE SCHOOL CANNOT HAVE RESPONSIBILITY FOR THIS.**

### **Record Keeping**

Parents are asked to fill in medical information on their enrolment form. With the support of school nurses and IHP is written relating to the child's medical need. These are completed by Sian Griffiths, class teacher has one copy and another is stored in the Head Teachers office. These are reviewed at least yearly.

The school keeps a record of any medication given, time date and dosage. School ensures that all staff are trained by school nurses.

A record will be completed and handed to parents if a child has used their inhaler above normal usage.

### **Intimate Care**

**We recognise that pupils will need to receive intimate care on occasions.**

### **Protocols**

**Always ensure that two members of staff are present.**

**When nappy changing ensure that the door remains ajar, one member of staff may do this.**

**Encourage children to help if capable.**

**Staff will talk pupils through the administration of lotions, they will support by squeezing it onto the skin but children will rub it in.**

**School will NOT administer eye drops.**

### **Mental Health Needs**

Heidi Faulkner is responsible for implementation of the procedures.

Rebecca Strange will liaise with parents and outside agencies to complete Health Care Plans etc.

**School will promote the health and well being of all pupils in school.**

**School will have clear systems and processes to help staff to identify children with possible mental health needs.**

**The school will ensure that care plans are written, actioned and regularly reviewed.**

**School has embedded routines which all pupil's access daily to talk about their feelings. All staff are trained in Emotion Coaching and de-escalation techniques. These are reviewed regularly**

**Strategies and Interventions to promote positive mental health include**

- **The use of the PSHE curriculum to develop resilience, confidence and the ability learn.**
- **Positive Behaviour Management used throughout the whole school.**
- **Access to the school Nurture Group, The Tiger Club**
- **Small group and one to one sessions to help pupils identify and use coping strategies.**
- **Developing strong links with parents and carers.**
- **The Learning Mentor will lead counseling sessions.**
- **Referral to Banardos and CAMHS.**
- **One to one therapeutic work led by professionals.**
- **Administration of medication if required.**

In the Appendix there is a more detailed overview can be found in The Special Needs Policy.

### **Emergency Situations**

**School will ensure that Health Care Plans symptoms and response needed.**

**School will phone 999 giving clear information and directions.**

**If a child is taken to hospital school will follow the procedures in the First Aid Policy.**

### **Inclusive**

**The school is committed to providing a physical environment accessible to pupils with medical conditions, this includes educational visits. This policy is linked to the Accessibility Plan and the Anti-Bullying policy. The school ensures that the pupil's need are assessed in relation to the activity**

### **Unacceptable Practice**

**Staff WILL NEVER:**

- Prevent children from accessing inhalers etc.
- Assume each child with the same condition require the same treatment.
- Ignore the views of pupils and parents.
- Send pupils home frequently or discriminate against them.
- Send poorly children to the office unattended.
- Penalise pupils for low attendance.
- Prevent drinking, eating and toilet breaks needed to manage the need.
- Make parents feel obliged to give medication.
- Prevent a child fully participating in school life.

### **Insurance**

The school will ensure that all Insurances are up to date.

The policy will be accessible to all staff.

### **Complaints**

If a pupil or parent is dissatisfied with the support provided they should contact the school directly.

If the complaint cannot be sorted, parents must follow the Complaints Procedure on the School Website.

Copies of this are available in school.