



Harry Gosling School Medical Policy 2018-19

This policy adheres to the Department for Education guidance 'Supporting pupils in school with medical conditions' (2015). Please see this document for further details, if necessary.

The Link Governor for this policy is Abul Hussain.

1. Aims of the policy

- To outline the systems in place to support children with medical needs
- To safeguard against accidents arising from the storage and administration of medicines
- To clarify that it is the responsibility of parents to ensure correct administration of medicines
- To protect pupils and staff
- To avoid unnecessary exclusion of any child who is fit for school but who is completing a course of medical treatment.

2. Medicine and medical care

A medicine is defined as any substance used for the treatment or prevention of medical conditions.

Parents must provide the school with up-to-date emergency contact details for all pupils.

Parents are requested to update this information via the school office whenever necessary.

In the case of a pupil becoming ill at school, the child will be accompanied by an adult to see a First Aider or member of the Senior Leadership Team (SLT) and, if necessary, parents/carers will be contacted.

Should a child require a paramedic or ambulance, the emergency services are contacted first and the parents are called straight after this contact has been made.

3. General responsibilities

Parents/carers have prime responsibility for their child's health and are responsible for supplying information to the school about a pupil's medical condition. They must let the school know of any changes to information currently held by the school.

When the school is notified of a medical condition either by parents or outside agency, information is added to the class medical information sheet and shared with staff. If necessary a referral will be made to the school nurse who will create a Health Care Plan if needed.

The Head Teacher oversees the implementation the school's medical policy. The Head Teacher reports to Governors as appropriate regarding medical issues. The daily management of medical needs is overseen by **Abu Hasan (PSM)** and **Emma Brown (Deputy Head)**.

SLT and the school nurse will ensure that class teachers have relevant information regarding the medical needs of children in their class. Class teachers will ensure that this information is shared with other relevant staff, eg. Teaching Assistants. All staff are made aware of how to access class medical information, individual Health Care Plans and any relevant medication.

It is the class teachers' responsibility to ensure that any necessary medication and a First Aid kit are taken on school trips.

First Aiders are responsible for administering medical care in school. Only staff who have received AAI Pen training are able to administer an AAI Pen to a child. All staff with First Aid training are trained in using an AAI Pen.

Children with food allergies will be provided with a badge or label to wear at lunch time giving details of their allergy. These are made by the SMMS/school office and are given to the children each day by the Midday Meals Supervisors. This information is shared with the kitchen staff by the SMMS.

4. Administering medication in school

There is no legal duty which requires school staff to administer medication. Parents (or a person designated by the parent) should attend the school at the appropriate times in order to administer medication where necessary.

The policy of the school is not to administer medication unless the pupil has a medical condition which, if not managed, could limit their access to education. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Only when it is absolutely necessary will the Head Teacher accept responsibility for school staff administering or supervising the taking of prescribed medication during the school day.

Staff will only administer medicine if either a Health Care Plan, a medical note or a completed 'Request for the administration of medicine in school' form in school is in place.

It is not deemed necessary for the school to administer medicine where

- a child is prescribed to take medication three times a day - it can be administered by the parent before school, after school and before the child goes to bed
- the parent, or another responsible adult, can come to school to administer the medication themselves.

If a parent feels that their child's situation differs to those above (for example, the child needs medicine four times a day) then they must discuss this with a member of SLT or the PSM and complete a 'Request for the administration of medicine in school' form.

In situations where it is absolutely necessary for pupils to take medication in school, this will be authorised on the form by a member SLT or PSM. Staff must not give prescription medicines or undertake health care procedures without appropriate training. A first-aid certificate does not constitute appropriate training to support all medical conditions.

The school reserves the right to refuse to take responsibility for administering medication where they feel the involvement of a parent/carer or a person with greater medical expertise would be more appropriate in supervising the procedure.

Administration of non-prescribed medication, e.g. painkillers, anti-histamines etc., will not be authorised in school.

Where long term medical assistance is required to ensure a child with a serious medical condition can attend school (eg. Type 1 diabetes) then staff will be given sufficient training to allow this to take place.

5. Storing medication in school

To comply with DCSF guidelines for 'Supporting Pupils' Medical Needs', the pupil's doctor should provide written details of the medication that is being stored in school. This must include:

- Name of person for whom the medicine is prescribed
- Name of medication
- Dose
- Method of Administration
- Time and frequency of administration

- Other treatment required, if necessary
- Any side effects

Medicines for Years 1-6 (including asthma pumps) will be stored in the Medical Room, where they are not accessible to children without adult supervision. This excludes medicines such as eczema creams and AAI Pens which can be kept in classrooms (out of the reach of children) as they may need to be used urgently and/or often.

Medicines for Early Years are kept in the classroom's 'First Aid' cupboard, out of the reach of children.

All asthma medication/inhalers must be accompanied by an asthma card obtained from the school nurse / GP. These are in the process of being updated into HCPs, and the school nurse is responsible for overseeing this. It is the responsibility of the parent to monitor 'use by' dates of inhalers.

Parents must notify the school when an inhaler, AAI Pen or other medical equipment expires. It is the responsibility of the parent to provide the school with a new inhaler, AAI Pen or other medical equipment.

At the end of each academic year the school will send all medicines home. It is the responsibility of the parent to bring the medicine back to school at the start of a new school year.

Schools should not store large volumes of medication. Parents should bring in the required dose each day where possible.

The school has a 'Medical Fridge' in the Medical Room. This is used to store only medicine.

6. Medical fitness for attending school

Where pupils are unfit to attend school due to illness, it is expected that parents/carers make the necessary arrangements for the child to be collected from school and cared for off the school site.

In the interests of other pupils and staff, it is expected that pupils are kept away from school in accordance with the quarantine recommendations set by the LA.

7. Health Care Plans

Where the school is aware of a pupil with a chronic illness or a potentially life threatening condition, the school nurse will draw up a 'Health Care Plan' for managing the medical needs in school, in agreement with the parents and member of SLT. The Health Care Plan will include the following information, where appropriate:

- Definition and details of the condition
- Food and drink management
- Precautionary measures
- Treatment
- Emergency procedures to be adopted
- Staff training where required
- Staff indemnity
- Consent and agreement

Copies of Health Care Plans are located in the class teacher's file, the school office, and the child's Inclusion file (in the Deputy Head Teachers' office).

8. Record Keeping

Parents / carers must complete a medical form when the child starts school. This information will include their doctor's name and contact details, plus any medical information.

A record will be kept of all medication administered in school, in the final section of the request form. On the advice of the school nurse, it is not a requirement that school's keep a written record when pupil's use their asthma inhalers.

Records of accidents occurring on school premises or on school visits will be kept in the accident book in the school office.

If a child leaves Harry Gosling either at a mid-year point or at the end of the year, their medical file will be sent to their new school.

Please see the school 'First Aid Policy' for more information.