



## ST.LEONARD'S C. E. PRIMARY SCHOOL

### Supporting Pupils with Medical Conditions Policy

JANUARY 2017

Approved by the Governors of St. Leonard's C. E. Primary on:

Date	Amendment	Signed

To be reviewed annually

## **St.Leonard's C of E. Primary School**

### **Supporting Pupils with Medical Conditions Policy**

**The Governing body must ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.**

#### **DEFINITIONS**

Pupils' medical needs maybe be broadly summarised as being two types:

- (a) **Short-term**, affecting their participation in school activities which they are on a course of medication.
- (b) **Long term**, potentially limiting their access to education and requiring extra care and support.

#### **SCHOOL ETHOS**

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at work act 1974, makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils of the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case individual procedures may be required. St. Leonard's is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to schools as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all the pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all the relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

#### **OUR AIMS**

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication

- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- To write , in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situation where a child with a medical condition requires support
- To keep, monitor and review appropriate records

### **UNACCEPTABLE PRACTICE**

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to :

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers: ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

### **ENTITLEMENT**

St. Leonard's C. E. Primary School provides full access to the curriculum for every child where possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However , we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of the SLT, any concern or matter relating to the support of pupils with medical conditions

### **EXPECTATIONS**

It is expected that:

- Parents will inform school of any medical condition which affects their child
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self- administer medicine if this is appropriate, and that staff members will only be involved if this is not possible

- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- St. Leonards will ensure that, where appropriate , children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up to date advice about a pupils' medical needs and will seek support and training in the interest of the pupil
- Transitional arrangements between schools will be completed in such a way that St. Leonards will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals

### **PROCEDURE**

The Governing Body of St. Leonard's C.E. School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. See Public Liability Insurance policy QLA18AC04001392 with Zurich Municipal, available on the Oxfordshire County Council Website.

### **INFORMATION**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staff room. Children with medical conditions which may require emergency attention, eg. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom and all adults dealing with the child including supply teachers, will have their attention drawn to this information. Class registers of pupils' medical needs will be kept at reception and additional copies will be kept by each class teacher. All other medical conditions will be noted from children's *Integris* records and this information will be reviewed annually.

### **IN AN EMERGENCY**

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

## **ADMINISTRATION OF MEDICINES**

Only essentials medicines will be administered during the school day. These will be only prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine and keep an appropriate record during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines Book (located in the school reception office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines ( inhalers,etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in a locked cabinet in the school office behind reception. Access to these medicines is restricted to the named persons. Epi-pens are kept in cupboards in relevant children's class rooms and additional Epi-pens are kept in the school office, as above.

Staff will record any doses of medicines given in the Medicine Book. Children self- administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them when off the school site, however short the duration. From October 2014 the school will purchase additional inhalers for emergencies, these will be stored in the school office.

## **EPI-PEN**

At present, only staff who has received up to date training and hold a current First Aid Training Certificate, may administer an Epi-pen (see staff list). It is the parents responsibility to ensure their child has two Epi-pens in school that are in date and come with the correct paperwork /plan provided by Oxfordshire's Community Children School Nursing Team.

## **RESPONSIBILITIES**

The Head teacher with support of the Special Educational Needs Coordinator is responsible for ensuring staff are fully trained to support the needs of pupils with medical conditions.

The Special Educational Needs Coordinator will be responsible for monitoring Individual Healthcare Plans.

St. Leonard's CE Primary School will ensure that;

- All relevant staff are made aware of children with medical needs.
- Have a clear process for informing new staff, including supply teachers of pupils with medical conditions.
- To ensure appropriate risk assessments are completed and signed for prior to any off site visits.

## **COMPLAINTS**

Should parents be unhappy with any aspect of their child's care at St. Leonard's CE Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Head teacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the St. Leonard's CE Primary School Complaints Procedure.

## **Trained Staff in School – Training schedule in place across the academic year**

This is the current list of trained staff

<b>Paediatric (under 12'S) First Aid</b>	<b>Emergency First Aid</b>	<b>Epi- Pen Administers</b>	<b>Defibrillator Training</b>
Sarah Moon	Claire Mortimer	Sue Nurden	Sarah Moon
Sally Philpott	Rachel Lacey	Lorette Pendle	Fiona Keyser
Sara Yeatman	Paula Johnstone	Rebecca Hobbs	Caroline Debus
Toni Pratley	Lucy Nicklin	Rosanne Elson	Lisa Nottingham
Lorrette Pendle	Morag Mallarky	Fozia Nasir	Lynnie Cole
Rebecca Hobbs	Tanya Johnstone	Lisa Nottingham	Paula Johnstone
Bev Tonner	Sue Cross	Lucy Nicklin	
Nicola Jones	Alison Neblett	Bethany McKenna	
Fozia Hussain	Parveen Akhtar	Bev Tonner	
Rosanne Elson	Tasia Khalid	Wendy Bignell	
Fozia Nasir	Sonia Smith	Nagina Ali	
Nicola Jones	Lynnie Cole	Sara Yeatman	
Fozia Hussain	Ikra Ahmed	Fiona Keyser	
Shabnam Malik	Sue Nurden	Sarah Moon	
Shaheda Mukhtar	Kate Fortnum	Liz Vere	
Janet Thompson		Caroloine Debus	
Fahana Hussain		Sally Philpott	
Wendy Bignall			
Negina Ali			
Dawn Phipps			
Lauren Hancock			
Vicki Drummond			
Jane Ford			
Rosie Boston			
Gemma Hetherington			
Matthew Clarke			
Brian Stother			
Monika Kurek			
Beth McKenna			
Rachel Lacey			

Liz Vere			