



Northfield Manor Primary Academy

Medical Needs in School Policy

Definition

Pupils' medical needs may be broadly summarised as being of two types;

- a) Short term: affecting their participation in school activities (while they are on a course of medication)
- b) Long term: potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**)

Rationale

Schools have a responsibility for the health, safety and welfare of pupils in their care. In the case of pupils with special medical needs, the responsibility of the school is to make sure that safety measures cover the needs of all pupils in the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may receive.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.**

Teachers and other school staff have a common duty to act in loco parentis for all pupils and may need to take swift action in an emergency. This duty extends to teachers leading activities away from 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 (e.g. inhaler) and should supply the school with information. The school takes advice and guidance from the appropriate services (e.g. Local Authority), which encourages self-administration of medication where possible. Contact details for our school nurse are available on request from the school office. A copy of this policy is available to parents/carers on our website or from the school office.

Aims

The school aims to:

- assist parents/carers in providing medical care for children;
- educate staff and children in respect of special educational needs;
- arrange training for staff who volunteer to support individual children
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible;
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

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

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

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

Expectations

It is expected that:

- parents/carers/carers will be encouraged to co-operate in training children to self-administer medication if this is practicable
- when any medication is brought into school it should be presented at the school office by the parents/carers **not the pupil**;
- Parents/carers/carers must complete an 'Administering of Medication – authorisation' form. This form is kept in the medical needs folder in the office and a copy made for the class medical folder; central records are up-dated. Appropriate provision is made and training completed if necessary.
- **prescribed medicine**- the name of the pharmacist should be visible and the label should clearly state; the child's name, the name of the medication, the prescribed dose, the expiry date, written instructions provided by the prescriber on the label or container. All medicines brought into school are kept in the school office, staffroom fridge or in the class medical boxes; apart from inhalers and emergency medication (e.g. epi-pens), which are always kept in the classrooms.
- **Non-prescribed medicine**- will only be administered with permission from parents/carers in exceptional circumstances. Staff will check the medicine has previously been administered without adverse effect and an 'Administering of Medication – authorisation' form must be completed.
- **Staff will never administer medicines containing aspirin unless prescribed by a doctor.**
Staff will never administer medication containing ibuprofen to children who are asthmatic.
- The school will record any prescribed or non-prescribed medication administered by school staff.
- School staff will consider carefully their response to assist with the administration of medication or the supervision of self- administration of medication and that each request will be considered on an individual basis.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs and will seek support from the relevant health practitioners where necessary and in the best interests of the pupil.

- Any medicines brought into school by the staff, e.g. painkillers, personal inhalers should be stored appropriately, out of reach of pupils. Any staff medicine is the responsibility of the individual concerned and not of the school.

Long- term medical conditions

Where a pupil has a chronic illness, medical or potentially life-threatening condition the school will initiate a health care plan/personal alert card to meet individual needs and support the child. This will be drawn up by health care professionals in consultation with the child's parents/carers or guardians and will contain the following information;

- definition and details of the condition
- special requirements, e.g. dietary needs, pre-activity precautions
- treatment and medication
- what action to take/ not to take in an emergency
- staff training where required
- the role the school staff can play
- the role of the parents/carers
- consent and agreement

Where a pupil has a long-term medical condition there may be the need to make individual risk assessments.

Emergency procedures

All staff are aware of procedures when dealing with a medical emergency. This should be supervised by a fully trained first aider. Red hands are in every classroom and other room around school, so that someone can be called in an emergency.

All staff are aware of pupils having a healthcare plan/personal alert card and understand the need to follow agreed emergency support. These are displayed in the staffroom and copies are in the class medical box, registers and Central Medical folder kept in the office. Lunchtime supervisors and kitchen staff are also made aware of these.

All staff know the guidance on calling the emergency services and this is displayed beside telephones.

In the event of an emergency every effort will be made to contact a parent so that they may accompany their child to hospital. If this is not possible a member of staff will accompany the child to hospital in the ambulance and stay until the parent arrives. Healthcare professionals are responsible for and decisions on medical treatment when parents/carers are not available.

Educational Visits

This school actively encourages children with medical needs to participate in trips and visits. Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits. Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support pupils. Additional staff/adults will be considered for this purpose.

Prior to an overnight school trip parents/carers must complete an up to date medical questionnaire about the pupil's current general health and medication. Prescribed medication will be administered after parents/carers have completed a 'Request for school to administer medication' form parents/carers are invited to provide written consent to enable staff to act 'in loco parentis' and administer 'over the counter' medicines such as Calpol if required. Where this consent is refused

parents/carers are asked to discuss alternative support measures with staff should their child feel unwell during the trip.

Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of healthcare plans and Alert Cards will be taken on all visits as well as any emergency medication that may be required.

Staff Training

Northfield Manor Primary Academy holds training on common medical conditions regularly; this is delivered by the Medical Needs Team or other relevant healthcare professionals. A log of staff training is kept and reviewed every twelve months to ensure new staff receive training.

Regular staff training is provided to support the administration of emergency medications such as Epi-pens. The school keeps a register of staff who have undertaken relevant training.

Northfield Manor Academy has several appointed trained first aiders, paediatric first aiders, as well as two first aiders at work. Training is reviewed regularly and updated every three years.

Parents/carers are requested to provide any relevant medical information on return of permission slips for After School Clubs so adults in charge of these are aware.

Monitoring and Evaluation

This Policy will be reviewed annually.

Date agreed by the Governing Body: 16th July 2018

Signed: David Duff

(Chair of the Governing Body)

Appendix 1- Asthma (please see Department of Health 'Guidance on the use of emergency salbutamol inhalers in schools', September 2014)

Whilst recognising that asthma is a widespread, potentially serious (but controllable) condition Northfield Manor encourages pupils with asthma to achieve their potential in all aspects of school life.

Parents/carers have a duty to inform school staff if their child is asthmatic. Inhalers must be provided and labelled with the pupil's class and name. The inhalers are kept in the class Medical Box. It is the parent's duty and responsibility to check that inhalers are working, within the expiry date and have not run out.

Inhalers accompany children whenever they move around the school site and on off-site visits.

Children with asthma must have immediate access to inhalers when they need them and know where they are kept. A spacer device may be required and the pupil may need support to use this.

A record card is used to record the frequency of use of an inhaler and can be found in each class medical folder. This should be completed for all pupils when the inhaler is used.

Parents/carers should be notified when a child has used an inhaler excessively or more regularly than normal.

Leaders of after school clubs are notified of pupils having asthma and inhalers are sent to all after school clubs.

The school has an emergency asthma kits situated in the school office and an emergency kit which is available for off site visits. The emergency kit may only be used by pupils who have been diagnosed with asthma and whose parents/carers have given consent. If parents/carers do not give consent for the use of the emergency kit they are asked to sign to say they take responsibility for their child's health. The emergency kit would only be used in a circumstance when a pupil's inhaler malfunctions or has run out and they do not have an additional inhaler available in school. Parents/carers must give consent for their child to use the emergency asthma kit, once the kit has been used it is discarded and it is the parents/carers' responsibility to replace it with a free one from their GP.

Appendix 2- Head Injuries

Pupils who sustain a head injury and there is a concern must be reviewed by a trained first aider in school. If a pupil has a visible wound, swelling or adverse reaction parents/carers may be informed and are welcome to come into school to assess their child personally. Where there are no residual effects the pupil may remain in school whilst being observed. A medical slip is completed and sent home.

Appendix 3- Epilepsy, Anaphylaxis and Diabetes

Parents/carers have the duty and responsibility to notify the school if their child has any of these conditions and should provide details of any treatment and support they may require in school. Relevant healthcare professionals will liaise between parents/carers/guardians and school personnel to ensure staff are aware of, and trained to provide, and relevant or emergency support or treatment. An individual healthcare plan will usually be compiled, detailing the course of action to be taken.

Appendix 4

Medical Needs - Proposed Procedures:

When a child is offered a place - parents/carers must complete the pupil medical form

If a child has medical needs – parents/carers will need to complete appropriate forms – this may lead to the organisation of appropriate training of staff or referral to school nurse

Forms copied to school file, central medical records up-dated and copied to register, class medical folder and other appropriate staff informed such as Teachers, SENCO, Senior Learning Mentor, Lunchtime Dinner Supervisors, Kitchen Staff and Peripatetic Staff.

If necessary, Mrs Noke is asked to contact previous school for further details e.g. copy of Alert Card, health care plan, SEN information especially ref. healthcare professionals involved – making Jenny/Mandy/Class Teacher aware of the details.

Long term medication procedures

The Senior Learning Mentor, SENCO (or other member of staff if unavailable) will liaise with parents/carers, refer to school nurse, who may write or up-date Alert Cards/Healthcare plans and appropriate forms signed.

Copies of Alert Cards/Healthcare plans are displayed in the staffroom, copied to school file, main medical folder in office, class medical folder, register and all appropriate staff informed.

Medications such as inhalers, eczema creams, epipen and allergy syrups are kept in each classroom medical box containing individual wallets and individual medical cards labelled and a record of any medication administered. Ensuring that the child knows where his or her medicine is kept, and can access it immediately. Class medical boxes are also accessible to take around school and on trips etc.

Other controlled medications are kept in a lockable cupboard in the school office with individual labelled containers and record of any medication administered in main medical folder kept in school office

The Senior Learning Mentor/SENCO will liaise with appropriate staff to arrange administering of medication, this information will be made clear to appropriate staff and a record kept of type of medicine, dosage, how and when it was administered in main medical folder in office and also who will be administering the medication e.g. TA etc.

A list of all children on medication will be kept centrally on computer system and kept up-to-date by whoever speaks to the parent completing the form.

Short term medication procedures

Parents/carers will come to main office to request a form and provide the information and must sign to give permission for medication to be administered in school. This will be copied to main medical folder in office, class medical folder and alert on register.

If there is a concern the parents/carers information will be passed onto to the Senior Learning Mentor/SENCO who will liaise with appropriate staff to arrange administering of medication and any training organised. A record kept of type of medicine, dosage, how and when it was administered will be kept in main medical folder in office and also who will be administering the medication e.g. TA etc.

Updating of medical information

Class medical boxes will be checked by class TAs half termly for replacements needed, medication expiring and parents/carers contacted as necessary. Calls/texts to parents/carers are logged on individual medical records

A member of the office team will ensure that medication in the office is checked half termly and will inform parents/carers if expired. Calls/texts to parents/carers are logged.

Lists and medical folders will be up-dated accordingly; Alert Cards/healthcare plans up-dated; and those of any pupils leaving or transferring schools including Y6 removed from the staffroom, medical folders and all information passed on to relevant schools with personal files.

At the end of the academic year the medical boxes will be passed on to new classes. Y6's box will be passed to Reception.

A member of the office team will order any stock that needs replacing.