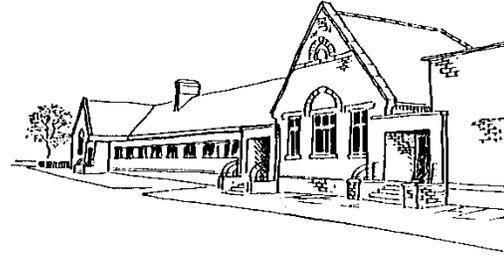


Mundella Primary School Policies

Medical Needs Policy



Date Created/Updated: April 2018

Date to be Reviewed: April 2021

Summary

Mundella Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

This school aims to provide all pupils with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

At Mundella Primary School:

- all staff understand their duty of care to children and young people in the event of an emergency.
- trained staff feel confident in knowing what to do in an emergency.
- staff understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- staff understand the importance of medication being taken as prescribed.
- trained staff understand the common medical conditions that affect children at this school, these staff receive training on the impact medical conditions can have on pupils.
- there is clear guidance on the administration of medication at school and this is stated in the Drugs policy.
- there are trained, named staff who are responsible for the administration of medicines
- the school nursing service are contacted through MAST for help and advice

General Emergency Procedures

If a pupil needs to be taken to hospital, a member of staff will always accompany them and stay with them until a parent arrives. Generally, staff should not take pupils to hospital in their own car.

Medication - See also Drugs policy

- All pupils with medical conditions have easy access to their emergency medication.
- All use of medication is done under the supervision of a member of staff (except inhalers where permission has been given by parents for self-administration)
- There are members of staff at this school who have been specifically contracted to administer medicine
- Teaching staff can take on the voluntary role of administering medicine on educational visits where no specific training is necessary
- Training is given to all staff members who are contracted to administer medicine, this includes 'Ready for Anything' training. This is undertaken every 3 years.

Storage of medicine

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- All non-emergency medication is kept in a secure place in a lockable cupboard or box. Staff ensure that medication is only accessible to those for whom it is prescribed
- Asthma inhalers are kept in stock rooms and are in clearly named wallets, these areas are not accessible to children without adult supervision.
- Y5/6 children are responsible for their own inhalers, parents sign to accept this.
- All prescription medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name and the prescriber's instructions for administration, including dose and frequency.
- Medication for care plans i.e. over the counter medicines must be in the original packaging with the dosage and timings clearly stated on the care plan.
- Some medication needs to be refrigerated. All refrigerated medication is clearly labelled and is inaccessible to pupils.
- Parents are asked to collect out of date medication. If this does not happen it is taken to a pharmacy for safe disposal.
- Parents are responsible for checking the dates of medication and arranging for the disposal of any that have expired.

Record Keeping

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when children start at Mundella. A copy of the information held electronically is sent to parents annually for checking and parents are asked to amend or add to this information.

An accurate record of each occasion an individual pupil is given or supervised taking medication is kept. Details of the supervising member of staff, pupil, dose, date and time are recorded. Where possible all administration of medication is double checked by a second member of staff. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

The school keeps an up-to-date list of members of staff who have agreed to administer medication and have received training.

Health care plans

Health care plans are in place for all children in school who have long-term, re-occurring medical needs. These are created in consultation with parents and where applicable with the school nursing service. Care plans are kept in the office and all staff have a copy of the ones relevant to their class. Other medical needs are recorded on the Medical needs sheet. The location of this sheet is shown on the front of each class register.

A copy of each care plan is taken out on educational visits.
Care plans are accessible to emergency services if they are called in

Care plans are used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatment. Further documentation can be attached to the care plan if required. Parents are required to contact the School if any amendments need to be made to the Plan.

If a pupil has a short-term medical condition that requires medication during school hours, parents are required to complete a medication form.

Administration of medicines:

The Equality Act of 2010 provides protection for children with medical needs from being discriminated against. Heads also have a duty of care to the children within their settings. This includes the necessity to manage the administration of medicines.

At Mundella, we are committed to being as inclusive as possible to ensure that children and young people in need of specialised educational provision are given access to it. We have recognised members of staff who are responsible for the administration of medicines.

Parents should administer medicines at home wherever possible – this includes antibiotics which are prescribed 3 times a day as this can be done before school, after school and before bed.

The main points are as follows:

- Parents must bring the medication to the main office and complete the parental permission form for the administration of medicine which must include the medicine, dosage and time needed. The form includes the advice that parents should phone school to remind us when the dose is due.
- Only medication that has not expired will be administered; and this will only be administered according to the dispensing label or the care plan.
- If it is a prescription drug it **must** have a pharmacy label that has the same name and date of birth as that on the relevant forms.
- The school's expectation is that parents will replace any required medicines before they expire.

There are staff members trained specifically to administer medication. Members of SLT can also administer medicine if these people are not available. Inhalers for Y3-Y6 children are kept on a shelf in the stock room except where permission has been given by parents for children to carry and administer their own. Children requiring an inhaler inform an adult and they are sent to the office. The children then self-administer the dose, where appropriate, this is recorded. FS inhalers are kept in the FS medical box. Y1 and Y2 inhalers are kept in the classrooms. There is a spare blue inhaler kept in the office for emergency use.

If an EpiPen is prescribed for a child then this is kept in the unlocked First Aid cabinet in the main office. A second device can be kept in the classroom if agreed with the parents. Training is given to all staff by the School nurse annually so all are familiar with the requirements.

Diabetic children will have a care plan that will be in the file in the office and in the individual's classroom.

Diabetes

Any trained member of staff is authorised to perform blood monitoring tests and corrections for hypos. Staff trained for administration of medication and specifically trained personnel who are named on the care plan are also authorised to administer insulin.

Identification of children with medication needs:

Children who may need medication have a photograph and a brief description of need is placed on a notice board in the staff room so all staff are familiar with the individuals. A blind is available to cover the information if the staff room is being used for meetings for parents etc.

Please be aware, we do not have a Medical room available at Mundella Primary School. Children's First Aid needs are dealt with on chairs outside the Head's office or outside the Y1 classrooms.

Medication on school journeys or residential visits:

Every effort will be made to ensure pupils that require administration of medicines can go on school journeys or residential visits. Any medicines will be clearly labelled with the name and dose and handed to the leader of the visit prior to the commencement of the journey.

Residential Visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Care Plan where applicable.
- All parents of pupils with a medical condition attending an overnight visit are asked for consent, giving staff permission to administer medication if required.

Involvement in Education and learning and activities

- Mundella Primary School is committed to providing a physical environment that is accessible to pupils with medical conditions; this includes out-of-school visits.
- The School ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- Staff use opportunities such as PSHE lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.
- Staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided, where possible.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO. The school's SENCO consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- Pupils at this school learn about what to do in the event of a medical emergency.
- Risk assessments are carried out prior to any out-of-school visit.

Roles and Responsibilities

Employer

This school, as an employer has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical conditions policy is regularly updated
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Headteacher

This school's headteacher has a responsibility to:

- ensure the school is inclusive and welcoming
- ensure the policy is put into action, with good communication of the policy to all
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- delegate a staff member to maintain the school medical conditions register
- monitor and review the policy regularly

All school staff

All staff at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

School nurse or school healthcare professional

The school nurse at this school has a responsibility to:

- provide regular training for school staff on the use of epipens
- provide information about where the school can access other specialist training.
- advise on care plans
- provide advise and support for the most common medical conditions

First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.

Pupils

The pupils at this school have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to use their own inhaler and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents/Carer

The parents of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name