

Emersons Green Primary School



POLICY ON SUPPORTING PUPILS WITH MEDICAL CONDITIONS

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Emersons Green Primary School Policy on Supporting Pupils with Medical Conditions

Policy Statement

Emersons Green Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

The school provides all pupils with any medical condition 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 wellbeing once they leave school

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

The school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of staff responsible for this medical conditions policy and its implementation is Jill Young, Inclusion Leader.

This policy will be:

- reviewed annually in consultation with parents, school health nurse, school staff and governors
- published on the school website

Parents will be informed and regularly reminded about this policy through

- the school's website
- school newsletters
- at the beginning of the school year when they receive communication about Healthcare Plans (as appropriate)

School staff will be informed and regularly reminded about this policy through

- staff meetings
- annual medical update training

All supply and temporary staff are informed of the policy and their responsibilities.

Medical emergencies

All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency

All staff receive training in what to do in an emergency and this is refreshed at least once a year.

All children with a medical condition have an individual healthcare plan (IHP) which explains what help they may need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing within emergency care settings.

If a pupil needs to attend hospital, a member of staff will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not generally take pupils to hospital in their own car.

Individual Healthcare Plans

Parents are asked if their child has any health conditions or health issues on the enrolment form which is filled in when their child joins the school.

The school uses an Individual Healthcare Plan to record important details about individual children's medical needs at school. This can include: triggers, signs, symptoms, medication and other treatments. For children with complex health needs, the school health nurse or specialist nurse (eg Lifetime Nurse) may be involved in writing the IHP.

Parents are asked to fill out their child's IHP, together with healthcare professionals and school staff as appropriate. Completed forms are signed by parents, who keep a copy.

IHPs are kept securely in the Deputy Headteacher's office. They are used to create a centralized register of pupils with medical needs. The Inclusion Leader has responsibility for maintaining this register, and will follow up with parents any further details on a pupil's IHP if required. A copy of a pupil's IHP is also kept by their class teacher and is accessible to all staff who work in their class.

Parents should inform the school if their child's IHP needs updating, eg if there are any changes to symptoms, medication or treatments. At the start of the school year parents will be sent a reminder to check their child's IHP.

Administration of medication

The school understands the importance of medication being taken as detailed in the pupil's IHP. Where a pupil has a long-term, ongoing need for medication within the school day, this should be written in the IHP and a Request to Administer Medication form should be completed and signed by parents. School staff are unfortunately not able to administer short-term medication (eg antibiotics, pain relief) unless a regular need for these is detailed in a pupil's IHP. Parents are asked to consider organizing the timing of doses to avoid the need for administration during

the school day. If this is not possible, they are asked to come into school to administer the dose.

Staff are aware that there is no legal or contractual duty to administer medication unless they have been specifically contracted to do so. There are some members of staff who have been specifically contracted to administer medication. Many other members of staff are happy to take on the voluntary role of administering medication.

For medication where no specific training is necessary, any member of staff may administer medication to pupils, but only with the written consent of the pupil's parent.

For medication where training is necessary, the school will make sure that staff are trained to administer the medication and meet the care needs of an individual child. Training will be provided by the relevant health care professional. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Two members of staff will be present when medication is administered.

The governing body will ensure that there is the appropriate level of insurance and liability cover in place.

When administering medication for pain relief (where this is included on a pupil's IHP), school staff will check the maximum dosage and when the previous dose was given. Parents will be informed. Parents should inform the school in writing (eg in home/school diary), the time and dose of any medication they have given before school. The school will not give a pupil aspirin unless prescribed by a doctor.

A record will be kept of each occasion an individual pupil is given or supervised taking medication. Details of the pupil's name, date, time and dose are recorded, and initialed by the supervising staff members.

Parents should let the school know immediately if their child's needs change.

If a pupil refuses to take their medication, staff will record this and inform parents as soon as possible.

Administration of medical techniques

Some pupils may require support with medical techniques (such as tube feeding, suctioning, blood testing, administration of oxygen) regularly throughout the school day or in an emergency. These needs will be detailed in the pupil's IHP.

The school will make sure that relevant staff are trained to administer the medical techniques and meet the care needs of an individual child. Training will be provided by the relevant health care professional. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

A record will be kept of staff training. Training will be updated every two years.

Storage of medication and medical equipment

Emergency medication

Emergency medication (eg asthma inhalers) is readily available to pupils who require it at all times during the school day or at off-site activities. During the school day it will be kept in a clearly marked box in the classroom cupboard. It will be taken to PE lessons and to all off-site activities (eg swimming lessons, trips).

Emergency medication which needs to be administered by an adult is kept in a lockable medicine cupboard. The location of a pupil's emergency medication will be recorded on their IHP.

Non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable medicine cupboard. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Medication - general

There is an identified member of staff who ensures the correct storage of medication in school (Jill Young, Inclusion Leader).

Any controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.

Parents are responsible for ensuring that medicines are replaced before their expiry date.

All medication should be supplied and stored, wherever possible, in its original container. All medication should be labeled with the pupil's name, the name of the medication, the expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labeled. The refrigerator used for the storage of medication is in a secure area, inaccessible to unsupervised pupils.

All medication is sent home with pupils at the end of the school year. Medication is not stored in the summer holidays.

It is parents' responsibility to ensure new and in-date medication comes into school on the first day of the new academic year.

Safe disposal

Parents are asked to collect out-of-date medication.

A named member of staff (Inclusion Leader, Jill Young) is responsible for checking the date of medication and arranging for the disposal of any that have expired. This check is carried out three times a year and is documented.

If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from their child's GP or paediatrician on prescription. All sharps boxes in school are stored in a locked cupboard.

The school does not have the facility for the disposal of full sharps boxes and these will be returned to parents for disposal.

The school environment

AT EGPS we ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical environment

The school is committed to providing a physical environment that is accessible to pupils with medical conditions. Pupils with medical conditions are included in the consultation process to ensure the physical environment of this school is accessible.

Our commitment to an accessible physical environment includes out-of-school visits. The school recognizes that this sometimes means changing activities or locations.

Social interactions

The school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits (see below).

Staff use opportunities such as PSHE and science lessons to raise awareness of medical conditions and to help promote a positive social environment.

Exercise and physical activity

The school understands the importance of all pupils taking part in physical activity. Staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils.

Staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid or take special precautions with particular activities and of any potential triggers for a pupil's medical condition when exercising and how to minimize these.

The school ensures that pupils have the appropriate medication/equipment/food with them during physical activity.

Education and learning

The school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

All school staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Pupils will not be penalized for their attendance if their absences relate to their medical condition.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). School staff or parents will consult with the school's SEN Co-ordinator (Inclusion Leader) on this.

School trips and residential visits

Risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Factors considered will include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered and where help can be obtained in an emergency.

The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

The school will make sure that members of staff who are trained in meeting a pupil's medical needs accompany them on a residential visit.

With parents' permission, medical information will be shared with staff at the residential centre.

A meeting will be held with parents prior to the visit and the child's care and medication needs throughout the planned stay will be documented. Where necessary, additional training for school staff will be arranged.