

BOURNE WESTFIELD PRIMARY ACADEMY & NURSERY



POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

September 2018

BOURNE WESTFIELD PRIMARY ACADEMY

Policy for Supporting Pupils at School with Medical Conditions

Aim

To ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Policy Implementation

In order to ensure that this policy is effective in meeting our aims the following safeguards are in place:

- Medical lead will maintain a record of medical training and ensure that all training is updated on a regular basis.
- A medical conditions register is maintained. Photographs of all children with known medical conditions are displayed in medical room and on the first aid boards that are located around the school premises. Passing up sheets are completed when children are moving between teachers and transfer times arranged for sharing of all relevant information.
- There will always be a minimum of three medically trained staff to ensure cover arrangements are in place at all times should one staff member not be available.
- All classes maintain a briefing pack inside their classroom which contains details of any child with a medical condition. All supply teachers are required to familiarise themselves with this at the start of the day.
- A thorough risk assessment procedure is in place in which all pupils with medical needs are explicitly noted and arrangements to meet their needs are detailed. A Personal Emergency Evacuation Plan (PEEP) form will be completed for all children with a potential mobility issue – i.e. broken leg.
- All pupils who present with any long term medical conditions (longer than 1 week) will be given an individual healthcare plan. This will be written and agreed with parents within 24 hours of the child returning to school.
- Appropriate training will form part of the annual statutory training and new staff induction.

Procedure to be followed when notification is received that a pupil has a Medical Condition

If the child is recovering from a short term illness that requires medication we will follow our medications protocol (see attached).

If the child has a longer term condition (more than 1 week) we will:

- Draw up a healthcare plan with parents and relevant healthcare professionals (where appropriate) within 24 hours of child being admitted or re-admitted. Where possible this should be done prior to admission. Every effort will be made to ensure that the necessary arrangements are put in place within 2 weeks. Where a child is leaving the school we will contact the new school to advise them of the child's needs.

Individual Healthcare Plans

The medical lead has the role of ensuring that all healthcare plans are drawn up appropriately and in a timely manner. She also takes responsibility for ensuring that all the relevant staff are informed including lunch time and break time staff and that class based records are updated.

For all children who have a Special Educational Need this will be recorded on their healthcare plan.

All healthcare plans will be reviewed at least annually but more frequently if necessary depending on the nature of the child's condition. A plan will be automatically reviewed following any advised change in the child's condition.

All individual healthcare plans will be developed with the child's best interests in mind. In devising the plan, the school will assess and manage any risks to the child's education, health and social well-being. We will aim to deliver all necessary care and support with the minimum of disruption.

The format for the IHCP is attached.

Medication

If a parent wishes a child to take a **prescribed** medicine during school time they should either arrange with the medical lead to come to school to administer the medicine or request permission from the medical lead to administer the medicine and deliver the medicine with instructions to the school office where arrangements will be made for it to be stored securely. This request should be made in writing (form available at the school office, Slippers or Nursery). Medicines must be collected by a parent/adult from the school office at dismissal time. The medicine should be in date and clearly labelled with:

- Name of medication
- Child's name
- Dosage required
- Name of prescribing doctor/pharmacy/nurse practitioner

There may be occasions where a non-prescribed medicine is required in school. These will be considered on a case by case basis.

All medicines will be stored securely in the medical room except for inhalers.

In the case of children who suffer from asthma it is school policy that inhalers are deposited with class teachers for safe keeping and used on permission from them. It is normal practice to have their inhalers at hand for children who regularly require them during PE lessons for example.

Roles and Responsibilities

- **Governing Body**
 - To ensure the policy is appropriate and effectively implemented
 - To have oversight of staff medical training and range of medical conditions
- **Headteacher**
 - To devise and implement an appropriate policy

- **Medical Lead**
 - To ensure that all medical conditions are recorded and IHCP devised as necessary
 - To ensure regular liaison with school nursing staff
 - To ensure all medication is securely stored and safely administered including asthma medication
 - To ensure all staff are appropriately briefed

- **Safeguarding Administrator**
 - To ensure that all staff receive the appropriate and necessary medical training

- **Teaching Staff**
 - To ensure that all activities are assessed to identify potential risks in terms of pupils medical conditions
 - To ensure all classroom records are maintained
 - To ensure all asthma medication is appropriately stored and is accessible during any outdoor activities/PE

- **Parents and Pupils**
 - To advise school of medical conditions and symptoms. To provide all necessary medication and to be a partner in ensuring an appropriate health care plan is devised

Managing Medicines on School Premises

Please refer to Medication Protocol below.

Record Keeping

Clear records are kept detailing the date, time, name of child and medication administered. Please also refer to attached:

- Health Care Plan
 - Generic
 - Broken Arm
 - Broken Leg
- Parental Agreement to Administer Medicine
 - General
 - Asthma
- School Asthma Card

Unacceptable Practice

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCP
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable

- Penalise children for their attendance record if their absences are related to their medical conditions eg hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Liability and Indemnity

Cover for staff providing support to pupils with medical conditions is covered under the school's insurance policy which is underwritten by RSA Group/Ecclesiastical.

Complaints

Any complaints about how the school has dealt with a child's medical condition should be made in the first instance in writing to the headteacher. If this does not result in satisfaction parents/carers may complain via the school's formal complaints policy.

Background Documentation

This policy is informed by the DfE publications Managing Medicines in Schools and Early Years and Supporting Pupils at School with Medical Conditions

Medication Protocol

Medicine brought into school

- **Parents must fill in medicine form and sign.**
- **Antibiotics should be named with Pharmacy label.**
- **If possible, any other medication should be named with pharmacy label.**
- **Medicines will only be passed to an adult, not a pupil.**

First Aider Receiving medicines

- **Check medicine instructions, and form filled in by parents.**
- **Medicine to be placed in fridge or cupboard in medical room.**
- **Write instructions/dosage on board in medical room.**
- **Take photograph of child whose medicine it is and attach to medicine bottle.**
- **Give teachers a Yearly medication list then update daily.**

Administering medicine

- **No medication to be administered during the lunch hour. Unless Special case.**
- **Person administering medication MUST check with class teacher plus 1 other adult, correct child's (full name). Mainly Reception, Year 1 and 2.**
- **At medical room person administering medicine, should ask the child to give their full name (play game with child e.g. you are Sam Smith trying to get them to give you their correct name, rather than you asking "is your name.....") In case of Reception Yr1/2.**
- **Check Bottle for correct name, dosage and photograph.**
- **When administered tick off on board in medical room under correct day.**
- **Fill in book and sign.**
- **All non-prescription medication for ongoing medical problems can be administered, after phoning home and checking, in case the child has been given medication at home. Unless note in journal from parent saying when last given.**

Health Care Plan (General)

Name	
Date of Birth	
Class	
Medical Condition	
My Symptoms	
Action to be Taken	
Peeps Form Yes/No	
Administering Medication	
Disclaimer form Yes/No	
Parents Signature	
Date	

Health Care Plan (Epipen)

Name	
Date of birth	
Class	
Allergy	
My Symptoms	
Action to be Taken	
Administering EPIPEN TIME GIVEN: <u>.....</u>	
Had Epipen before	YES / NO
Parents Signature	
Date	

Bourne Westfield Primary Academy

Health Care Plan for a Pupil with a Medical Condition/Injury (Sample - Completed form will confirm applicable Medical Condition)

Name:

Date of Birth:

Class:

Medical Condition: Broken Arm

Date plan drawn up:

Family Contact 1

Name:

Phone No: In office

Relationship:

Family Contact 2

Name:

Phone No: In office

Relationship:

Describe medical condition and give details of pupil's individual symptoms:

- Broken arm
- Arm in a cast and sling
- Possible symptoms – pain, circulation, lack of movement

Daily care requirements (e.g. before sport/at lunchtime):

- Stay in playtime with a buddy
- keep his arm in the sling
- No PE at this time
- Sit on a chair at a table to be comfortable and to avoid weight bearing on arm when standing
- Buddy to carry lunch tray
- Leave the classroom first with a buddy (to help with doors) to ensure he/she isn't tripped

Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:

- Severe pain in the arm
- Numbness, lack of mobility or discolouration of the fingers
- Action – call mother with any concerns and 111/999 in the event of an emergency requiring immediate response

Follow up care/medication:

- Pain relief (analgesia) to be administered if required
- Parent to bring medication to school and this will be stored in the medical room and administered as per medical form
- Learning Journal to be completed by parent and school staff to inform of last medication time. A phone call will be made home if no note is left in the journal and medication is required during the school day.

Copy of Care Plan to:

Lorraine Binns

Maggie Winter

Class teacher

Set teacher

Parent

Parental agreement for Bourne Westfield to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

NO MEDICATION WILL BE ADMINISTERED BETWEEN 12-2pm

Name of School	Bourne Westfield Primary Academy
Date	
Child's Name	
Class	
Nature of illness	
Name and strength of medicine	
What time last dose last given	
How much to give (i.e. dose to be given)	
Time to be given	
Expiry Date	
Number of tablets/bottles given to School	

Note: Medicines must be in the original container as dispensed by the pharmacy

The above information is to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____

Print Name _____

Date _____

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone – home

Telephone – work

Telephone – mobile

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year. Medicines should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For wheeze, cough, shortness of breath or sudden tightness in the chest, give or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

Expiry dates of medicines checked

Medicine	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

What signs can indicate that your child is having an attack?

Parent/carer's signature

Date

Does your child tell you when he/she needs medicine?

Yes No

Does your child need help taking his/her asthma medicine?

Yes No

What are your child's triggers (things that make their asthma worse)?

Does your child need to take any medicines before exercise or play? Yes No

If yes, please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Does your child need to take any other asthma medicines while in the school's care? Yes No

If yes, please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Dates card checked by doctor or nurse

Date	Name	Job title	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What to do in an asthma attack

- 1 Make sure the child takes one to two puffs of their reliever inhaler, (usually blue) preferably through a spacer
- 2 Sit the child up and encourage them to take slow steady breaths
- 3 If no immediate improvement, make sure the child takes two puffs of reliever inhaler, (one puff at a time) every two minutes. They can take up to ten puffs
- 4 If the child does not feel better after taking their inhaler as above, or if you are worried at any time, call 999 for an ambulance. If an ambulance does not arrive within ten minutes repeat step 3.

Asthma UK Adviceline Ask an asthma nurse specialist
0800 121 62 55 asthma.org.uk/adviceline
9am–5pm, Monday–Friday

Asthma UK Summit House, 70 Wilson Street, London EC2A 2DB
T 020 7786 4900 F 020 7256 6075

asthma.org.uk

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