



Supporting Pupil with Medical Conditions and Managing Medicines Policy

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
May 2016	1.1	Update from Place Group Policy	Annie YEATES
September 2017	1.2.	Reviewed and Accepted by LGB 30.1.18	Annie YEATES

This policy will be reviewed every 12 months in light of local and Government legislation

The Dunham Trust believes it makes a significant contribution in transforming children's life chances. Our aim and commitment is to transform schools into sustainable learning academy communities.

“We aim to ensure that, for everyone involved, excellence and equity become and remain a reality”

“They come this way only once so we should litter their pathways with quality experiences”

We believe that we are able to help our academies and their young people to aspire to and achieve success. To do this, we are committed to ensuring that every child and young person has a pathway to succeed that:

- gives the best possible start in life
- equips with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen
- ensures continued success in his/her future and contributes to the local community

Our aims for ‘Improvement’ are designed to ensure all academies are consistently benchmarked against key improvement priorities. This framework will ensure effective progress across the Trust, whilst at the same time, leaving space for autonomy at the school level. It will:

- focus efforts on what really matters, i.e. our vision, principles and commitment to the children, young people, families and communities that we serve.
- provide a flexible approach to improvement that meets the needs of each Academy. This will involve a commitment to immediate improvement in each individual context, professional development and a collaborative approach that engages with improvement projects designed to build capacity, an approach that is responsive, reflective and sustainable.
- focus on outcomes, understanding that these are not negotiable. We are committed to a no-excuses culture. In achieving these outcomes, all will focus on individual responsibility and collective accountability for success

The Trust has a responsibility to ensure the success of each academy by allowing every pupil to maximise his/her potential. As an academy sponsor there will be an expectation for joint working across individual academies. The Trust is committed to high quality academy improvement activity, networking and development and research. Equally, the promotion of sport, outdoor education and the creative arts will be important in the development of pupil self-esteem and building learning skills.

Supporting Pupil with Medical Conditions and Managing Medicines Policy

Introduction

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at Acre Hall Primary 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. However, teachers and other school staff in charge of pupils have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off 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 medication and should supply the school with information.

This Policy will be reviewed regularly and will be readily accessible to Parents/Carers and staff through our school website.

Aims of the policy:

To ensure that children are:

- Safe
- Included in as many school activities as possible, including those that are extra-curricular
- Nurtured to develop their confidence
- Given consideration appropriate to their condition but not singled out unnecessarily

To ensure that staff:

- Understand their duty of care to children in the event of an emergency
- Feel confident to know what to do in an emergency
- Understand that certain medical conditions are serious and can potentially be life threatening, particularly if ill managed or misunderstood
- Understand the common medical conditions that affect children at this school
- Receive training on the impact medical conditions can have on pupils

Policy Implementation

All schools and academies are expected by Ofsted to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administering and implementation of this Policy is given to Mrs A. White – Head of School. She will also be responsible for ensuring that sufficient staff

are suitably trained and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site.

Mrs A Yeates – SENCO/ Deputy Head of School will oversee the monitoring of individual health care plans but copies will be held by the class teacher, Office Manager and details will also be shared with the Paediatric first aiders/First Aid at Work trained personnel.

The Deputy Head of School and Office Manager will ensure that relevant risk assessments for school are in place.

All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

Definitions of Medical Conditions:

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

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

The Role of Staff at Acre Hall Primary

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN Code of Practice and the Acre Hall Primary School SEN policy.

If a child is deemed to have a long-term medical condition, the school will ensure that arrangements are in place to support them. In doing so, we will ensure that such children can access and enjoy the same opportunities at school as any other child. The school, health professionals, parents/carers and other support services will work together to ensure that children with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Local Authority and health

professionals. Consideration will also be given to how children will be reintegrated back into school after long periods of absence.

At Acre Hall, we recognise that a first-aid certificate does not always constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, who we have regular access to, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing specific medication such as an Epi pen.

First Aid Training

At Acre Hall Primary School, the staff members all receive basic First Aid training. This is renewed in accordance with regulations and new members of staff will be included as soon as possible.

In addition, we have 5 members of staff who are trained to the level of Paediatric first aiders - **Mrs Gaffney, Mrs Williams, Mrs Burney, Mrs Bibby and Ms Shackman and 2 staff members Mrs Gaffney and Mrs Silgram who have a certificate for First Aid at work.**

This places an adult in each Key Stage and one in the Reception Office.

At Acre Hall:

- All staff are aware of the most common serious medical conditions at the school and they are made aware of all of the children across the school who are on Individual Health Care Plans (IHCP)
- Although particular staff members have training in more depth, all staff at the school understand their duty of care to pupils in the event of an emergency.
- Action for staff to take in an emergency for common serious conditions at the school is displayed in prominent locations around the school – The Reception Area, Head of School's office, Staff Room, Dining Room.
- We use IHCP's to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help
- If there is an emergency, the IHCP will be sent with the child to the hospital.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and stay with them until their parent arrives.
- Generally, staff will not take pupils to hospital in their own car without the permission of the Head of School or Deputy Head of School. If such an occasion arises an additional member of staff will also be present in the car.

First Aiders

The school's paediatric first aiders and First Aid at Work trained personnel are shown on the first-aid notices located in the front entrance, staffroom and Reception Office.

The main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school, and to call an ambulance or other professional help.

An appointed person, in the absence of a first aider, is someone who takes charge when someone is injured or becomes ill and ensures that an ambulance or other professional medical help is summoned. They will deal with routine first aid requirements but should not give first aid treatment for which they have not been trained.

First aiders and appointed persons should be trained in accordance with HSE requirements. The Office Manager holds a record of first aiders and their certification dates.

First Aiders should be called upon when an accident requires treatment. They are not expected to deal with very minor injuries such as falling over where comfort and reassurance and a cold water compress would suffice. First Aiders should not be consulted on whether children complaining of being unwell should go home.

This decision will rest with the Head of School or Deputy when informed by the class teacher.

Lunchtimes

First Aid boxes are taken on to the playground each break and minor injuries are dealt with there. More serious injuries are referred to a first aider who will be found in a classroom, staffroom or Reception Office. An accident record slip will be passed to the class teacher if anyone has required medical attention. A call home will be made for any head injury, or any other injury deemed more serious.

Facilities and supplies

The school office is also the first aid room. The office contains a full stock of first aid supplies. Only sterile eye irrigation pads may be used for washing the eye

Educational visits

The group will include a school adult with good working knowledge of first aid and ensure that adequate first aid supplies are taken. For EYFS visits this will always include a paediatric first aid qualified member of staff.

On visits that involve adventurous activities, visits abroad or residential visits where the accommodation does not provide 24-hour first aid cover, the party should include a competent person to carry out first aid.

Hygiene/ Infection control

Staff should take precautions to avoid infection and should follow basic hygiene procedures and take appropriate care when dealing with blood or other body fluids.

Disposable gloves are part of all our First aid kits. We have absorbent kits to use for the safe cleaning of significant amounts of fluids.

Other building users

Out of school clubs and catering staff are responsible for their own first aid arrangements.

Contractors and other visitors will be covered by the school's first aid arrangements.

Reporting accidents and record keeping

Minor accidents should be recorded on the accident record slips kept in all classrooms or within the lunchtime first aid kit.

We record the

- Name of injured person
- Date of the accident
- Time
- Reason for the accident
- Any first aid provided
- Other action taken (e.g. sent home, parents called)

This slip is then sent home with the child. A phone call home is always made for any head injury.

More serious accidents or injuries should be reported at the School Office in accordance with the Guidance Note 'Accidents – Reporting and Investigation' in the Departmental Health and Safety Manual. We will then make a phone call home to make parents aware of any concern.

What to do in an emergency:

- Use what you have learnt in your first aid training
- Inform a first aider and a member of SMT. If you are by yourself in the classroom or outside, use the class phone or walkie talkie to contact the office.
- If you need to act in an emergency yourself, you can use any internal class phone to contact the office.

- Once the emergency has been dealt with, any staff who saw the incident, or staff who were involved in dealing with it must record the event in their own words.
- A first aid report sheet needs to be completed with the Office Manager

The school details are:

0161- 748 4356

Acre Hall Primary School

Irlam Road, Flixton,

Manchester,

M41 6NA

Managing medicines:

The following are the procedures to be followed for managing medicines in school:

- **Medicines will only be administered at Acre Hall when it would be detrimental to a child's health or school attendance not to do so.** We will require a written request from parents using the official Acre Hall 'Medicine Form' to be downloaded from the end of this document or completed at the school office. We cannot accept pieces of paper or notes in PALS.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- Certain staff are trained in the administration of medicines and hold a certificate to show this. They will administer all medicines.
- No child under 16 should be given prescription or non-prescription medicines without their Parents/Carers written consent on the correct form.
- We will only administer antibiotics if they need to be taken **4** times a day. Other doses can be managed around the school day.
- All medicines will be stored safely in the lockable cool safe in the office.
- **It is the parents' responsibility to pick up medicines at the end of the day.**
- Medicines and devices such as asthma inhalers, buccolam, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away; these will be stored in the classroom where both class teacher and child know how to access them. If a child requires an asthma inhaler it is crucial that there is an in date inhaler in the school at all times.

- During school trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.
- Staff administering medicines should do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the school should be noted.
- Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed. These will be kept in the office. See appendix.
- When no longer required, medicines should be claimed by the Parent/Carer to arrange for safe disposal.
- Collection and disposal of sharp boxes is arranged within the school's sanitary contract.

Asthma:

Asthma inhalers will be kept in the classroom in the medical box where the child has access if necessary. Children should have these inhalers with them during physical activity and when they are on school trips. If a child has asthma, they will not be allowed to go on a school trip unless they have their inhaler with them or unless there is a n emergency 'one use' Salbutamol school inhaler available. A parent signature will be required in order to use the school inhaler.

The children's own inhalers need sending home on a termly basis. Parents are responsible for checking the use by date and replenishing them. Staff are aware of the children with asthma, via a comprehensive 'Medical/Allergy' pupil list, and will display names on asthma signs in the classroom. Information will be up in the classroom to help support a child in using their inhaler if they are having an attack.

Severe allergic reaction:

Prescribed epi-pens are kept in the school office and in the appropriate classroom. Several members of staff attended training on how to use the epi-pens in case of an emergency, but instructions on how to use them will be placed in classrooms, the staffroom and the Reception Office.

Epilepsy:

Some pupils need epilepsy medication daily and this is delivered following parental instruction. The epilepsy nurse meets with the Senco to update care plans for these children.

Medication for severe epilepsy (buccolam) will be kept with the class teacher. Members of staff will be trained to administer this if the occasion arises. Information will be placed in classrooms, the staffroom and the school office.

Defibrillator:

We have a defibrillator in school in case of cardiac arrest.

It is mounted on the wall next to the reception office door.

Members of staff took part in a training session but clear instructions are supplied with the defibrillator. Once in position, the defibrillator detects the heart's rhythm. It will not deliver a shock unless one is needed.

The training covered all Key Stages, The Reception Office, lunchtime staff and the Site Managers. A list of trained personnel is displayed next to the defibrillator.

Individual Health Care Plans

Individual Health Care Plans will be written and reviewed by Mrs A. Yeates, Senco with the support of health professionals and parents. But it will be the responsibility of all members of staff supporting the individual children to ensure that the Plan is followed. The class teacher will be responsible for the child's development and ensuring that they and their medical conditions are supported at school.

Individual Healthcare Plans will help to ensure that the school effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, health care professional and Parents/Carers should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Head of School, Mrs A White, is best placed to take a final view.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the

complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their SEN should be mentioned in their Individual Health Care Plan.

IHCP's will be reviewed annually unless we are approached by parents about changes.

An IHCP will include the following information:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded/noisy conditions, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required;
- written permission from Parents/Carers and Mrs A White for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the Parents/Carers or child, the designated individuals to be entrusted with information about the child's condition;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Emergency Health Care Plan will not be the school's responsibility to write or review.

The environment

Physical environment:

- This school is committed to providing a physical environment that is accessible to all pupils with medical conditions
- The physical environment includes out of schools visits. The school recognises that additional staff may be required to support trips

Social interactions:

- This school ensures that the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including breaks and before and after school
- This school ensures that the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as: school discos, breakfast club, school productions, residential etc...
- All staff members at the school are aware of the potential social problems that children with medical conditions may experience. Staff members use this knowledge to try to prevent and deal with problems in accordance with the school's behaviour policy.
- Staff use opportunities such as PSHE lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and Physical activity:

- This school understands the importance of all pupils taking part in sports, games and activities
- This school ensures that we make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils
- We ensure that pupils are not forced to take part in an activity if they feel unwell
- Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities
- We ensure that pupils have appropriate medication or food with them during physical activity and that pupils take them when needed.
- We ensure that all pupils with medical conditions are actively encouraged to take part in out of school clubs and team sports.

Education and learning:

- We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and we ensure that appropriate adjustments and extra support are provided
- If a pupil has limited concentration or they are frequently tired, all teachers at the school understand that this may be due to the medical condition.
- If a pupil has a lot of time off due to illness, the school will provide work up to a point and will work in conjunction with the authority to provide appropriate

education off site if necessary as it may be appropriate for the pupil to have a one-to-one tutor at home.

Out of school visits:

Risk assessments are carried out prior to any out of school visit and medical conditions are considered during this process. We may take advice from medical professionals concerning some pupil needs. We will consider: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered and where to obtain help in an emergency.

Complaints

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the school's Complaints Policy.

Monitoring and review

The implementation of this policy will be monitored by the Heads of School, who will make an annual report to the Local Governing Body of that school.

Approval by The Dunham Trust

Signed: _____

Date: _____

Review date: _____

This policy, signed by a Director on behalf of the Dunham Trust, is held centrally on the One Drive.

Medicine Form

Parental request for school to administer medicine

Name of child	
Date of birth	
Class	
Medical condition/illness (reason for needing medicine)	
Name of medicine	
Date dispensed	
Expiry date	
Dose to be given and method eg. spoon, syringe, with water	
Times to be given	
Special precautions	
I understand that I must deliver the medicine personally to the school office and that I am responsible for collecting at the end of the day or when the last dose has been delivered. I will also permit you to administer any non-prescribed medicine at the discretion of the Head of School. I must also inform the class teacher verbally or by using the PAL, that my child will be taking medication.	
Contact Details	
Name of contact	
Daytime telephone number	
Relationship to child	
I accept that this is not a service that the school is obliged to undertake. I understand that I must notify the school office, in writing, of any changes to the administration of medicine. I confirm that my child is not allergic to any medicine, prescribed or non-prescribed, that we will be administering.	
Date:	Signature: