



St Nicholas C of E
Primary School

Medical Policy January 2020

Policy Checklist

Author:	Alecia Spike
Date Written:	January 2020

Statutory:	Yes
Local Policy:	Local
On website:	Not yet

Review	
Name of person undertaking review	Alecia Spike
Date of next planned review:	January 2023

Implementation	
Implementation of the policy will be monitored by:	Alison Shearer and Alecia Spike
Monitoring frequency:	Annual

Notes:

**St Nicholas C of E Primary
Medical Policy**

	Who is responsible?
1. <u>Children with Medical Conditions Policy</u>	(SEN Governor) (Head Teacher)
a. We aim to ensure that all children, including those with medical conditions can continue to enjoy learning, friendships and play.	All Staff
b. Parents have the prime responsibility for their child's health and are required to provide the school (via the Head teacher) with information about their child's medical condition before they are admitted to the school, or as soon as the child first develops a medical need.	Parents
2. <u>Pupils with Short – Term Medical Needs</u>	
a. If children are unwell and unable to cope with a busy school day or if the child has an infectious or contagious condition they should not be sent to school. If they become ill during the day, parents/carers will be contacted by the school office in order that the child can be taken home.	Parents
b. Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of prescribed antibiotics. Where possible doses should be given before or after school, however medicines may be brought into school if it would be detrimental to the child not to do so. All medicines should be brought to school in the original containers with the labels attached.	Parents
c. Parents should inform the school (using the forms available from the child's class teacher) about the medicines that their child needs to take and provide details of any further support required.	Parents

<p>3. <u>Responsibility for administering prescribed medication</u></p>	
<p>a. The school will ensure that there are sufficient members of support staff who are employed, appropriately trained and willing to manage medicines. The type of training necessary will depend on the individual case. If they are in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action.</p>	<p>(Head Teacher)</p>
<p>4. <u>Record-keeping</u></p>	
<p>a. Staff will complete and sign a record each time they give medicine to a child.</p>	<p>Named Staff:</p>
<p>5. <u>Refusal to take medicine</u></p>	
<p>a. If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and inform parents of the refusal immediately.</p>	<p>(Head Teacher)</p>
<p>b. If a refusal to take medicines results in an emergency, then the usual emergency procedures will be followed.</p>	<p>(Head Teacher)</p>
<p>6. <u>Storage of medication</u></p>	
<p>a. All emergency medicines, such as asthma inhalers and adrenaline pens, will be safely stored and will be readily available. They will not be locked away, but kept in clear clipped boxes and <u>where children are considered safely able to take care of their own medicines they will be supported to do so.</u></p>	<p>All Staff</p>
<p>b. Some medicines need to be refrigerated. These will be kept in the staffroom and access will be restricted to the refrigerator holding medicines. Medicines which do not need to be refrigerated will be locked away in first aid cabinets in classrooms.</p>	<p>All Staff</p>

7. <u>Absence from school for more than 15 days</u>	
a. For those children who attend hospital appointments or are admitted to hospital on a regular basis, special arrangements may also need to be considered. In this event advice may be sought from Medical/ PEVP panel who might offer additional support from the Link Education Centres.	(Head Teacher) (SENCo)
b. Children with medical needs may be unable to attend school for many reasons relating to their condition and in this event the school will make arrangements to link the child to suitable learning opportunities and will facilitate their links with other children so that friendships are sustained.	(Head Teacher) (SENCo)
8. <u>Pupils with Long Term or Complex Medical Needs</u>	
a. Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will be made. The SPOT Team and SENITAS may be contacted to support any adaptations to the curriculum.	(SENCo)
b. In some cases, this might take the form of dedicated adult support, at certain times of the school day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.	
9. <u>Individual Health Care Plans</u>	
a. A written, individual health care plan will be developed where needed, to clarify for staff, parents and the child, the support that will be provided and what training may be required. This will include:	(SENCo)
i. details of the child's medical condition,	
ii. any medication,	
iii. daily care requirements	

<ul style="list-style-type: none"> iv. action to be taken in an emergency, v. parents/carers details including emergency contact numbers. 	(SENCo)
<p>10. Those who may contribute to a health care plan include:</p> <ul style="list-style-type: none"> a. The school nurse, specialist nurses, children's community nurses, the child's GP or other health care professionals (depending on the level of support the child needs) b. The parents/ carers (and the child, if appropriate) c. The Head teacher and SENCo d. The class teacher, care assistant or teaching assistant e. Support staff who are trained to administer medicines or trained in emergency procedures. f. SPOT team <p>It is good practice to have a health care plan endorsed by a health care professional and in many cases, it is essential to do so.</p>	(SENCo)
<p>11. The school will agree with parents how often they should jointly review a health care plan. The timing of this will depend on the nature of the child's needs. In most cases this will take place at the start of each school year; however, some plans will need to be reviewed more frequently depending on individual needs.</p>	(SENCo)
<p>12. Healthcare plans and training are not transferable, even when children have the same condition.</p>	(SENCo)
<p>13. Training:</p>	
<ul style="list-style-type: none"> a. If school staff needs to be trained to administer medical procedures the school will contact the relevant health care professional, e.g. School Nurse, specialist nurse or children's community nurse. Parents cannot be responsible for leading this training, but parents and children will be asked to participate in the training and give advice and guidance on how they prefer things to be done. 	(SENCo)
<ul style="list-style-type: none"> b. Parents and school staff cannot cascade training that they have received when the training is specific to an individual child. 	(Head Teacher)

c. School staff that has been trained is responsible for following and delivering the health care plan and if the child's condition alters, they will contact an appropriate professional and the parents, making them aware of the change and requesting further training if needed or an alteration to the plan.	Individual staff
d. School staff will request further training when needed and professional updates at least once a year.	Individual staff
e. Staff who has been trained in the child's care is responsible for following the procedures in children's care plans as they have been trained to do.	Individual staff
f. The SENCo (in discussion with the Headteacher) will liaise with health care professionals and the trained staff to support and facilitate training refreshers and updates as needed.	(SENCo) (Head Teacher)
g. Individual members of staff are responsible for identifying and communicating any changes that they notice in the child's care needs. The SENCo will inform parents and health care professionals in writing and discuss whether further training is needed.	Individual staff
14. <u>Communicating Needs</u>	
a. A confidential file containing photographs of pupils with medical needs, together with outlines of their medical condition and action to be taken, is available to all teaching and support staff and is kept in the SEN room. It is also recorded electronically on SIMS.	(Head Teacher)
b. Health Care Plans for individual children are also kept in the classroom where they are accessible to all staff involved in caring for the child.	Class Teacher
c. Further copies and full medical records are stored in the child's personal file.	(SENCo)
15. <u>Educational visits</u>	

<p>a. Visits and school residential trips will be planned so that pupils with medical needs can participate and reasonable adjustments will be made as appropriate to ensure that they are not discriminated against. If a risk assessment indicates that it is not safe for the pupil to participate in part of the experience because of their condition, then reasonable adjustments will be made, and an alternative experience will be provided to ensure that they are enabled to join in the curriculum surrounding the trip.</p>	<p>All staff</p>
<p>b. Staff supervising excursions and residential trips will always make sure that they are aware of any medical needs, and relevant emergency procedures. Parents of children participating in residential trips will need to complete required consent forms giving details of all medical/dietary needs. All medication or equipment which needs to be administered during the visit should be handed directly to the class teacher in accordance with the school's guidelines before leaving the school at the start of the trip.</p>	<p>All staff</p>
<p>d. A copy of individual health care plans will be taken on visits in the event of the information being needed in an emergency.</p>	<p>Visit leader</p>
<p>d. Arrangements for taking any necessary medicines will be made and if necessary an additional member of the support staff, or an appropriate volunteer might be needed to accompany a particular child. Children's parents will not be required to accompany their own children on school trips.</p>	<p>Visit leader</p>
<p>e. If there is any concern about whether the school is able to provide for a child's safety, or the safety of other children on a visit, then parents will be consulted, and medical advice sought from the school health service or the child's GP.</p>	<p>(Head Teacher)</p>
<p>16. <u>Sporting Activities</u></p>	
<p>a. All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being.</p>	<p>All staff</p>

Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson for all children to be included in ways appropriate to their own abilities.	All Staff
b. Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. This will include a reference to any issues of privacy and dignity for children with particular needs.	All Staff
c. Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.	All Staff
d. Children are not permitted to share medicines in any circumstances. Only medicines prescribed for a particular child may be taken by that specific individual.	All Staff
18. <u>Insurance: (List Provider)</u>	
<ul style="list-style-type: none"> Somerset County Council 	
<p>Unacceptable Practice:</p> <p>It is not acceptable:</p> <p>To place children at risk for any reason,</p> <p>To exclude children from curriculum activities because of their medical condition,</p> <p>To place requirements and responsibilities on parents to fill gaps in staffing or resources.</p>	

Appendix 1.

St Nicholas Church of England Primary School Medication Permission Form

Parental Consent For a Child to Receive Medication in School	
<i>All medicines to be administered by the class teacher or teaching assistant in agreement with the class teacher. Medicines are to be locked in first aid cabinets in the child's classroom/staffroom fridge</i>	
Name of child:	
Class:	Home Telephone number:
Date of Birth:	Emergency Contact Number:
Medical Practice Name:	GP's telephone number:
Name of GP:	
Hospital name:	Hospital Telephone Number: (if applicable)
Hospital Consultant: (if applicable)	
I consent to my child being administered the following medication during school hours:	
Name of prescribed medicine:	
Dose to be given:	
Time of dose:	
Special instructions to staff : -self administer? - stored in fridge? (Staffroom fridge)	Please list your instructions below:

ALL MEDICATION IS TO BE SENT HOME, VIA THE PARENT, AT THE END OF EACH SCHOOL DAY.

I undertake to ensure that the school has adequate supplies of the medication/equipment.

I undertake to ensure that the medication/equipment supplied to the school by me and prescribed by my child's doctor is correctly labelled, in date, with storage details attached and that the school will be informed of any changes.

I understand that the medication/procedure will be carried out by a member of staff according to these instructions.

Name of pupil _____

Signed _____ (Parent/Carer) PLEASE PRINT YOUR NAME _____

Medicine received in school by _____ (staff member)

Date when medication was handed by parent/carer to staff member _____

Date staff gave medication to pupil	Dose given + time of dose	Staff name – PRINT PLEASE

Appendix 2

St Nicholas Church of England Primary School Medication Permission Form

Record sheet for asthma inhaler used during the school day.

Pupil's name:

Today's date (first use of inhaler):

Staff name completing this record:

Second use of inhaler

Time:

Staff name – please print

Third use of inhaler

Time:

Staff name – please print

Fourth use of inhaler

Time:

Staff name – please print

IMPORTANT – please ensure a copy of this goes home with the child ON THE DAY of the inhaler being used. The parent must be phoned/text messaged from the office when an inhaler has been needed on the day. The class teacher must also have a face to face talk with the parent at the end of the school day during handover. (This includes days when the class teacher is on PPA time.)