



Ingleby Mill Primary School Supporting Pupils at School with Medical Conditions

Date Policy Adopted	September 2016
Reviewed	November 2021
Date of Next Review	September 2024

Supporting Pupils at School with Medical Conditions Policy

This policy replaces the 'First Aid and administering medicines policy'. First aid procedures can now be found in a separate policy.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support they provide, schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

Supporting pupils at school with medical conditions DfE 2015

How do we support children with medical conditions at Ingleby Mill Primary?

Who is responsible to ensure that arrangements are in place to support pupils with medical conditions?

The governing body must ensure that arrangements are in place to support pupils with medical conditions. Children with medical conditions are entitled to a full education and have the same rights of admission as other children.

The headteacher should ensure that the policy is effectively implemented and that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although it is not part of teachers' professional duties, they should consider the needs of pupils with medical conditions they teach. If necessary staff should be provided with training to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The role of the parent is to ensure school is provided with up-to-date information about their child's medical needs.

The child (if age appropriate) should be involved with their plan.

The role of other health care professionals (school nurse, occupational therapist etc) is to offer support and advice in regard to specific medical conditions.

Medical plans

Children who have a medical condition, have a medical plan, including a photograph of the child for easy identification. This is written in partnership between parents/carers, school and relevant health care professionals. The plan is then given to the class teacher to display on the inside door of the classroom storage cupboard. These plans are also shared with the headteacher, deputy head, team leaders and

lunchtime staff.

At the beginning of each academic year, the medical plans are once again shared with parents/carers to make amendments. If the photograph needs to be updated this is also changed.

Parent/carers are also asked to make school aware if the plan needs to be changed in anyway.

Children should not be penalized for their attendance in their absences are related to their medical condition, e.g. hospital appointments.

Storage of medicine

Medication for children with medical needs, is stored in the staff room in the lockable fridge (unless the medication cannot be stored at low temperatures).

Medicine and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always kept readily available to children and not locked away.

When no longer required, medicines should be returned to the parent to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Administration of medicine

Medicine cannot be administered without a consent form being obtained from parents/carers. Copies of the consent form can be obtained from the office and can be seen in the appendices.

Short term prescriptions

Medications such as the short-term use of antibiotics or painkillers can be administered only if the parent /carer fill out the 'Parental consent form for administering medicine' form on the day the request is made. The form can be obtained from the school office. Signed copies of the forms are stored in the school office. Parents need to give the completed form to the school office together with the medication. However, staff should encourage parents to administer medicine at home if possible. Medication may be administered in school if it is required to be taken four (4) times a day. Only medication prescribed by a GP, Hospital or Pharmacy and clearly labelled with the child's name, address and required dosage can be administered in school, checking the medication is in date. Non-prescription medication or creams and lotions should not be administered in school.

A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken.

School staff may administer a controlled drug to a child for whom it has been **described**. Staff administering medicine should do so in accordance with the prescriber's instructions.

If a child refuses to take a medicine, staff should not force them to do so. Instead they should note this in records and inform parents/carers or follow agreed procedures or the Care Plan.

Sudden cardiac arrest can happen to people of any age and without warning. If it does happen quick action can save lives. A defibrillator machine can give an electric shock to restart a patient's heart when they are in cardiac arrest. School has a defibrillator that can be found in the main school office.

Record keeping - Medicine

Staff should record any instances when medicine is administered. This includes if children use their asthma pumps. The records need to include, date and time of medicine administered, its name and the dose given, signed by the person responsible for administering the medicine. A copy of the medication log can be seen in the appendix below.

Medication logs are kept in the first aid cupboard of the shared areas for each team so that they are accessible for all staff.

Asthma

Children with Asthma have a medical plan. In order for children's Asthma pumps to be kept in school an Administering Medication Consent form must be signed by parents. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. Adults in the classroom are to check the expiry date on the pumps regularly (at the end of each half-term) and inform parents should the pumps expire or run out. Asthma pumps should be carried by the person who it has been prescribed to, and clearly labelled with the child's name. Asthma sufferers should not share inhalers.

Emergency inhalers are stored in the school safe, should for any reason a child's inhaler not work. Parents give permission to use the emergency inhalers.

Inhalers are stored in the classrooms in a blue drawstring bag which is to be hung on the back of the teacher's cupboard door.

If a child is given their inhaler and it is not part of their usual medicine intake an 'I've had my inhaler' slip should be given to the child to take home. See the appendix.

Auto injector pens

Children with Epi-pens/Jax pens require a medical condition form. In order for children's auto injector to be kept in school an Administering Medication Consent form must be signed by parents. It is the parents/carers responsibility to provide the school with up-to date auto injector for their children. Adults in the classroom are to check the expiry date on the auto injectors regularly (at the end of each half-term) and inform parents should the auto injector expire or run out.

Auto injectors are stored in the classrooms in a blue drawstring bag which is to be hung on the back of the teacher's cupboard door.

PE and Fire Drills

Asthma inhalers and injector pens should be taken outside when doing PE and should also be grabbed during evacuation of the school building e.g. during a fire drill.

Calling the Emergency services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. A guide for what information you will be asked to give can be found in the appendix.

The Headteacher or Deputy Headteacher should be informed if such a decision has been made, even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A standard letter should be sent home with all the children in that year group where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be

called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

Chickenpox and other diseases, rashes

If a child is suspected of having chickenpox, measles etc. we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it is ok to look.

For the inspection of other rashes, the same procedure should be followed. If we suspect the rash to be contagious (such as scabies, impetigo, conjunctivitis, etc.) we need to inform parents and request that children are treated before returning to school. In most cases once treatment has begun it is safe for children to return to school.

It is the Headteacher's duty to decide if there is an outbreak of infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).

Children admitted to hospital

More about this can be found in our 'Ensuring a good education for children who cannot attend school because of health needs' policy. However, a point to note is if a child is admitted to hospital for a long period of time, school will liaise with parent/carers and the hospital. On their return to school, discussions will take place again with parent/carers to ensure appropriate provision is in place ready for their start back to school.

Residential Visits and Educational Visits

We will continue the administration of medication to a pupil whilst on a trip or away from the school premises. For residential visits, parents will be asked to complete a risk assessment and additional medication information form for any child who may need medication.

Complaints

Should parents/carers 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 school complaints procedure.

Linked Policies

First Aid Policy

SEND policy

Disability and Access Policy

Ensuring a good education for children who cannot attend school because of health needs policy

Complaints policy

PARENTAL/CARER CONSENT TO ADMINISTER MEDICINE IN SCHOOL

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

Date	
Name of school	Ingleby Mill Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
Name of person in school who medicine is delivered to	

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

Signature(s) _____

Date _____

Contacting emergency services - Request an ambulance

Dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked. (recommend to call from a mobile phone as they often wish to speak to the patient)

1. your telephone number – School is 01642 761985 and the mobile you are phoning from
2. your name
3. your location as follows Ingleby Mill Primary School, Windmill Way, Ingleby Barwick, Stockton, TS17 0LW
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code TS17 0LW
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms (ask the office to provide you with date of birth, medical history and GP)
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient



I've needed my inhaler today

Date:

Time(s) taken:

How many puffs: