

# **Essendine Primary School**

## **Supporting Children with Medical Needs Policy**

**September 2016**

## **Definition:**

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

- (a) Short-term affecting their participation in school activities. For example, when they are on a course of medication or if a child has a broken bone.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed Complex Special Medical Needs). Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP).

## **Overview**

This school places the highest importance on the care, safety, well-being and health of its pupils and staff especially those with known medical conditions. Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions. This policy had been written to give clear guidelines about the appropriate action to be taken where a pupil is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident and may need medicine/medical care. It should be read in conjunction with the First Aid Policy, Managing Sick Children Policy, Intimate care Policy, Educational Visits Policy and the DfE guidance 'Supporting Pupils with Medical Conditions' September 2014.

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with complex special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with complex 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 loco parentis 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 the child's medication and should supply the school with information. The school takes advice and guidance from the Local Authority Health care professionals.

## **Strategies:**

1. Where a pupil is admitted to school with a medical condition, the school will liaise with parents, carers, relevant medical, clinical and other appropriate authorities to ensure that the child's individual needs are met and that they are given full access to the education provided for all pupils.
2. The Headteacher will make teachers and others who care for a pupil with a medical condition, aware of the medical condition and the associated needs and levels of care and support that are to be provided.
3. Appropriate training will be provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2014).
4. If any pupil including those with known medical conditions, is unwell in class or has an accident in school, the Headteacher and/or first aider (or if the situation occurs out of school – the teacher in charge) will assess the pupil and decide on the appropriate action which may include giving care and first aid or calling for an emergency ambulance if a pupil is seriously unwell or injured or their known medical condition is causing concern.

5. In the event of a serious medical emergency requiring hospital treatment, an ambulance should be called immediately and the patient should be cared for by staff until medical help arrives. If the Ambulance has been called for a child and a healthcare plan has been completed, a copy should be given to the ambulance staff with a description of the recorded health needs and the presenting symptoms leading to this medical emergency.
6. In the event of a child in Nursery or Reception having an accident in school, staff should always seek the help and support of a Paediatric Trained First Aider who will then treat the child appropriately.
7. A pupil's parents will be contacted as soon as possible, whenever there is a medical emergency or if a pupil receives first aid treatment or has an accident. Where appropriate, the school will ask the parent/guardian to attend to support the pupil. Parents must always be notified if a child has a head injury, however minor it may appear at the time.
8. If in an accident or medical emergency, bodily fluids need clearing up the site staff will be called to deal with the matter.
9. The accident form (for recording pupil accidents and other medical emergencies) must be completed by the member of staff who is present at the scene of an accident or medical emergency. This is located in the First Aid Room.
10. If the injured person is a member of staff, they are responsible for detailing the incident in the adult accident book themselves, where possible. This can be found in the School office.
11. If an accident or medical emergency occurs off the school premises, the member of staff present should complete the accident form as soon as possible after returning to School.
12. The teacher in charge of any Trip or Educational visit off the school premises has the responsibility for being acquainted with any specific medical needs or conditions of the pupils in his/her charge and have appropriate training in how to care for the child's subsequent medical needs.
13. Risk assessments must be carried out for all pupils especially those with known medical conditions on each trip. Prior to educational trips and visits, the Trip Leader will be required to complete an Individual Risk Assessment, part of which will be to have a contact number for parents.
14. In the event that an accident occurs out of school and the family cannot be contacted, at least one member of staff should accompany the person to hospital. In no circumstances should any pupils be left unattended as a result of a member of staff accompanying the injured person to hospital; in this instance, an ambulance should be called.
15. Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required and the specific support needed by pupils with known medical conditions.
16. The SEN Co-ordinator will be given overall responsibility for the care of pupils with known and identified medical conditions.

## **Aims**

The school aims to:

- Assist parents in providing medical care for their children;
- Educate staff and children in respect of special medical needs;
- Arrange training for volunteer staff to support individual pupils;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible.
- Monitor and keep appropriate records.

### **Entitlement**

- The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.
- The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.
- The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:
  - choose whether or not they are prepared to be involved;
  - receive appropriate training;
  - work to clear guidelines;
  - have concerns about legal liability;
  - bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

### **Expectations**

It is expected that:

- Where parents have asked the school to administer the medication for their child, they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines when the dosage is required at least 4 times a day and has to be at a specific time or at Mrs Bentaalla's discretion. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent. For further information please see our Managing Sick Children Policy.
- Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Asthma – School Emergency Inhalers**

From 1<sup>st</sup> October 2014 the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can only be used if the pupils inhaler is not available (for example, because it is empty or broken)

The inhaler can be found in the First Aid Room and the Permission to administer this can be found in the school office.

***TO AVOID POSSIBLE RISK OF CROSS INFECTION THE PLASTIC SPACER IS NOT TO BE RE-USED AND MUST SENT HOME WITH THE CHILD (FOR FUTURE PERSONAL USE)***

### **Staff Responsibilities**

- To ensure a First Aider is available to support in an emergency situation
- Inhalers are checked regularly
- Replacement inhalers are obtained before the expiry date
- Replacement spacers are re-ordered and replaced after use
- Empty/out of date Inhalers are disposed of at the local Pharmacy

**All Staff responsibilities:**

- Staff must inform Anne Bentaalla if a school emergency inhaler has been used so that a new spacer can be ordered
- Staff must record usage of Emergency inhaler using form in School office which will then be safely stored. (See appendix 3)

**Allergies**

Parents of a child with a known allergy should inform the school using our Healthcare Plan found in the school office. First Aiders and Staff would then follow the child's Individual Health Care Plan. Should a child present with symptoms linked to an allergic reaction parents would be informed immediately. Should these symptoms seem severe, the First Aider may give the age related dose of Piriton. (Please see our 'Managing Sick children' Policy and also 'Anafilaxia- dosage' document.)

**Liability & Indemnity**

Our school insurance policy provides liability cover relating to the administration of medication and cover is arranged for staff members who are first aid trained as they are involved in delivering healthcare procedures.

**Appendix 1****Individual Health Care Plans (IHCP)**

The main purpose of an IHCP is to identify the level of support that is needed at school/centre for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school, or as required an IHCP will include:

- Details of the child's condition and daily care requirements
- Symptoms and details of medication and side effects of medicines
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines.

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file The general medical information sheet given to all staff will indicate that the child has an IHCP.