



LONDON COLNEY PRIMARY & NURSERY SCHOOL

SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY

Updated: November 2019

Signed:

Review Date:

**LONDON COLNEY PRIMARY SCHOOL POLICY
TO SUPPORT CHILDREN WITH MEDICAL CONDITIONS IN SCHOOL**

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.

Our School:

- a. Understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- b. Aims to provide all children with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

c. Encourages pupils with medical conditions to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this. We aim to include all pupils with medical conditions in all school activities.

d. Ensures all staff understand their duty of care to children and young people in the event of an emergency.

e. Helps all staff feel confident in knowing what to do in an emergency.

f. Understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

2. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation

a. Parents are informed about the medical conditions policy:

- At the start of the school year when communication is sent out about healthcare plans
- In the school newsletter at intervals in the school year
- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round

b. School staff are informed and reminded about the medical policy

- At scheduled medical conditions training

3. First Aid trained staff, understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- a. First Aid trained staff are aware of the most common serious medical conditions at this school
- b. Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. All staff who work with groups of pupils at this school know what to do in an emergency for the pupils in their care with medical conditions.
- d. All staff are first aid trained every 3 years and refreshers for specific conditions in school refreshed more often.
- e. Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in first aid room
See appendix 1 – form 1
See appendix 1 – form 2
See appendix 1 – form 3
See appendix 1 – form 4

4. All staff understand the school's general emergency procedures

- a. All staff know what action to take in the event of a medical emergency. This includes:
 - How to contact emergency services and what information to give
- b. First Aid Training is refreshed for all staff at least every 3 years.
- c. Action to take in a general medical emergency is displayed in the first aid room
- d. If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty.
- e. Staff should not take pupils to hospital in their own car.

5. The school has a policy on the administration of medication at school

Administration-emergency medication

- a. All pupils at this school with medical conditions have easy access to their emergency medication.
- b. All pupils and staff know the location of their emergency medication in the office or first aid cabinet i.e. inhalers, epi-pens and insulin

Administration-general

- a. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of an adult.
- b. This school understands the importance of medication being taken as prescribed.
- c. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

Any staff member wishing to be exempt from administering medication will inform the head teacher and a list be kept with the office.

- d. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- f. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- g. Parents at London Colney Primary School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

h. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

6. London Colney Primary School follows clear guidance on the storage of medication at school

Safe storage – emergency medication (epipens)

a. Emergency medication is readily available to pupils who require it at all times in the school office during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in the office and with the office staff.

Safe storage – non emergency medication

- a. All non-emergency medication is kept in a lockable cupboard in the school office. Pupils with medical conditions know where their medication is stored and how to access it.
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. The school office staff ensure the correct storage of medication at school
- b. Three times a year the office staff check the expiry dates for all medication stored at school
- c. The office staff, along with the parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose.
- d. Some medication at London Colney Primary School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in the staff room. This is in a secure area, inaccessible to unsupervised pupils.
- e. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- a. Parents are asked to collect out of date medication.
- b. If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- c. The school office staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.
- d. Any medical conditions are listed on our SIMS database and forms are completed for medicine given.

Enrolment forms

- a. Parents at our school are asked if their child has any health conditions on the enrolment form, which is filled out when they join the school. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. The data collection sheet is sent out every year for updated information.

Healthcare Plans

- a. London Colney Primary School uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held with the class teacher and in the school office.
- b. A healthcare plan, accompanied by an explanation of why and how it is used, is filled out with all parents of pupils with a long term medical condition. This is done:
 - At the start of the school year
 - At enrolment
 - When a diagnosis is first communicated to the school

c. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent home for completion.

d. Parents are regularly reminded to inform the school office if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

School Medical register

a. Healthcare plans are used to create a centralised register of pupils with medical needs. Posters of these children are displayed with their photo and a summary of their condition and treatments in the staff room, office and kitchen (where necessary).

8. London Colney Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

a. This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Exercise and physical activity

a. This school understands the importance of all pupils taking part in sports, games and activities.

b. We ensure staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

c. Staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

d. London Colney Primary School ensure PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

e. Staff will ensure that all necessary medication, eg. Inhalers, will be taken with them when undertaking PE lessons.

Education and learning

at London Colney Primary School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.

b. Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

a. This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

Employer

London Colney Primary School's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.

Headteacher

London Colney Primary School's head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Update the school's medical conditions policy with the SLT.
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at London Colney Primary School have a responsibility to :

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which pupils in their care have a medical condition.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who need medication with them have it when they go on a school visit **or out of the classroom.**
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- **Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.**

Teaching staff

Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

School office staff

The school office staff have a responsibility to:

- Log regular training for school staff in managing the most common medical conditions in school.
- Ensure healthcare plans are completed and reviewed annually.
- Check medication held in school annually for expiry dates and dispose of accordingly
- Administer medication to students as prescribed.

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators

SEN's at this school have a responsibility to:

- Help update the school's medical conditions policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

Pupils

The pupils at this school have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents*

The parents of a student at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.

- Ensure medication is within expiry dates.
- Keep child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer/guardian.

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PROCEDURE FOR SHORT TERM/ OCCASIONAL MEDICATION

There is no legal duty that requires schools and staff to administer medication – this is a voluntary role. However there is a ‘duty of care’ to administer medication in exceptional circumstances.

- Parents should, wherever possible, administer or supervise the self-administration of medication to their children
- **No child under the age of 16 should be given any medicines without their parent/ carer/guardians written consent**
- Parents can make a request for medication to be administered to the child at school

Prescribed Medication

Where possible parents should be encouraged to ask their GP for medicine to be prescribed in dose frequencies that allow the medicine to be managed at home (ie. If a medicine needs to be taken 3 times a day, all doses could be given out of school hours)

- Prescribed medicines should only be bought into school if it is detrimental to a child’s health if not administered during the day
- Medicines should always be in the original container and include the instructions for administration
- DO NOT accept medicines that have been taken out of the original container or make any changes to the prescribed dosage if a parent asks you to
- ALWAYS check:
 - Name of Child
 - Name of Medicine
 - Dosage
 - Written Instructions provided by the prescriber
 - Expiry Date
- ALL medication should be taken to the school office. Office staff will then determine if the medication needs to be kept in the office, the First Aid Cabinet by the disabled toilet or in the upstairs fridge
- DO NOT keep any medication in the First Aid Box
- Keep a written record of all medication administered

Non-Prescribed Medication

It is strongly recommended that non- prescribed medication is not administered by schools.
This includes paracetamol/ calpol and homeopathic medicines.

However

- A school can still decide that they will administer non-prescribed medicines
- Written permission must be obtained from the parent / carer by completing Form B (copy available on the medicines file in the office)
- A child under the age of 16 **MUST NEVER** be given medicine containing aspirin unless it has been prescribed by a doctor
- Keep a record of any medicine administered
- **ALWAYS** supervise a pupil taking any medication