



Southwick Community Primary School

Supporting Pupils in School with Medical Conditions

Southwick Community Primary School is an inclusive school that welcomes and supports any pupil that may have a medical condition. We will try to provide all pupils with any medical condition the same opportunities as all other children in school.

Definition of Medical Conditions

- Short term- affecting their participation in school activities while they are on a course of medication.
- Long term- potentially limiting their access to education and requiring extra care and long term support.

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to support the child and their needs.
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- If necessary, for each child with health care needs to have a Medical Health Care plan that is supported by staff, parents/carers and professionals.
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- To review medical care plans and monitor any medical changes involving the child.
- To liaise with staff, professionals and parents when it is felt necessary.
- To listen to the views of the child during treatment or when medication is being administered.

Expectations

It is expected that:

- Parents/Carers will inform school of any medical condition which affects their child.
- Parents/Carers will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed on a pharmacy label, with the child's name clearly visible.
- Parents/Carers will ensure that all medications that are given to school are in date and clearly labelled.
- Medical professionals involved in the care of the child will fully inform the school of the child's condition, its management and implications on the school day.
- School will ensure that, where appropriate, children are involved in the management and administration of their own medicines if it is part of the Medical Care Plan (eg an inhaler)
- Relevant school staff will liaise with Healthcare professionals and services in order to access the most up to date advice about child's medical needs and will seek support and attend training in the interests of the pupil.
- Individual Medical Care Plans will be written, monitored and reviewed by the appropriate staff and include the views and wishes of the child and parent in addition the medical professionals and school (see Medical Care Plan Appendix A)
- All staff in the area where the child is based will be made aware of the child's individual needs. This will also include lunchtime staff, office staff and SENDCo Team.
- School holds a centralised register of all Medical Care Plans in school, which is held in the SENDCo room. Each class teacher also has a file of the children in his/her class that have a Medical Care Plans.
- If a child transfers to another school a meeting will be held before the child transfers and all medical information will be shared with the receiving school.

Staff Training

Southwick Community Primary School ensures that all staff providing support to a pupil have received suitable training and ongoing support to ensure they have the knowledge and confidence to provide the appropriate care. This training will be provided through discussions with Healthcare professionals and arranged by SENDCo team in school. Training will be provided by the appropriate specialist nurse or other qualified healthcare professional. An update record of all training will be logged.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the schools behaviour and anti-bullying policy, to help prevent and deal with any problems. They should also be aware

of any special precautions during activities and potential triggers for a pupil's medical condition.

Emergency Procedures.

Where a child has a Medical Health Care Plan, emergency procedures should be clearly identified on the plan and staff should be fully aware of emergency symptoms and the appropriate action to be taken.

In a medical emergency a first aider should be called for, a list of first aiders is in every class and on lunchtime boards in each phase.

If an ambulance needs to be called, staff will:

- The child's medical Care Plan will be taken to hospital with the child and a copy given to the paramedic.
- The first aider who was present with the child will inform the paramedic about the child's condition and under what circumstances the emergency occurred.
- Children will be accompanied to hospital by a member of staff, if we are unable to contact parent/carer, they are not available or parent to meet ambulance at the hospital. Staff cars will not be used for this purpose.

Administration of Medicines

Only essential medicines will be administered during the school day. These will only be those prescribed by a doctor. Parents/Carers must take all medication to the school office and submit a written permission form before any medication will be administered. Medicines administered during the school day must be in the original container and clearly labelled with the child's name.

Essential medication will be administered on Educational visits, subject to conditions above. A risk assessment may be put in place before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of medication during the visit. A trained first aiders will be present on every Educational Visit.

All members of staff can administer medication under the guidance of the two trained members of staff. Before administering any medication, staff must check that the medication belongs to the child, must check that they are giving the correct dosage and that written permission has been given by a parent/carer. Any child that refuses to take medication in school will not be forced to do so and parents will be informed so an alternative plan can be made. All medication that is administered will be logged on the child's individual medicine record and counter signed by another member of staff. Two members of staff will be present at all times during the administration of any medication.

All medication will be stored away in a locked cupboard in the child's classroom or in the medication fridge in the medicine needs to be kept cool. This fridge is kept in the staffroom. All inhalers are kept in the child's classroom and are taken with the child if they are being educated off sight or in a different part of the building.

If a child needs to use their inhaler this will be recorded on their own individual record and parents will be informed if the child has had to use the inhaler that day. All children who may use an inhaler have their own individual record and inhaler clearly marked with their name on. Each child will have a Medical Care Plan that will be completed by a parent / carer when the child is initially prescribed by the GP.

Educational Visits

When planning an educational visit staff will consider any reasonable adjustments they may need to make to ensure all children can participate fully. A risk assessment may need to be carried out with the support of parents and other health professionals.

Insurance

The Governing Body of Southwick Community Primary School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with all medical conditions.

Complaints

Should parents/carers be unhappy with any aspect of their child's care at Southwick Community Primary School they must discuss their concerns with the school. This will be discussed with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay any concern, the problem should be brought to a member of the senior management team. In the unlikely event that of this not resolving the issue, the parents must make a formal complaint using the schools complaints procedure.

Policy Review

The Medical Conditions Policy is regularly reviewed, evaluated and updated on an annual basis. All staff and governors are part of this process and are regularly updated on any change to the policy.

Training

In January 2016 we have 14 staff who are First Aid trained. Each class, office and phase area in school has a list of first aiders in school.

Staff are trained annually on administering inhalers and the use of epee pens. Any other training will be addressed when the situation arises.

School Procedures

- No staff member will administer medication to any child with a minor ailment eg cough sweets
- Medicines must not be left in the child's coat pocket or given to the child to bring into school.
- Parents are responsible for providing comprehensive information regarding the child's medical condition.
- Prescribed medication will not be admitted into school without complete and written instructions by parent/carer.
- Only reasonable quantities of medication should be supplied to school at one time eg 4 weeks.
- Each item of medication must have the pupils name clearly labelled, name of medication, dosage, frequency of medication, date of dispensing, storage requirements and expiry date.
- All medication will be kept in a secure place, out of reach of pupils.
- School will keep individual records for each child who has had medication in school. If a parent comes to school to administer non prescribed medication this will also be documented on the child's individual record.
- Two members of staff will be present at all times when medication is being administered.
- If a child refuses medication they will not be forced and the parent/carer will be informed.
- It is the responsibility of the parent/carer to inform the school of any changes to medication or if medication ceases.
- It is parent/carers responsibility to renew any medication that has expired.
- School will not make any changes to dosage under parent/carers instructions.

- School staff will not dispose of any medication.
- All pupils who have long term medication or an inhaler in school, must have a Medical Care Plan.
- If a child administers their own medication eg inhaler, insulin, staff will supervise and log all information on the child's individual record.
- The administration of medication applies to pupils off site as well as in school.
- Teaching Staff are responsible for adding any child with medical conditions or who may need any medication to risk assessments if they are going off site.

Specific Medical Emergencies

Some children may have specific conditions which may require emergency treatment for example:

- Severe allergies
- Epilepsy
- Diabetes

Each child will have a Medical Care Plan

Staff should check all expiry dates on emergency drugs on a termly basis.

All staff are specifically trained in medical emergency conditions.

All staff are aware of procedure to follow in the event of an emergency.

One member of staff will phone 999 and request an ambulance.

Another member of staff will remain with the child at all times.

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reasons to be concerned that a child may be subject to significant harm, ill treatment, neglect or other forms of abuse, staff have no alternative but to follow Sunderland Safeguarding Child Protection procedures and inform Children's Services Social Care of their concern.