

Larchfield Primary & Nursery School

Supporting Pupils in School with Medical Conditions



Our Vision

Our children are central to all that we do:
nurturing, caring and preparing them to add value to an ever-changing world.

Approved by:	Full Governing Body	Date: November 2024
Last reviewed on:	November 2024	
Next review due by:	November 2025	

INTRODUCTION

This policy describes how, at Larchfield, pupils with medical conditions are supported in school. Pupils at school with medical conditions, wherever possible, will be supported so that they have full, equitable access to education, including school trips and physical education. The school will liaise with health and social care professionals, pupils and parents/guardians to ensure that the needs of children with medical conditions are effectively supported.

In line with safeguarding duties the school will not put any pupil at unnecessary risk (for example, from infectious diseases). The school may therefore not accept a pupil in school at times where it would be a detriment to the health of that pupil or others.

SCOPE

This policy applies to all pupils who attend Larchfield.

OBJECTIVES

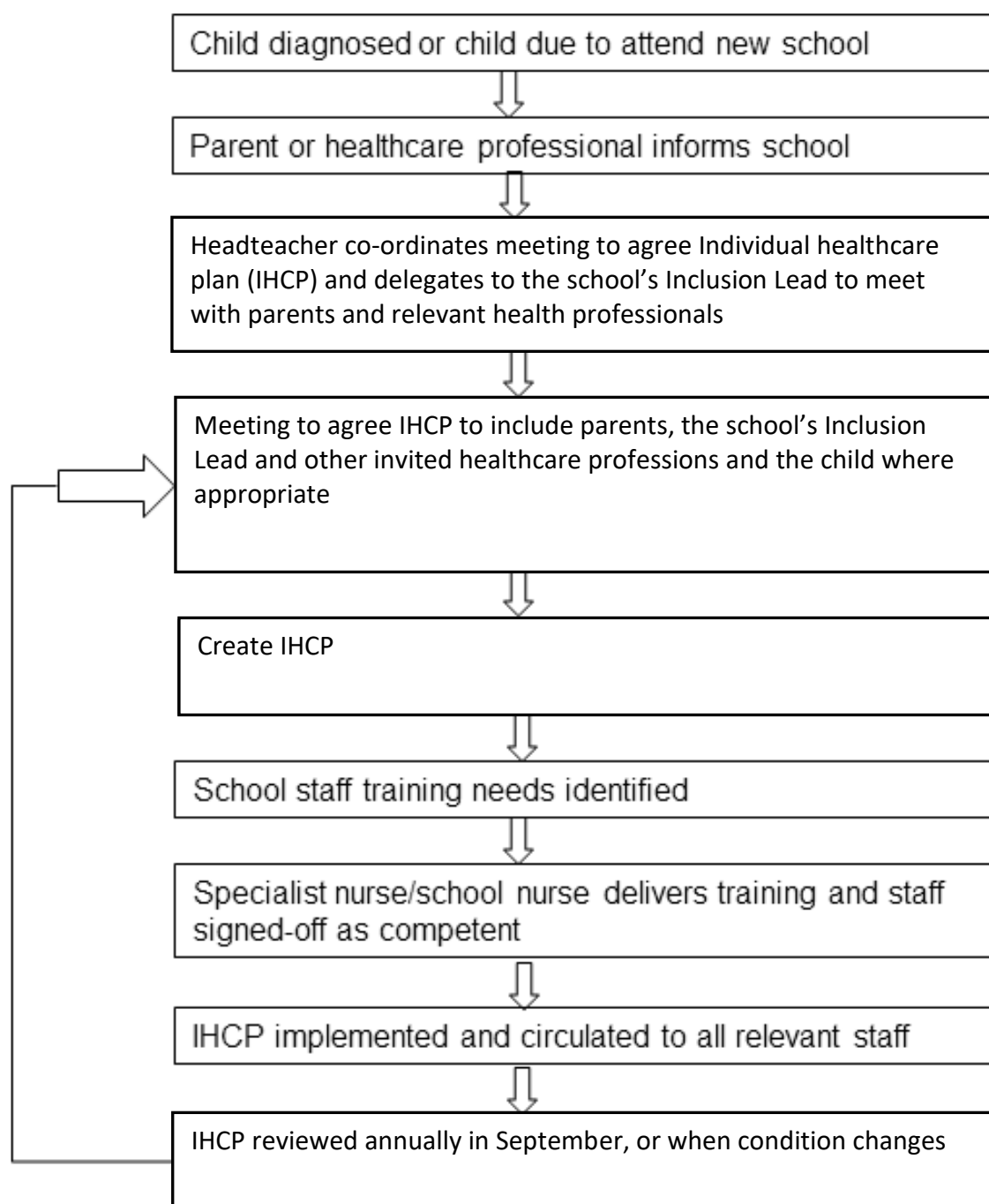
The objectives of this policy are to outline the school's responsibilities in relation to children with medical conditions and, to describe how the school will fulfil this obligation.

RESPONSIBILITIES

The Headteacher is responsible for ensuring that the systems and processes detailed in this policy are followed.

IMPLEMENTATION

For implementation of this policy, follow the flow chart overleaf.



STAFF TRAINING

Every member of staff who is supporting a pupil with medical needs in school will receive suitable training provided by the appropriate health professionals. Training will be sufficient to ensure that members of staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures. All staff who join the school will attend basic awareness sessions in severe allergic reactions, Asthma and Epilepsy. Where it is felt appropriate, staff will attend the school nursing refresher course in severe allergic reactions, Asthma and Epilepsy.

MANAGING MEDICINE ON THE SCHOOL PREMISES

Staff will ensure that they read all prescriptive information on any medication for a child carefully before administering it to the child.

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. No child under 16 should be given prescription or non-prescription medicines without their parent's/guardian's written consent.

The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

All medicines will be stored safely either in the medical fridge in the Staff Room, in medical cabinets in classrooms or, in the case of auto-injectors, in an unlocked cupboard used for storing medical equipment in the school office. Expiry dates of medication held within school will be monitored monthly and parents informed if medication is near the expiration date, requesting a replacement of the medication to be brought into school.

Pupils should know where their medicines are at all times and be able to access them immediately with the help of an adult. Pupils who can take their medicines themselves or manage procedures should be allowed to do so with supervision. If it is not appropriate for a pupil to self-manage, then classroom staff will administer medicines and manage procedures for them. Where medication has been administered, and it was not expected that the medication would be administered, parents will be informed that medication has been administered, the time it was administered and what was administered.

The management of controlled drugs will be discussed with the school nurse and individual arrangement will be made on a case by case basis.

The School will keep a record of all medicines administered to individual pupils, stating what was administered, how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted on the pupil's Administering Medication In School Record Sheet. This form includes a consent from parents/guardians.

When no longer required, medicines will be returned to the parent/guardian to arrange for safe disposal. The sharps boxes will always be used for the disposal of needles and other sharps. This can be found in the Accessible Toilet.

Parents/carers of children with an Asthma Inhaler in school will be sent a new Asthma card to be completed and returned to school at the beginning of each new academic year.

The school will hold an emergency Salbutamol Asthma Inhaler and Epi-pen for use in emergency for those children who have these in school, as provided by parents. These will be used if the child's own medication is broken, empty or out of date. Parents will sign a consent form for the school's medication to be used in the event of an emergency.

Parents/guardians will be asked to collect volumatic spacers at the end of each half term to take them home and wash them, before returning them for the start of the next half term.

MEDICATION ERRORS

A medication error is when the administration deviates from the instructions of the medical professional and parent/guardians. In order to reduce the risk of this happening, two members of staff will be present when administering medication. At Larchfield, each pupil's medication and records are kept in a sealed bag which is named. Any medication error must be reported to the Headteacher and an Incident Report Form completed and copied to the Corporate H&S Team at the Local Authority, (RBWM.)

EMERGENCY PROCEDURES

Where it is deemed appropriate, children will have an Individual Healthcare Plan (IHP) which will clearly define what constitutes an emergency and the procedures that must be followed.

If a child needs to be taken to hospital, a member of staff will stay with the child until the parent/guardian arrives, or accompany a child taken to hospital by ambulance. Members of Staff must **not** take children to hospital in their own car.

Day trips, residential visits and sporting activities

The School will consider reasonable adjustments that might be required to enable children with medical needs to participate fully and safely on visits on school trips or sporting activities. A risk assessment will be completed in good time by the relevant person so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This may require consultation with parents/guardians and pupils and advice from the school nurse or other healthcare professionals who are responsible for ensuring that pupils can participate.

Complaints

Should parents/guardians or pupils be dissatisfied with the level of support provided, they should discuss their concerns with the Headteacher/ Deputy Headteacher.

Monitoring

The Headteacher will monitor the application of this policy and report back, through the relevant committee, to the Governing Body.

Appendix 1

INDIVIDUAL HEALTH CARE PLANS (IHCP)

In certain circumstances for example complex conditions it will be necessary to develop an IHCP. These will co-ordinated by the Headteacher and delegated to the Inclusion Lead. The IHCP will be formulated in collaboration with relevant healthcare professionals, parents/guardians and pupils.

The plan may include -

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, dietary requirements and environmental issues e.g. crowded corridors
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons
- the level of support needed including in emergencies
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional
- who in the school needs to be aware of the pupil's condition and the support required
- written permission from parents/guardians and the Headteacher for medication to be administered by a member of staff, or self-administered by individual pupils during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate e.g. risk assessments
- where confidentiality issues are raised by the parent/guardian/pupil, the designated individuals to be entrusted with information about the pupil's condition
- what to do in an emergency, including whom to contact, and contingency arrangements.

Name of school/setting
 Child's name
 Group/class/form
 Date of birth
 Child's address
 Medical diagnosis or condition
 Date
 Review date

Family Contact Information

Name
 Phone no. (work)
 (home)
 (mobile)
 Name
 Relationship to child
 Phone no. (work)
 (home)
 (mobile)

Clinic/Hospital Contact

Name
 Phone no.

G.P.

Name
 Phone no.

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Form 2 Parental agreement for setting to administer medicine

The school/setting 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 for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
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	
I understand that I must deliver the medicine personally to [agreed member of staff]	

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: _____

Form 3

Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	\ \
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	\ \
Quantity returned	
Dose and frequency of medicine	

Staff signature: _____

Signature of parent: _____

Date	\ \	\ \	\ \
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	\ \	\ \	\ \
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



Form 3 Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
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Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			

Staff initials

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