



Let your light shine Matthew 5:14

## **KIRK FENTON CE PRIMARY SCHOOL**

### Medical Policy

Review Date: Autumn 2024

#### **Our Vision**

Rooted in Christian belief, our vision for every member of this school community is to feel valued and respected, regardless of age, gender, sexuality, race, faith, belief or ability. Through developing a love of learning, each individual will have the opportunity to reach their full potential and aspire to become the person they were born to be.

*Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven. Matthew 5:14-16*

#### **Overarching Principles**

Kirk Fenton CE Primary School welcomes and supports children with medical and health conditions. We aim to include everyone with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

### **Planning Ahead**

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- ensuring staff are aware that they may volunteer to do medical duties and that they also have responsibilities in emergency situations.
- having record keeping procedures in place for administering medication
- having the correct storage facilities in place for medication
- having identified a suitable area in school for undertaking healthcare procedures
- having suitable toileting facilities for children which are clean, safe and pleasant to use
- having flexible practices which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any child with a medical condition that may require it.
- appointing a member of staff to be our Named Person for medical needs
- following the guidance provided by the DfE in 'Supporting Children with Medical Conditions at School' 2014

### **Emergencies**

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

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher/ named person ensures that staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the phone in the school office and the procedure is revisited at staff meetings.

If a child needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany the child. parents will be asked to meet the child at the hospital. The member of staff will stay with the child until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a child to hospital in their own car.

### **First Aiders**

We have trained first aiders on site at all times throughout the school day including during extra-curricular activities after school. Our first aiders are fully trained in paediatric emergency first aid, Level 3 paediatric first aid and First aid at work in line with current regulations and are aware of the most common serious medical conditions at this school. Training is refreshed regularly and a log is maintained and displayed around school of current qualified staff.

**Procedure to be followed when school is notified that a child has a medical condition:**

1. Seek detailed information from parents and health professionals
2. Determine whether an Individual Health Care Plan and/or a risk assessment is required
3. Arrange a meeting to write and review Individual Health Care Plans
4. Arrange specific staff training
5. Implement and monitor Individual health Care Plans

## **Staff Training**

Staff who support children with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined through individual healthcare plans. The headteacher/ named person is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to an injury or their own medical condition or due to further training being required) must report this as soon as possible to the headteacher/ named person who will make appropriate arrangements.

The headteacher/ named person keeps a training record and ensures training is refreshed as appropriate. The headteacher is involved in determining the competency of a member of staff in undertaking specific procedures.

The Headteacher/ named person will ensure that records are correctly kept and staff know how these records should be completed and managed. The headteacher/ named person will audit these records on a termly basis.

All staff read the Medical Policy as part of their induction and when there are any changes.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. Our named persons for administering medicines are the office team and the Headteacher (Mrs Williams) who have undertaken training with this regard.

In all cases, written instructions from the parent alongside instructions on the named medicine container or packet dispensed by the pharmacist is sufficient. Non-prescription medicines or those not specifically named for the pupil cannot be given under any circumstances.

## **Whole School Staff Awareness Training**

We aim for all staff to receive basic awareness training in the following more common conditions:

- asthma
- epilepsy
- allergic reaction

Staff working closely with children with these conditions will also have written information and the child's healthcare plan.

## **Staffing**

The Headteacher/ named person is responsible for ensuring that all **relevant** staff will be made aware of the child's condition as soon as possible. This will be on a 'Need to know' basis.

Any supply teachers/ covering staff will be informed, as appropriate, via the medical record sheet stored securely in each classroom.

Children with individual healthcare plans have staff named in their plan who have been trained to undertake procedures in the plan. The headteacher ensures there are enough staff named to cover for absences and to allow for staff turnover.

### **Administration of medication at school**

At Kirk Fenton Primary School, our policy is that medicines are stored centrally and only in exceptional circumstances do pupils carry their own medication. Epipens and asthma inhalers are contained in a clearly labelled and maintained bag or box which teachers store in a prominent position in their stock cupboards and take with them to PE lessons, swimming and all off site activities.

Wherever possible we allow children with inhalers to self administer whilst we provide supervision as appropriate. In all other cases:

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to the child's health.
- We will only accept medication that has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and is specifically named for that child.
- We will only accept non-prescribed medication if it is specifically included in an Individual Healthcare Plan.
- We only give medication when we have written parental permission to do so and the dosage means that the child cannot take the medication outside of school hours (i.e. 4 or more times per day)
- Medication other than epipens or asthma inhalers are stored centrally at the school office or in the staff room fridge for those needing lower temperatures.
- Controlled drugs are locked securely in the Head teacher's office.
- Children know where to go to find their medication and who they should tell should they need it.

### **Administration of medication - general**

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so or it is written into their job description.

### **Children who can manage their own medication**

We encourage all children to manage as much of their own needs as is appropriate. The Headteacher/ named person will determine after discussion with parents whether a child is competent to manage their own medicine and procedures. Where a child has been recently diagnosed, or has an additional disability or condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.

We aim for our children to feel confident in the support they receive from us to help them do this.

### **School Trips**

Staff organising school trips ensure:

- they plan well in advance
- they seek information about any medical/ healthcare needs which may require management during a school trip. This is particularly relevant for residential visits where a child may require medication or procedures that they would not normally require during the day time at school.
- that any medication, equipment or health care plans are taken with them and kept appropriately during the trip.
- they complete a full risk assessment which includes how medical conditions will be managed during the trip. Staff are aware that some children may require an individual risk assessment due to the nature of their medical condition.

### **Safe Storage**

The Headteacher/named person ensures the correct storage of medication at school. The Headteacher/class teacher ensures that the expiry dates for all medication stored at school are checked frequently although it is the parents' responsibility to make sure that all medications are in date and remain replenished as necessary.

Where medications need to be refrigerated, these are stored in a clearly labelled airtight container in the fridge.

### **Refusal**

If a child refuses to take their medication, school staff will note this on the administration of medication record. Parents will be informed as soon as is reasonably possible so that they can make alternative arrangements.

### **Accepting Medicines**

- The Headteacher/ named person along with the parents, ensure that all medication bought into school is clearly labelled with the child's name, the name and dosage of the medicine and the frequency of dose. It must be in its original packaging containing the accompanying information leaflet.
- All medicines MUST be passed directly to the school office staff - classroom staff will not accept medicines into school except inhalers.

### **Safe Disposal**

- Parents will be asked to collect and safely dispose of out of date medicines.
- If parents do not collect out of date medications or those no longer required, it will be taken to the local pharmacy for safe disposal.
- Disposal of medication is recorded on the administration of medication form.

### **Individual Healthcare Plans**

- For children with more complex medical needs we use Individual Healthcare Plans to record important details. Individual healthcare plans are held in the school office with a copy held securely in the child's classroom. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals as required.
- Individual Healthcare Plans are shared on a 'need to know' basis with staff who are directly involved with implementing them.
- The Headteacher/ named person is responsible for ensuring that Individual Healthcare plans are completed and updated.

- The Headteacher/ named person is responsible for ensuring that Individual Healthcare Plans are being correctly and routinely implemented

### **School Medical Register**

We keep a centralised register of children's medical needs. The Headteacher/ named person has responsibility for keeping the register up to date.

### **Asthma**

School staff are aware that although asthma is a relatively common condition, it can develop into a life-threatening situation very quickly. Named inhalers are therefore kept in the child's classroom for quick access and spares are kept locked in the school office. Inhalers will always be taken with the child on any school trips or outings and will be checked regularly to ensure they are still in date. It is the parents' responsibility to ensure that their child has an inhaler to keep in school.

### **Working Together**

A number of people and services may be involved with a child who has a medical condition e.g. parents, the child themselves, school, community nurses, specialist medical staff etc.

We seek and fully consider advice from everyone involved as well as from the Local Authority to assist us in decisions around a child's medical needs.

We aim to maintain regular contact with our Healthy Child nurse who may inform us of any child who has a health condition that we are not already aware of.

We work together with medical professionals to identify needs and training, draw up Individual Healthcare plans and oversee staff competency in procedures. However the Headteacher and Local Governing Body take overall responsibility for ensuring that the child's medical needs are met in school. The Local Governing Body sets the school Medical Policy and the Headteacher is responsible for implementing it.

We work together to ensure our policy is planned, implemented and maintained successfully.

### **Headteacher**

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the Medical Policy is in line with local and national guidance and policy frameworks
- Liaise between parties including the child, school staff, parents, Sendco, pastoral support/ welfare officers, Healthy Child Team and governors.
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare Plans
- Ensure confidentiality
- Assess the training and development needs of staff and arrange for them to be met

- Provide regular training for school staff in managing the most common medical conditions in school.
- Ensure that supply staff and visitors to school who will be working directly with pupils know and implement the medical Policy
- Update the Medical Policy every three years or more frequently should the need arise in line with local and national guidance or legislation
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are put in place as necessary
- Ensure Individual Healthcare Plans are completed and reviewed annually
- Quality assure record keeping
- Work together with medical professionals to quality assure staff competence in specific procedures
- Regularly remind staff of this policy and medical procedures

### **School Staff**

All staff have the responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand and implement the medical policy
- Know which children in their care have a medical condition
- Allow all children to have immediate access to their emergency medication if required
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure children who carry their own medication have it with them on school trips or are out of the classroom for any reason e.g. sports on the field
- Are alert for children with medical conditions who may be experiencing bullying or need additional social support
- Ensure that children with medical conditions are not excluded from activities they wish to take part in

### **Teaching staff**

Teachers at this school have a responsibility to:

- Be aware that medical conditions can affect a child's learning and provide extra support when required
- Liaise with parents, healthcare professionals and Sendco if a child is falling behind with their learning due to their medical condition.

### **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
- Check the contents of first aid boxes and replenish as necessary

### **Special Educational Needs Co-ordinator**

The School Sendco has a responsibility to:

- Help update the school's Medical Policy
- Know which children have a medical condition and which have special educational needs because of their condition
- Ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements for exams or coursework.

## **Parents**

Parents are expected to support their child by:

- Informing school if their child has or develops a medical condition
- Informing the school office in writing if there are changes to the child's condition or medication
- Ensuring that they or their representative is available at all times during school hours
- Administering medication out of school hours whenever possible
- Undertaking healthcare procedures out of school hours wherever possible
- Ensuring they supply the school with correctly labelled and in date medication
- Contributing to the writing of Individual Healthcare Plans/ intimate personal care plans as appropriate
- Completing all necessary school paperwork e.g. request for administration of medicines
- Collecting any out of date or unused medicines from school for disposal at a local chemist
- Keeping their child at home if they are not well enough to attend school or are infectious to others
- Ensure their child catches up any school work that is missed
- Ensure their child has regular medical reviews with their doctor or specialist healthcare professionals

Parents who do not provide this support should be aware that we may not be able to fully support their child's medical condition in school.

## **School Procedure on notification of a child's medical condition**

Notification of a child's medical condition may come via a number of different routes e.g. through parents, Healthy Child Team, admissions forms etc.

Whatever the route, the Headteacher/ named person must be informed as soon as possible.

They must then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professionals, whether an Individual Healthcare Plan is required
- Identify any medication/ healthcare procedures that may be required
- Identify any aspects of the child's healthcare that they can manage themselves
- Identify which staff will be involved in supporting the child
- Identify what, if any, training is required, who will provide training and when
- Identify which staff need to know the details of the child's medical condition and inform them as appropriate
- Ensure parents have given written permission for any administration of medication



## **Data Protection**

We will only share information about a child's medical condition with those staff who have a role to play in supporting that child's needs. In some cases e.g. allergic reactions, it might be appropriate for the whole staff to be aware of the child's needs. In other cases only certain staff need to be aware. We will ensure we have written parental permission to share any medical information.

## **School Environment**

We will ensure we make any reasonable adjustments to the school environment to be favourable to the child with medical conditions. This includes the physical environment as well as social, sporting and educational activities. Our physical environment is covered by our Accessibility Plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved access or accessible toilet facilities.

## **Complaints**

For details on how to make a complaint about medical issues in school, please follow our school complaints procedure available on our website.

## **Dignity and Privacy**

At all times we aim to respect the dignity and privacy of all children with medical conditions. We do this by only sharing information with those who have a role in directly supporting the child's needs. We are always considerate of dignity when giving or supervising medication and in managing health care needs.