



## **Greenbank Primary School Supporting Children with Medical Conditions in School Policy**

Date adopted:	Autumn Term 2018
Review Cycle:	3 years
Review Date:	Autumn Term 2021
Committee:	Policy & Curriculum Committee

### **Legislation and Guidance**

This policy and guidance has been compiled using recommended government documents and Acts, these include;

#### **Relevant Legislation**

Children and Families Act 2014 – Part 5: 100

Education Act 1996

Health and Safety at work Act 1974

Health and Safety: advice for schools – June 2014

Medicines Act 1968

Misuse of Drugs Act 1971

Regulation 5 of the School Premises (England)

Regulation 2012 (as amended)

Special Educational Needs and Disability Code of Practice: 0-25 years

Supporting pupils with Medical Conditions – December 2015

The management of Health and Safety at work regulations 1999

The Local Authority will provide both national and local guidance.

For further information and guidance see;

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

#### **Safeguarding Legislation**

Children's Act 1989 Section 3 and Section 17

Children's Act 2004 Section 10

Education Act 2010 Section 21 and Section 176

Equality Act 2010

The NHS Act 2006 Section 3

## Definition

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

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

## Introduction

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions 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 must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

## Aim of this policy

- 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 administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To ensure that, where necessary, Individual Healthcare Plans are written in association with healthcare professionals,
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

## Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment

- Ignore the views of the child or their parents / carers
- Ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a documented medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

### **Entitlement**

Greenbank Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

### **Expectations of parents**

It is expected that parents will:

- Inform school of any medical condition which affects their child.
- Supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Ensure that medicines to be given in school are in date and clearly labelled
- Co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible

### **Expectations of School and partner agencies**

- Greenbank Primary School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- Transitional arrangements between schools will be completed in such a way that Greenbank Primary School will ensure full disclosure of relevant medical

information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare

- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- The Governing body is accountable for ensuring the school has effective policies and procedures in place and for monitoring the school's compliance with them

### **General support arrangements**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, displayed in the Welfare room.

Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes or serious allergies will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. Other medical information will be shared with class teachers and LSAs.

### **In an emergency**

In a medical emergency, Learning Support Assistants and Caretakers have been appropriately trained to administer emergency paediatric first aid.

If an ambulance is called

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Administration of medicines**

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor with the exception being occasional pain relief medication (Calpol) which will only be administered with parental permission.

Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school Welfare Room).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during out of school activities. All medicines must be clearly labelled.

Controlled drugs (such as 'Ritalin') or prescribed medicines will be kept in the locked cabinet in the Welfare Room or in an agreed secure place known to those who manage the particular medication. Access to these medicines is restricted to the named persons.

### **Epi-pens**

Epi-pens are kept in individual packs with written instructions on the emergency shelf in the Welfare Room; parents may choose to provide an extra one to be kept in the child's classroom. All support staff have been trained but any member of staff can administer an epi-pen in an emergency – full instructions are printed on the Epi-pen. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn, then the area should be firmly massaged for 10 secs. An ambulance must be called for a child who has been given an Epi-pen.

Anti-histamine medication such as Piriton may be given first if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers; this is a liquid medicine stored with the epi-pen along with written instructions for the correct dosage for the individual pupils. If symptoms are more severe, the Epi-pen should be given immediately; an ambulance must be called immediately. Parents should be contacted after this call has been made.

Staff will record any doses of medicines given in the Medicine book.

Inhalers are kept in the child's classroom; parents may also supply a spare inhaler which should be kept in the Welfare Room for ease of access at lunch or playtime. Children have access to these inhalers at all times, they must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

If a child does not have their own salbutamol (blue) inhaler in school and is experiencing an asthma attack then they should be allowed a dose from the school's emergency inhaler which is stored on the emergency shelf in the Welfare Room.

## **Pain relief**

From time to time, children are taken ill at school and may be in pain of some sort e.g. headache, earache, toothache etc. In this event, it would be helpful for a child to be given Calpol (paracetamol for children) as a one off dose in school. Parental consent must be given in writing, in advance. School will also attempt to contact the parent to check if the child has already been given any medication at home and to inform the parent what time medication was given at school. If school is not able to contact a parent or carer, Calpol will be administered if there is valid consent and parents will be informed about it when the child is picked up.

Essential medicines will be administered on Educational Visits. The administration of medication and first aid matters, along with any necessary risk assessments to be considered, are always discussed at a briefing meeting for all staff and leadership team members before the trip commences. The 'Teacher In Charge' of the visit is responsible for ensuring that prescribed medication is stored safely and administered to the pupils in accordance with written instructions that have been provided by parents; copies of the medication forms will be kept with the medications. The 'Teacher In Charge' should ensure that the names of staff administering medicine on trips are recorded and should monitor the 'Administration of Medicines Off-site Record Book' and ensure that the record book is an accurate record with all entries witnessed by two members of staff.

## **Complaints**

Should parents be unhappy with any aspect of their child's care at Greenbank Primary School, they must discuss their concerns with the school. This will be 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 concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Greenbank Primary School Complaints Procedure.

## **Trained Staff**

School First Aiders are the Welfare Officer, all LSAs, caretakers and Kids Club staff (training is regularly reviewed):

A list of staff trained to administer medicines for diabetes is displayed on the Welfare Room wall.

A list of staff who have agreed to administer medicines is displayed on the Welfare Room wall.

## **Liability and Indemnity**

The school has an appropriate level of Liability Insurance through our policy with Liverpool City Council, this is updated annually and reflects the level of risk associated with supporting medical conditions.