

Springdale First School

MEDICAL POLICY

Statutory guidance relating to supporting pupils with medical needs (DfE May 2014) was taken into account when creating this policy.

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

- a. Springdale School 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. We aim to provide children with medical conditions the same opportunities as their peers and to include them in all school activities.
- c. Pupils with medical conditions, when they can, are encouraged to take control of their condition. School will support in any way possible to help them do this.
- d. We aim to ensure all staff understand their duty of care to children in the event of an emergency and that they are confident with the course of action to take in an emergency.
- e. We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood

2. The medical 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 policy:
 - i. At the start of the school year
 - ii. When their child is enrolled as a new pupil
 - iii. Via the school's website, where it is available all year round
- b. School staff are informed and reminded about the medical policy:
 - i. Via the school's policy which is available on the school intranet
 - ii. At scheduled medical conditions training

3. First Aid trained staff 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 and are trained in what to do in an emergency.
- b. Staff at Springdale First School 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 which may include administering medication. Staff's willingness to administer medication is checked and recorded at the beginning of the year.
- c. Training is refreshed for first aiders in line with requirements.
- d. Action for staff to take in an emergency e.g. for asthma/epilepsy/anaphylaxis and diabetes is included in children's individual medical files.

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:

- i. How to contact emergency services and what information to give
- ii. To contact a first aid member of staff.
- b. Training is refreshed for all staff annually.
- c. The school will always attempt to contact parents in the case of an emergency
- d. If a pupil needs to be taken to hospital, parents should accompany them. If this is not possible, a member of staff will do so and parents will be asked to meet the ambulance at the hospital.
- d. Staff should not take pupils to hospital in their own car unless insured, accompanied and agreed by SLT.

5. Administration of medication at school

Administration-emergency medication

- a. Medication is routinely kept in the office and there is easy access for all adults to this.
- b. Emergency medication which may be needed instantly e.g. for diabetic children may be kept securely in the classroom. (On advice from healthcare professionals).
- c. Pupils know where their emergency medication is stored and how to access it (if appropriate).

Administration-general

- a. Staff are aware that there is no **legal or contractual duty** to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- b. Some staff members are willing to take on the voluntary role of administering medication.
- c. For medication where specific training is required, only staff who have received this training may administer the medication. Advice and training from the school nursing team or specialist services is accessed when required. The local authority provides full indemnity.
- d. For medication where no specific training is necessary, it may be administered by any staff member who has indicated willingness to administer medication.
- e. The school nurse or other medical practitioners may administer medication.
- g. Parents are informed that they should notify the school immediately if their child's regular medication changes, is discontinued, or if the dose or administration method changes.
- h. Parents are informed that the school will not follow ad hoc parental advice but will follow guidance from medical professionals. If a medical plan becomes confused an immediate meeting involving the school, parents and nursing team will be arranged to review procedures and confirm the medical plan.
- i. All staff attending off-site visits are made aware of any pupils with medical conditions on the visit. They receive information about the condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. Appropriately trained staff join any off-site visit.
- j. In the case of medication prescribed to be taken 3 x a day, this should be given outside of school hours wherever possible. Medication to be given 4 x daily may be administered during the school day.

6. Storage of medication at school

Safe storage – emergency medication (e.g. epipens, insulin)

- a. Emergency medication may be stored either in the office, staffroom fridge or a secure cupboard in a classroom according to what has been deemed most appropriate in the medical care plan.
- b. If the medication is a controlled drug it will be locked in a filing cabinet in the office; keys are kept in the office key box.

Safe storage – non emergency medication

- a. All non-emergency medication is kept on high shelves in the office or in the staff room fridge.
- b. Pupils with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. The staff member with responsibility for medical needs is responsible for ensuring correct storage of medication at school.
- b. Medication is sent home termly and parents are responsible for checking expiry dates.
When medication is returned, staff will check that the expiry date covers the whole of the term before accepting it.
- c. Parents are responsible for ensuring that all medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. The staff member with responsibility for medical needs is responsible for checking this.
- d. Some medication may need to be refrigerated. All refrigerated medication must be in a clearly labelled, airtight container and stored in the fridge in the staffroom.
- 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 or term.

Safe disposal

- a. Parents are responsible for disposing of out of date medication or medication that is unused when a course of treatment is complete.
- b. If the parent does not collect this they will be contacted to arrange collection.

7. Record keeping

Medical information

- a. At the start of each school year parents are required to provide written information regarding any medical needs their child may have.
- b. Parents of new pupils starting at other times during the year are also asked to provide this information via enrolment forms.
- c. If a pupil has a short-term medical condition that requires medication during school hours, a medication form must be completed.

School Medical register

- a. A central register of pupils with medical needs is kept. The Head has responsibility for this but it is managed on her behalf by the staff member responsible for medical needs.
- b. A member of the SLT will check the School Medical Register on a termly basis with the staff member with responsibility for medical needs.
- c. Key information about medical needs is also held in each "Class Information" file which are kept in the classroom. Information regarding children who may require emergency treatment is displayed in the staff room to maintain staff awareness.

Medical care plans

a. Medical care plans are used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. This plan is drawn up in conjunction with the parents and any specialists involved in the child's care. These are held in the office. Plans are formulated at the most appropriate time which may be:

- * At the start of the school year
- * At enrolment
- * When a diagnosis is first communicated to the school

d. Parents are regularly reminded to inform the school 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 medical care plans can be updated accordingly.

8. Springdale First 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. Our school ensures staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

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

d. Our school ensures staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Education and learning

a. Springdale First 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 Headteacher and/or SENCo. They will consult 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:

Named responsibilities

Member of staff with responsibility for medical needs:	Mrs N Stafford
Deputy member of staff with responsibility for medical needs:	Mrs M Biwole
Governor with responsibility for checking medical register:	Mr P Cotton / Mrs I Evans

Governors

The School Governing Body on behalf of the Borough of Poole 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

The Headteacher 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.
- * Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support workers, teaching assistants, school nurses, 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 this policy according to review recommendations and local/national guidance & legislation.

The staff member with responsibility for medical needs is responsible for:

- * Ensuring their practice follows guidelines and advice from the School Nurse / Medical Professional and school policies and procedures.
- * Maintaining an up to date medical register that records the needs of all pupils.
- * Ensuring that termly checks of the medical register take place.
- * Ensuring healthcare plans are completed and reviewed at least annually.
- * Ensuring photographs and key information is displayed in the staff room and kitchen (if appropriate)
- * Informing the SLT and class teacher of any significant, new medical needs that arise.
- * Ensuring that teachers have written, up to date information about medical needs of children in their class for the teacher to add to the class file.

- *Checking that first aiders' training is up to date and liaising with the bursar to arrange training as needed.
- *Liaising with key staff regarding specialist training and ensuring that appropriate staff attend this.
- * Administering medication to students as prescribed and ensuring that records of medication administered are completed.
- *Ensuring that children requiring medication receive this; collecting the child form class if necessary.
- *Checking that medication is collected by parents for disposal.
- *Ensuring that appropriate medication and first aid equipment is taken on off site visits.

All school staff have a responsibility to:

- *Be well informed about medical needs of children in their care via the class information file.
- *Understand the medical policy
- *Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- * Allow all students 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 carry their 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 support.
- * Ensure all pupils with medical conditions are not excluded from activities they wish to take part in.
- * Ensure pupils have the appropriate medication or food with them during/before/after any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- * Ensure that cover staff are made aware of any specific medical needs in the class.
- * 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, healthcare professionals and the SENCo if a child's learning is affected.

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.
- * Recording first aid administered according to school procedure and ensuring parents are informed.
- * When necessary, ensure that an ambulance or other professional medical help is called.

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 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.

Parents / carers*

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.

Important Notice – The general advice in this policy will always be superseded by the advice presented in individual Medical Plans.