



## HOLLINGWOOD PRIMARY SCHOOL



# Medicine and Supporting Pupils with Medical Conditions Policy

## Definition of Medical Conditions

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

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

## School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Hollingwood Primary School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

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 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).

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

### **Entitlement**

Hollingwood 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:

- 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**

It is expected that:

- Parents will inform school of any medical condition which affects their child
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- 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
- Hollingwood 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 Hollingwood 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
- Medicines will be administered by a named staff member on a 1:1 basis for each child

### **Information**

Children with serious medical conditions will have their photo along with any other necessary information, in the First Aid Room. Additional information will be electronically held on MIS with signed permission from parents. Children with medical conditions which may require emergency attention e.g. epilepsy, diabetes, will have their names and an individual Healthcare Plan clearly accessible in the First Aid Room and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's MIS records and will be updated as any changes occur. If any changes occur this information is shared with the SENDCO.

### **In an emergency**

In a medical emergency, First Aiders have been appropriately trained to administer emergency paediatric first aid if necessary.

If an ambulance needs to be called, staff will:

- 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 the hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. 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. Oral medication will only be administered if it is required to be taken 4 times per day. Parents must complete a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container.

Any exceptions to the above is at the discretion of the school.

Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child's medication, especially if it is to be taken on a long term basis.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place.

Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines. 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 School Office Medicine Authorisation Book. All medicines will be stored safely. Medicines needing refrigeration will be stored in a small fridge in the school office. Inhalers, will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled.

Prescribed medicines will be kept in the locked cabinet in the School Office. Access to these medicines is restricted to the named persons. Epi-pens are kept in relevant children's classrooms and in the First Aid Room.

Staff will record any doses of medicines given in the Medicine Authorisation Book. Children self-administering asthma inhalers do not need to be recorded.

Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though 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 sports activities (including sports day) and educational visits, however short in duration.

**Epi-pen** – Any member of staff can administer an epi-pen in an emergency by following the instructions on the pen itself.

If a pupil refuses to take medication, the school staff should not force them to do so. The school should inform the child's parents as a matter of urgency, and may need to call the emergency services.

## **Complaints**

Should parents be unhappy with any aspect of their child's care at Hollingwood 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 Hollingwood Primary School's complaints procedure that can be found on the school website.

Each item of medication must be clearly labelled with the following information:

Pupil's name

Name of Medication

Dosage

Frequency of Dosage

Date of dispensing

Storage requirements (if necessary)

Expiry date

Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance in liaison with health professionals. The named people to administer medication are (unless trained for specific conditions):

Mrs C Swales

Miss K Dyson

Unless otherwise indicated, all medication to be administered will be kept in a locked cabinet or box.

The school member/s of staff administering the medication must record details of each occasion when medicine is administered to a pupil.

Additional documents supporting this policy attached are:

Asthma Policy

Anaphylaxis Policy

Diabetes Policy

Epilepsy Policy

Procedure for the Administration of Medication

Letter sent annually to parents regarding Asthma/Epi-pen

Medicine Authorisation Record

Signed. ....

Date. ....



# **HOLLINGWOOD PRIMARY SCHOOL**



## **Asthma Policy**

**October 2021**

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

The Trustees and staff of Hollingwood Primary School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they need medical support, nor should they be denied access to school trips etc.

A full list of pupils' medical conditions including those with asthma is held on MIS which all staff can access. Medical conditions are pinned at the top of each child's electronic profile.

At the beginning of each school year the School Office send out a letter to parents regarding asthma and Epi-pen to be completed. It is the parents' responsibility to return the letter and a spare named inhaler. These will be kept in a marked Asthma container in the child's classroom. All staff should be aware of where this is situated. Pupils are able to access their inhalers whenever needed. Pupils in Key Stage 2 who carry their inhalers with them throughout the school day must return them to the classroom at home time.

Each class teacher will check the expiry dates of inhalers each half term and advise parents when they need replacing.

Staff must ensure all inhalers are taken on school trips, swimming lessons, sporting events etc. If a pupil does not have an inhaler they will not be permitted to go.

The school will adhere to 'Guidance on the Use of Emergency Salbutamol Inhalers in School's September 2014'. Emergency inhalers will be kept in the First Aid Room in the wall mounted cupboard (top shelf) for those children whose parents have given written consent for them to be used with their child. The emergency asthma inhalers will be checked monthly and replacements obtained as necessary.

All staff have an annual refresher Asthma training.



# **HOLLINGWOOD PRIMARY SCHOOL**



## **Anaphylaxis Policy**

**October 2021**

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

The Trustees and staff of Hollingwood Primary School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they need medical support, nor should they be denied access to school trips etc.

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum.

When a pupil is diagnosed with Anaphylaxis joins the school the SENDCO will always arrange a meeting with parents and consult the relevant health professionals.

Parents will be asked to supply an Epi-pen. This will be kept in a marked box with a photograph of the pupil on.

In addition a photograph of the pupil will be displayed in the First Aid Room for all staff to read.

Emergency Epi-pen's will be kept in the First Aid Room in the wall mounted cupboard (top shelf). The emergency Epi-pen's will be checked monthly and replacements obtained as necessary.

Any member of staff can administer the Epi-pen should the need arise. Staff should ensure that the Epi-pen is taken on all school trips, swimming lessons, sporting events etc. in its marked box containing the relevant instructions. This will be covered with a risk assessment on Evolve.

All staff have an annual refresher Epi-pen training.



# **HOLLINGWOOD PRIMARY SCHOOL**



## **Diabetes Policy**

**October 2021**

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

The Trustees and staff of Hollingwood Primary School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they need medical support, nor should they be denied access to school trips etc.

When a pupil diagnosed with Diabetes joins the school the SENDCO will always arrange a meeting with parents and consult the relevant health professionals. The child will always have a healthcare plan and home/school book.

A photograph of the pupil will be displayed in the First Aid room for all staff to see.

Should the pupil need to test blood sugar levels or self-inject insulin during school hours, a quiet place will be made available for this purpose and the child will be accompanied by trained staff at all times. The school will ensure that sufficient staff have received training.

Should the child be deemed too young to undertake the above, the school will consult the relevant health professionals, and staff who wish to do so will undergo training to support the pupil.

Full consultation will always take place with the parents before any school trips, swimming lessons, participation in sports events or residential visits etc. so that appropriate care can be provided.





# **HOLLINGWOOD PRIMARY SCHOOL**



## **Epilepsy Policy**

**October 2021**

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The Trustees and staff of Hollingwood Primary School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they need medical support, nor should they be denied access to school trips etc.

When a pupil diagnosed with Epilepsy joins the school the SENDCO will always arrange a meeting with parents and consult the relevant health professionals.

A photograph will be displayed in the First Aid Room so all staff are aware of what action to take.

Staff working directly with the pupil concerned will be made fully aware of the child's needs and will receive full training if required.



## HOLLINGWOOD PRIMARY SCHOOL



### Procedure for the Administration of Medication

October 2021

In line with the school's policy, parents or carers of the children who require medication at school should bring the relevant items to the main office and fill in a Medicine Authorisation Form giving consent.

Only prescribed medication will be administered, no over the counter medicines or throat sweets etc.

Oral medication will only be administered if it is required to be taken 4 times a day.

Any exceptions to the above are at the discretion of the school.

We have two people for administering medication:-

Mrs C Swales

Miss K Dyson

**Under no circumstances should children be self-medicating unless it is their own asthma inhalers under supervision.**



# HOLLINGWOOD PRIMARY SCHOOL



Dear Parents and Guardians

## School Asthma Policy/Severe Allergic Reaction (Anaphylaxis)

I am pleased to advise you that this school takes its responsibilities to pupils with asthma seriously. With advice from the national asthma campaign we have in place an established school policy for use by all staff.

**Please could you obtain a copy of your child's ASTHMA/WHEEZE MANAGEMENT PLAN from your asthma clinic/doctor so we may take a copy.**

We have also been informed that all children with severe allergic reactions **must** have a validated epi-pen in school. If your child has been prescribed with an epi-pen, could you please ensure that an epi-pen is supplied to be kept in school. The epi-pen must be inside a clearly named plastic box, with a photo of your child attached. This will enable the class teacher and lunchtime supervisors to have an epi-pen available at all times.

As part of accepted good practice we are asking all parents of **pupils with asthma and/or anaphylaxis to complete the slip below**. This slip will update our records and ensure that all pupils receive the best possible treatment at all times.

Please only return the slip if your child suffers with either of these conditions. Thank you for your support with this important matter.

Yours sincerely

Mrs C Swales  
Office Manager

..... **please complete and return.** .....

### Asthma/Epi-pen

Child's name.....Class.....

### PLEASE ADVISE IN THE BOXES BELOW ANY RELIEVER INHALERS KEPT IN SCHOOL

Name of medication and how taken	Dose and when taken

What triggers your child's asthma? .....

Does your child need an Epi-pen kept in school?                      Yes                      No

What triggers your child's allergic reaction? .....

Signed.....

