Poplar Primary School

Supporting Pupils at School with Medical Conditions Policy and Procedures

Effective Date: March 2016

Review Date: March 2019 (but with constant monitoring)

Statement of Intent

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported while at Poplar Primary School, so they can play a full and active role in school life, remain healthy and achieve their full academic potential.

Poplar School will ensure:

- All staff will be aware of individual children’s medical conditions and the plan that is in place to support them, including what to do in an emergency.
- Staff understand the importance of medication and care being managed as directed by health care professionals and parents.
- Staff involved in the administration of medicines and provision of support to pupils with medical conditions will be suitably trained.
- Children with medical needs will not be disadvantaged and will have full access to the curriculum.
- The named members of school staff responsible for this medical conditions policy and its implementation are Mrs Katharine Davies (Headteacher)/Mrs Wendy Ellis (Assistant Head and Special Educational Needs Co-ordinator).

Confidentiality

The Headteacher and staff will always treat medical information confidentially. The Headteacher will agree with the child where appropriate, or otherwise the parent, who else should have access to records and other information about a child. Refer to the school data protection policy.

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- This school works in partnership with all interested and relevant parties including the school’s governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- The lead member of staff for pupils with medical conditions will have lead responsibility for the implementation and review of the policy and procedures.
- The school holds a central register of all children with medical conditions.

Staff Training

- Poplar School endeavours to keep staff up to date and knowledgeable regarding medical conditions.
- Poplar fulfils its responsibilities to ensure we have the correct number of staff, fully trained and revised annually.
- Training is provided each year to staff on the use of the Epi-Pen.
- Specific training and awareness raising is offered to all staff by Healthcare partners around specific individualised care.

**All Staff at this school have a responsibility to:**

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the school’s medical conditions policy.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil’s Healthcare Plan.
- Allow all pupils 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 social support.
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel ill).
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Undertake appropriate training before giving prescription medication or carrying out a medical procedure detailed in an individual care plan.

**Teachers at this school have a responsibility to:**

- Offer pupils who have been unwell appropriate support to 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, the pupil’s healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

**The pupils at this school have a responsibility to:**

- Treat other pupils 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.
- Let any pupil take their medication when they need it and ensure a member of staff is called.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- If mature and old enough, know how to take their own medication and to take it when they need it.
- Ensure a member of staff is called in an emergency situation.
The parents/carers of a child 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 during school hours.
- Inform the school of any 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 name.
- Ensure that their child’s medication is within expiry dates.
- Keep their 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.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

Communication

Parents and pupils are informed and regularly reminded about the medical conditions policy and procedures.

- On admission to school all parents/carers will be asked to complete an admissions form advising of any medical conditions for which their child may require support at school.
- By including the policy statement in the school’s prospectus and signposting access to the policy at the start of the school year when communication is sent out about Healthcare Plans.
- In the school newsletter at several intervals in the school year.
- When their child is enrolled.

School staff are informed and regularly reminded about the medical conditions policy:

- Through copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents.
- At scheduled medical conditions training all supply and temporary staff are informed of the policy and their responsibilities, via documents stored in the register.

Out of School Activities/Residential visits/School trips

- The school will meet with parents, pupil and health care professional where relevant, prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed to support a child with a medical condition to participate. This should be recorded in child’s individual health care plan which should accompany them on the activity.
- Risk assessments are carried out on all out of school activities taking into account the needs of pupils with medical needs. School will make sure a trained member of staff is available to accompany a pupil with a medical condition on an offsite visit.
- Parents are sent a residential visit/school trips form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil’s current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition.
while they are away. This includes information about medication not normally taken during school hours.

- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil’s Healthcare Plan.

**Emergency Situations**

- Staff 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. This may include administering medication following appropriate guidance.
- All staff will know that in an emergency, the school office is notified who will then contact the relevant emergency service and know the relevant medical information needed to pass on.
- Staff are aware of the most common serious medical conditions at this school.
- Staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- A copy of the pupil’s Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

**Administration and Storage of Medication in School – Procedures**

- Only medicines which have been prescribed for a child will be administered in school.
- Calpol will only be given to children with verbal or written permission from parents.
- Parents should ensure that, wherever possible, medication is prescribed so that it can be taken outside the school day.
- Medication cannot be administered without signed consent. The completed Administration of Prescribed Medicines in School Consent Form and the prescribed medication should be handed by the parent/carer to a member of the office staff. This form is available to download from the school website or can be obtained from the school office.
- Medicines will only be administered if they are provided in its original container complete with a pharmacy label showing the child’s name, dosage and instructions and any relevant storage instructions. The product must be in date. The exception to this is insulin which must still be in date but will generally be provided to schools inside an insulin pen or pump, rather than in its original container.
- The school will make sure all medication is stored safely and that pupils with medical conditions know how to access them. In the case of emergency medicines they will have access to them immediately.
- Parents are asked to collect all medications/equipment at the end of the school term and to provide new and in date medication at the start of each new term.
- Parents/carers are responsible for replenishing supplies of medicines and collecting no longer required/out of date medicines from school.
- Children, where competent, can administer their own medicines. Parents will be requested to notify the school when this is the case (and request if this is to be supervised or not).
- Parents/carers will also be required to request in writing if they wish their child to carry their own medication with them in school.
The school will keep an accurate record of all medication they administer or supervise administering, including the dose, time, date and staff involved. If a medication is not administered the parent/carer will be notified.

Disposal of Medication

- If parents do not collect out of date /no longer required medicines within 14 days of being requested to do so the medicine will be returned by the school to a pharmacy for destruction.

Individual Health Care Plans

- Individual healthcare plans and their review may be initiated in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child.
- Individual healthcare plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional e.g. school, specialist or child’s community nurse who can best advise on the particular needs of the child.
- Pupils may also be involved whenever appropriate. The aim is to capture the steps which Poplar Primary will take to help the child manage their condition and overcome any potential barriers to getting the most from their education.
- Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.
- On receipt of a new diagnosis of a medical condition, suitable arrangements are put in place within two weeks. Schools do not need to wait for a formal diagnosis before providing support to pupils. In cases where a medical condition is unclear, judgments will be needed about what support to provide based up on the available medical evidence and consultation with parents.
- Relevant (need to know) members of staff will be made aware of individual healthcare plans.
- A central register of individual healthcare plans will be held by the school and they shall be reviewed by school staff and parents/carers at least annually and more frequently if required.
- It is the parents/carers’ responsibility to notify the school of any changes to their child’s plan that they become aware of during the year.
- Copies of the current individual healthcare plan will be held by the parent/carer/school/class teacher and where relevant, a healthcare professional.
- The individual healthcare plans will accompany the child on any out of school activities.
- The healthcare plans will be sent with the child to emergency care settings, where the child is accompanied by a known member of staff or parent/carer.

10.3.16 & 3.5.16