



King George V Primary School

Policy Statement for the Management of Children with Medical Needs in School

Introduction

The staff and governors of King George V Primary School are wholly committed to providing a policy of inclusive education that welcomes and effectively supports pupils with medical conditions. This policy is designed to outline the management of medication and medical care in school to support individual pupils with medical needs.

The policy should be read in conjunction with the 'Management of children with medical needs in schools' (2011 - 2014), Sandwell LEA and the DFE guidance for 'Supporting pupils at school with medical conditions (2014)'.

Aim

To provide a clear policy that is understood and accepted by all staff, parents and children, providing a sound basis for ensuring that children with medical needs receive proper care and support in school and that for such children attendance and participation in all learning is as regular as possible.

Objectives

- * Pupils with medical needs will be integrated as fully as possible into full - time mainstream education.
- * Pupils and parents will know the named person who has the responsibility for ensuring that medical needs are monitored and met whenever possible.
- * A record will be up to date of the pupil's attendance to ensure that a pupil's educational needs are being met.
- * There is an equal partnership between pupils, parents, school, health and social care professionals to ensure that the needs of children with medical conditions are effectively addressed and supported.

Procedures

As soon as a child is offered a place at King George V Primary School, parents will be requested to supply any information about medical conditions which their child has, so that appropriate support and training can be put into place. This may include communication with any prior setting or organisation. Additional meetings may take place with parents/carers and health professionals to confirm actions that need to be taken for individual children with more complex medical conditions. All medical details provided should be treated as confidential and only shared with others with the parent/carers' consent.

If a child has a short - term medical condition which results in prolonged absence from school, the parents/carers should inform the school. A homework pack will be sent home if the child is well enough, to ensure that their education can be continued as far as possible.

If a child has a medical need which necessitates a longer period of absence from school, the school will communicate with outside agencies to ensure that there is a continuity of education at the appropriate level for the child. When the child returns to school, there will be a meeting between school, home and any other supporting agencies to discuss the child's reintegration into school. This may include a reduced timetable, provision to stay indoors at break times and staff mentoring/pupil buddies.

If a child has a medical need that does not prevent their attendance in school but may affect day to day routines or emergency procedures, it is the responsibility of parents/carers to inform the school (e.g. epi - pens, inhalers, diabetes injections) in as much detail as possible so that the school can make the appropriate provision on a day to day or emergency basis. This should be done through the medical information forms sent home annually for updating and/or through consultation with appropriate school staff. All staff will have detailed access to the pupil's medical condition. Lists of all medical needs are kept in the school office and in each class and are shared with all supply staff.

No pupil will be excluded from school or extra - curricular activities because of a medical need unless a risk assessment deems it necessary; in this case, every effort will be made to adapt an opportunity to match the child's needs. It is the duty of parents/carers to ensure that the correct medical information is given when completing consent forms for residential visits.

Medicine in school

- * A medicine is defined as any substance used (especially internally) for the treatment or prevention of disease or a condition.
- * The only medication which can be administered by staff in schools are those prescribed for a pupil by a medical practitioner.
- * Commercially available medications (e.g. painkillers) may only be administered in exceptional circumstances i.e. residential visits, after a meeting with parents and written requirements have been agreed.
- * Separate written consent is needed for each medication required.

Receiving medication in school

Medication will only be accepted in school if it is clearly labelled with the,

- * Child's Name
- * Name and Strength of medicine
- * Dosage and time to be given
- * Expiry date
- * Special arrangements for storing the medicine.

All medication is stored safely where children cannot access them.

Administration of Medication

Where appropriate, children will administer their own medication with supervision of a qualified first aider or senior member of staff (Head Teacher or Deputy Head Teacher if available). In all other situations a qualified first aider or senior member of staff will measure out the dosage and administer the medication. The person who has administered the medication will sign to confirm this and a second member of staff will also sign to confirm the dosage and time the medication was given. The school will keep records of all medicines administered.

Any other member of school staff may, if the need arises, be asked to administer medication to a child. Although there is no legal or contractual duty on school staff to administer medication, there is a common duty of law to act as any reasonably prudent parent would, to ensure that pupils are healthy and safe on school premises and on off-site activities.

If a child refuses to take a medicine, staff will not force them to do so, but will record this and parents/carers will be notified immediately of the refusal.

Staff Training

Staff will be supported by the Head Teacher and SENCo, in conjunction with health care professionals if needed, in carrying out their role to support pupils with medical conditions. Staff will have adequate training for this role, with training needs being clearly identified during the completion of healthcare plans. This training should comprise as a minimum of:

- * A discussion about the child's condition.
- * Signs and symptoms to be aware of.
- * What medicines/treatment is required.
- * How/when and by whom will this medicine/treatment be administered.
- * Implication for the child's participation in the classroom, offsite or out of hour's activities.

- * The sharing of any healthcare plans or any additional information required e.g. from health care professionals.
- * Identification of any other type of additional support required.

Emergency procedures

If there is a situation where a child needs medical attention, a first aider will evaluate the situation. If needed, appropriate treatment will be given and details of this treatment will be passed on to parents. If treatment is unable to be given at school then parents will be contacted and if necessary the emergency services. A qualified first aider will remain with the child at all times until appropriate adult/s arrives. Where a child has an individual healthcare plan, this will clearly define what constitutes as an emergency and will explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

Health Care Plans

Where a pupil has a chronic illness, medical or potentially life threatening condition, the school will initiate a health care plan to meet and support individual needs. This will be supported and depending upon the condition, written by health care professionals, in consultation with the child's parents/guardians and the school. The following information will be listed:

- Definition and details of the condition.
- Special requirements e.g. dietary need pre-activity precautions.
- Treatment and medication.
- What action to take/not to take in an emergency.
- Who to contact in an emergency.
- Staff training where required.
- The role the staff can play.
- Consent and agreement.

The Sandwell School Health Nurses will continue to liaise and support with the writing of Health Care Plans for pupils with complex medical needs. The school nurses will also be involved in the training of staff at appropriate times during each the academic year e.g. epi - pen training.

Special Educational Needs

Pupils with medical needs may at times need to be entered on to the Special Needs register. Parent's full consent will be requested.

Children who have Impaired Mobility/Conditions

There is no reason why children wearing plaster casts or using crutches should not attend school once approval has been given by their GP or Medical Consultant.

Appropriate risk assessment will be completed and any control measure confirmed put into place before the pupil returns to school.

Asthma

Children who have asthma will only have an Individual Health Care Plan if their asthma is considered severe. The school nurse will support by attending meetings with the SENCo, the Schools Community Link Officer and the parent/s of the child. The school nurse will also confirm and write the procedures for the Health Care Plan for these children.

An inhaler will be requested which will stay in school at all times and will be stored in a medical box in pupil's classrooms, safely out of pupils reach.

Storage of other medication.

Early Years Unit

All other medication, including epi - pens will be stored in medical boxes on a high shelf in the Nursery Kitchen. Medication that needs to be kept at a cool temperature will be stored in a box in the staff fridge also located in the Nursery Kitchen. Only members of staff are allowed into the kitchen with the door remaining closed when the children are in school. All Health Care Plans will also be on display above the medical shelf in the Nursery Kitchen.

Lower and Upper Phase

All other medication is to be stored securely in the medical cabinet in the Head Teachers Office. Medication that needs to be kept at a cool temperature will be stored in the staff fridge in the staffroom. Epi - pens for children in lower and upper phase will be kept in a medical box on a high shelf in the main school office. Health Care plans will be on display in each classroom if parents have given their permission, or, if permission has not been granted filed in the class medical folder.

Staff or visitors requiring medication

Staff or visitors requiring medication should self-administer. Any medicines brought into school must be kept in a locked cupboard or filing cabinet.

Safe Disposal of Medicines

Medicines will be returned to a child's parents and a signature obtained on the original consent form when:

- * The course of treatment is complete or changed.
- * Labels have become detached or unreadable.
- * The expiry date is reached.
- * The duration for the taking of the medicine has come to an end.

Complaints

Should any parents or pupils have any concerns regarding the support provided for medical needs they should in the first instance speak to the Head Teacher, SENCo. If for any reason this does not resolve the issue or concerns raised they may make a formal complaint via the school's procedure which is outlined in the school prospectus. The school prospectus is available from the school office. A copy is also available on the school web site.

Contacts

Miss S Penny -Head Teacher

Miss L. Mee -Deputy Head Teacher

Mrs M.Iqbal - Parent Liaison/Community Link Co-ordinator

Policy date: October 2016

Policy Review: October 2017

Appendices

1. Referral to school health nursing service
2. Forms SS12/IM
3. Health Care Plan - medical needs
4. Request for school to administer medication
5. Confirmation of agreement for school to administer medication.
6. Pupil medicine record
7. Request for the administration of medication or treatment during an offsite activity.