

**Somerville
Primary School**



**Policy for Medical
Needs in School**

Policy for Medical Needs in School

General Principles

- The school's overriding principle is to ensure the care and well being of its pupils and staff.
- The head teacher and school staff will treat all medical information as confidential.
- All reasonable measures will be taken to ensure that no pupil or member of staff is excluded from any aspect of school life because of their medical needs.
- No child will be denied admission to the school on the basis of their medical needs where they can be reasonably accommodated.
- Every measure will be taken to reduce or remove the impact of a child's medical needs on their progress and attainment.
- The school will work in partnership with parents and the health service to ensure that all relevant information is obtained and kept up to date.
- It is the parent/carer's responsibility to ensure that the school is kept informed of any changes to medication, medical conditions or emergency contact details.
- Where possible parents/carers should encourage a child's doctor to prescribe medication which can be administered outside of school hours.
- The school will ensure that relevant staff are given the regular training to deal appropriately with first aid or medical emergencies.
- All details of medical needs and requests for administering of medication will be kept in writing.

Responsibilities

- The Governing Body must ensure that appropriate arrangements are in place to support pupils with medical needs.
- Where children with medical needs are also disabled the Governing body will ensure that the school complies with its duties under the Equality Act 2010.
- The school has a named Medical Needs Coordinator whose responsibility is to oversee the correct administration of all medical procedures.
- Named staff have responsibility for different aspects of medical procedures within school. A complete list is to be found in Appendix 1.

First Aid

- Staff at Somerville regularly undertake training in the administration of first aid. The list in Appendix 2 indicates which members of staff have received specific training and when it is due for renewal.
- A supply of first aid materials is stored securely and used to replenish first aid boxes placed in each classroom and strategic positions around school (see Appendix 3). Named members of staff are designated to order and restock first aid stations.
- First aid materials are available for staff to use when taking pupils on visits outside of school.
- The school has a procedure in place to inform parents either immediately by phone or verbally/in writing at the end of the school day if the nature of the child's injury or their age requires it.
- Materials used to treat injuries comply with the local authority's guidelines on appropriate first aid treatment.

Training

- All school staff attend regular training in the medical procedures associated with specific conditions i.e. asthma, allergy, epilepsy and diabetes.
- Advice and training is sought from health professionals when a child is admitted to school experiencing a less common condition.
- The school maintains close links with support services for advice and training.
- A regular programme is followed to maintain sufficient qualified first-aiders to ensure the safety of pupils and staff across the school.
- A trained first-aider accompanies all residential visits.

Identification of Medical Needs and Record Keeping

- Information concerning medical needs will be collected from all children on admission to school. Where necessary this will be followed up by the community learning mentor and further details obtained from parents/carers and relevant health professionals.
- This information will be updated annually or when changes are notified to school.
- Photographs included on records will be updated as pupils enter Year 1 and Year 3.
- A file of medical needs is kept and copies held by the Medical Needs Coordinator, the assistant learning mentor and in both reception offices.
- The School Nurse, in liaison with the assistant learning mentor, will meet with parents to draw up care plans for pupils where necessary.
- The assistant learning mentor will ensure that class teachers and other relevant staff are made aware of pupil's medical conditions and medication.
- Where the school is made aware of a possible medical condition but is awaiting confirmation a 'Possible Medical Condition' proforma will be completed
- Class teachers will have a copy of care plans for pupils in their class, which will be kept accessible for other teachers who may teach that pupil.
- A list of pupils with medical needs in each class is kept in the dinner register so that lunch time supervisors are aware of the medical conditions of the pupils under their care.
- Details of pupils with medical needs are displayed in each classroom (covered to maintain confidentiality) to ensure staff unfamiliar with the class have access to important information.
- A file is maintained by the assistant learning mentor specifically for pupils with asthma and for those with care plans.
- The assistant learning mentor will ensure that kitchen staff are aware of pupils with food allergies. The relevant care plans will be displayed in the kitchen area.
- Two care plan boards are positioned such that they are accessible to all relevant staff but away from public notice to maintain confidentiality.(One in the staff room and one in the photocopying room)
- We will ensure that when a pupil transfers to another school that school is given all the relevant details about the pupil's condition.

Administration of Medicines

(inc. disposal and update)

- Where possible only medication for chronic conditions such as asthma and allergies is kept in school.
- Parents/carers are asked to discuss the need to administer any other (short term) medication during school time with the head teacher. Where this is agreed, arrangements are made for parents to come into school to administer the treatment in most cases.
- Details of requests for the administering of medication should be kept in writing.
- Where it is possible and appropriate for a child to administer their medication themselves this is encouraged. Children with chronic conditions will be supported to become as independent as possible.
- Where more long term medication or care is necessary, a care plan will be drawn up to identify the appropriate procedures and staff to be involved.
- In all cases only medication prescribed for a named child will be held in school. The following information is requested of parents.
 - Medication should be in its original container and clearly labelled.
 - The label should be the original prescription and must include the name of the child, the name and strength of the medication, the amount and timing of doses.
 - The expiry date should be clearly shown.
 - The period for which the medication needs to be taken
- All medication should be handed in the first instance to the assistant learning mentor.
- The assistant learning mentor will monitor the medicines held in school and inform parents when they are due to expire.
- It is the parent/carer's responsibility to ensure that up to date medication is in school at all times.
- A record is kept of any medication administered in school which include
 - The name of the pupil
 - Name and strength of the medication
 - Dose given/taken
 - Date and time
 - Person responsible for the administration/overseeing
- Staff organising out of school visits and after school activities will keep details of children with medical conditions accessible to staff involved and ensure that the medication is readily available.
- The school will only take pupils on visits off the school premises if appropriate medicines are provided by parents.
- Parents/carers must ensure that their child understands their responsibility if they carry or administer their own medication eg an inhaler for asthma.
- A list is maintained by the Medical Needs Coordinator of those staff trained to administer an epipen who are willing to do so.

Storage of Medicines

- Asthma 'reliever' inhalers should be readily available at all times. These are stored in an accessible area in classrooms.
- A rucksack is available for carrying medication when pupils are off site.
- Other emergency medication eg antihistamine and epipens are stored in a medicine cabinet. There are 3 of these in school
 - In the Nursery kitchen for Nursery pupils
 - In the main reception for Reception, Year 1 and Year 2 pupils
 - In the rear office for Key Stage 2 pupils
- Medications should be easily accessible in case of emergency therefore these cabinets are not locked.
- The medications in them are clearly marked with the pupil's name and class.
- Medicines are checked termly to ensure they have not expired.

Emergency Procedures

- Each classroom and shared area of the school has a 'red hand' which can be used by staff to summon help in an emergency. An adult should stay with the ill or injured child and, if no other adult is present, send two children with the red hand to the office areas or nearest adult.
- All staff undergo regular training which includes procedures for dealing with medical emergencies.
- A list of trained staff is maintained and made known to all school staff. (Appendix 2)
- A list of trained staff who have volunteered to administer an epipen if necessary is maintained and made known to all staff. (Appendix 2)
- Details of the storage and administering of emergency medication are included in care plans which are displayed on the Care Plan boards and in the relevant classrooms.
- Emergency aid notices are prominently displayed to support staff when telephoning for an ambulance.
- A medical emergency report form (stored in the school office) is completed and sent to the 'Medical Needs in School' team when an ambulance is sent for and whenever an epipen is used.

Health Screening and Education

- The school negotiates a service level agreement with the school nurse service which includes health screening of all reception pupils and hearing tests for pupils identified in other years as possibly suffering from hearing loss.
- The Phase 1 coordinator in liaison with the Medical Needs coordinator and the assistant learning mentor will arrange screening visits early in the reception year and at other times as necessary.
- The school also employs a part time nurse who will deliver advice to parents and pupils on relevant health matters.
- The nurse is available to parents by appointment to discuss any health concerns.

Out of School/After School Procedures

After school activities

- All parents/carers of pupils taking part in before or after school clubs are required to complete a specific form detailing any medical needs. A copy of this is kept by the member of staff responsible for the club. Lists of children taking part in each activity are held by the OOHL coordinator and a copy is available in the school reception.

Out of school visits (non-residential)

- A risk assessment visit is made prior to any trip to a new venue. Implications for pupils with medical needs are part of this assessment.
- EVA forms are completed by the member of staff responsible for organising the trip. A copy is held by the school visits coordinator.
- The form includes details of all children with medical needs and their medications.
- All staff accompanying the visit are made aware of these children.
- A First Aid bag is taken on all off site visits
- A named member of staff is responsible for first aid on the visit and for ensuring that pupil's medication is taken.

Residential visits

- A meeting is held for parents prior to any residential visit to explain the activities involved and to allow parents to ask questions.
- A separate form specifically for residential trips is used to collect information from parents of all medical requirements. This will include details concerning the use of preventative medication and any dietary concerns.
- Where new information is brought to the school's attention the school will require further information from parents and where necessary a letter from a medical professional confirming the nature of the child's needs and the advisability of them taking part in the visit.
- All medication, including preventative medicines are required to accompany the pupil on the visit and are held by a named member of staff.
- Arrangements are made with parents prior to the visit on the appropriate procedure for administering medication. Details of these arrangements are kept in writing.
- A trained first-aider accompanies all residential trips.

Absence

- Where a pupil is absent due to hospital or other medical appointments every effort will be made to ensure that they are not disadvantaged with regard to their education or other aspects of school life.
- We will consider the emotional well-being of pupils with serious or chronic conditions and aim to support them either through our own staff or by signposting the family to specialist services.
- A support plan will be put in place in consultation with the family where a child has experienced a long stay in hospital or at home due to a serious condition.

Intimate Care

- Every child has a right to feel safe, personal privacy and to be treated with dignity and respect. Staff involved in intimate care are particularly sensitive to a child's individual needs.
- As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff encourage each child to do as much for themselves as they can.
- Parents/carers are involved with their child's intimate care arrangements on a regular basis and where necessary details are kept in writing.
- Consideration is given to each situation to determine how many carers need to be present when a child needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present.
- Single incidents of soiling will be dealt with by parents providing they can be contacted quickly. Arrangements for children not toilet trained due to SEND will be made on an individual basis in liaison with parents and support services.
- Wherever possible children with severe eczema will have access to moisturising cream in school. Unless otherwise arranged, children will administer the cream themselves. Younger children may be supervised by a member of staff if appropriate. No other eczema treatment will be kept or used in school.
- Further details of general issues can be found in the school's Child Protection Policy.

Policy to be reviewed February 2016

Denise Macdonald
February 2015

- **Appendix 1**

Jobs and responsibilities associated with first aid and medical issues

ACTION	PERSON RESPONSIBLE	NOTES
First Aid		
Ordering supplies	Office Manager	
Ensuring first aid points stocked	Teaching Assistant	
Coordinating training	MN Coordinator	
Medicines in school	Ass. learning mentor	
Guidelines	MN Coordinator	
Visits + residentials	EV coordinator and lead teacher	
Medical conditions		
Gathering info from parents	Ass. learning mentor + nurse	
Ensuring teachers are informed	Ass. learning mentor + nurse	Previous teacher to pass on records(July)
Organisation of training for staff	MN Coordinator	
Liaising with parents	Ass. learning mentor + nurse	
Writing care plans	Ass. learning mentor + nurse	LM to compile temporary info when necessary
Reception screening	Phase 1 Coordinator	
Updating central records	Admin staff + Ass. learning mentor	Regularly in Y3 and Y6 + as needs change
Liaison with support services	Ass. learning mentor MN Coordinator Nurse	With School nurse + medical needs in school service

For **Appendix 2** see Medical Needs coordinator

Positioning of First Aid Resources

First Aid Boxes

- **Each classroom**
- **Main admin office**
- **Head teacher's admin office**
- **Learning Centre**
- **Dinner Supervisors Office**
- **Nursery kitchen**

Educational Visits Bags

- **Stored in kitchen area of Sensory Room**

First Aid supplies

Fold away Wheelchair

- **Stored in Sensory Room**

Care Plans

- **Displayed in Staff room and Photocopy Room**
- **Folders kept by MN coordinator and Learning mentor**

Appendix 4

Current Staff with Responsibility for Medical Related Needs

Medical Needs Coordinator	Denise Macdonald
Assistant Learning Mentor	Shazia Bi
School Nurse (NHS)	Hilary Phillips
Somerville Nurse	Joanne Hill
Office Manager	Deborah Bosco
Educational Visits Coordinator	Suzy Haynes
SEN TAs	Sobia Shah Shaheen Akhtar