

Somerville Primary School

Policy for Medical Needs in School

(including Intimate Care policy statement)

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.
- No child will be penalised for poor attendance due to chronic or serious illness or medical appointments.
- 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.
- The school is mindful of the possible social and emotional impact of a medical condition on a pupil and the long term impact on their personal and academic development.
- Whenever possible, dependent on the age and needs of a pupil, their opinions and feelings about the management of their condition will be listened to and acted upon.
- Support will be provided for any pupil to reintegrate to school life after a long term absence.
- 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.
- A medical team made up of a nurse employed by the school and teaching assistants from the Inclusion department have responsibility for managing medical procedures within school.

First Aid

- Staff at Somerville regularly undertake training in the administration of first aid.
- A proportion of the staff trained have received paediatric first aid training.
- 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. The medical team 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.
- Resources are available to protect staff from infection or contamination when dealing with accidents or personal care needs.

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 medical team 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 are held by the Medical Needs Coordinator and in the reception office.
- The medical team will meet with parents to draw up care plans for pupils where necessary.
- The medical team 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 specifically for pupils with asthma and for those with care plans.
- The medical team 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.
- A record is maintained in each class whenever a child uses their inhaler. Parents are informed if the pattern of use is frequent or untypical for that child.
- 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. If it is agreed that school staff will administer the medication written permission and details of the dosage and frequency are obtained from parents.
- No child will be allowed to take medication in school or on an educational visit without permission from parents.
- 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
- The medical team should be made aware of all medicine which is brought into school.
- The medical team will monitor the medicines held in school. Class staff will 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 e.g. an inhaler for asthma.
- A list is maintained by the Medical Needs Coordinator of those staff trained to administer an epipen and 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 e.g. 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.
- A list of trained staff who have volunteered to administer an epipen if necessary is maintained and made known to all staff.
- 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.
- Two emergency asthma inhalers are kept in school (one in each admin office) for use with children prescribed an inhaler who for any reason do not have access to their personal inhaler and need to take their medication.
- A defibrillator is on site and staff have received training in its use in an emergency.

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 other year groups as required.
- The school also employs a part time nurse who will deliver advice to parents and pupils on relevant health matters.
- Referrals can be made by our nurse to health service departments as and when required by pupils
- The nurse is available to parents by appointment to discuss any health concerns.
- The nurse delivers sessions to classes throughout the school on basic health, hygiene and personal development.

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. This is countersigned by the educational visits coordinator and the head teacher. A copy is held by 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.