



“TO BE THE BEST THAT WE CAN BE”



Medical Policy

Supporting Pupils in school with Medical Conditions

Introduction

Ightenhill Primary School is an inclusive community that aims to support and welcome pupils with medical conditions and aims to provide all pupils with medical conditions the same opportunities as others at school. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

At Ightenhill we understand that medical conditions should not be a barrier to learning, so we will ensure that all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency.

Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this. This school aims to include all pupils with medical conditions in all school activities and there will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils. The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

In order to support staff and parents in line with advice given by medical professional involved with specific children the school also refers to guidance documents e.g. 'Guidance on infection control in schools and other childcare settings' and 'School Children and animal contact activities'.

Our Aims

- To support all pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- 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 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

Community consultation

Advice and guidance is taken 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 (e.g. peers and persons working in the school environment).

These key sources include:

- pupils with medical conditions
- parents
- school nurse
- Head teacher and teachers
- Inclusion Manager
- members of staff trained in first aid
- all other school staff
- local emergency healthcare staff (such as accident & emergency staff and paramedics)
- local healthcare professionals
- the local authority
- school governors

This Policy will be reviewed regularly and will be readily accessible to Parents/Carers and staff through our school website.

General Emergency Procedures

The school will ensure that all staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give - an emergency 'Request for an ambulance' card is positioned near every phone with an outside line.
- Who to contact within the school.
- New staff and supply staff are inducted into school processes.
- Action to take in a general medical emergency is displayed in prominent locations for staff.
- Emergency evacuation procedures have been written for children who have mobility problems / specific medical needs.
- Where a child has an individual healthcare plan, it will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.
- If a pupil needs to be taken to hospital, and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.
- This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is

communicated) to the hospital as soon as possible. Staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

- Following the Guidance on the use of emergency salbutamol inhalers in schools (September 14) 2 spare inhalers and 2 spacers have been purchased. These can be administered in cases of emergency where a child does not have his/her inhaler. The inhaler will be used with the space following guidance in the document. Spent inhalers will be returned to the pharmacy to be disposed of / recycled.

Medication – Consent, Administration, Storage and Disposal

Consent to administer medicines

- If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine.
- Appendix 1 is used to record this.

Administering medication

- All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to pupils.
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. The school will only administer prescription medicine (including controlled drugs prescribed for the child) and children's painkillers and antihistamines. Staff administering medicines should do so in accordance with the prescriber's instructions.
- The school will only accept medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a Doctor.
- Parents must take medication to the main office, where they will complete a form naming the child, medication and dosage. Parents then sign to give permission for the child to be administered the medication.
- Medicines will only be administered under the supervision of a member of staff at the school - even if the pupil can administer the medication themselves (pupils will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition).
- When a pupil is off-site their medication will be carried by a responsible adult, who will be available to administer the medicine and assist the pupil. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is always addressed in the risk assessment for off-site activities.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a pupil misuses medication, either theirs or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

Record keeping

- Schools will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when, by whom and witnessed by another member of staff. Any side effects of the medication to be administered at school will be noted and reported to parents.
- If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- Records are kept detailing the amount of medication stored securely in school and are updated weekly.
- Staff monitor medication levels of asthma inhalers in classrooms and parents are notified when they are running out or exhausted.
- Every asthmatic child has a record sheet to monitor when inhalers are administered and is completed by the member of staff who administered or supervised the child's administration of the inhaler.
- Individual Healthcare Plans are distributed to all staff including welfare staff. All staff attend appropriate training sessions delivered by the appropriate professional (e.g. school nurse, diabetic nurse etc).
- Written records are kept of medicines administered to children and witnessed by another member of staff.
- All classes have a Pupil Information File which incorporates a red medical booklet: a list of all children on the medical record including Healthcare Plans, dietary requirements, allergy information, asthma register and pupils with Intimate Care Plans. Pupil information files also include recording sheets and signed asthmatic permission sheets.
- Medical booklets can also be found at each first aid station, the office, the staff room, both halls and with all members of the Senior Leadership Team.
- Records are also kept of children leaving school when unwell and information given when parents contact school with regards their child absence due to illness.
- Parents are expected to provide evidence of medical related appointments at the office. This will be copied and forwarded to the Inclusion Manager who monitors and links this information to further records.

Storing medicines at school

- At Ightenhill, all medicines will be stored safely in the school office. Children know where their medicines are at all times and are able to access them when needed. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, adrenaline pens are readily available to children in classrooms / school office and not locked away.
- Medication to be administered by the paramedics on arrival for a child with congenital adrenal hyperplasia is locked in the locked medical safe as advised.
- There is an identified member of staff who ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature.
- All controlled drugs are kept in a secure cupboard in the school office and only named staff have access.
- Monthly, the identified member of staff checks the expiry dates for all medication stored at school; this check is documented. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are lockable and kept in a secure area, inaccessible to unsupervised pupils.
- It is the parent's responsibility to ensure they provide in date medication in sufficient quantities and replenish when required.

Safe disposal

- Parents are notified when medication is out-of-date and asked to collect it and replace it if necessary.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Alternatively, some medicines are delivered to a pharmacy for safe disposal.
- Sharp boxes would be used for the disposal of needles. Collection and disposal of sharps boxes would be dealt with appropriately.

Health Care Plans

Healthcare Plans help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school. The responsible member of staff clarifies the details on a pupil's Healthcare Plan with the parents, if necessary.

Drawing up Healthcare Plans

- This school uses a Healthcare Plan to record important details about individual children's medical needs at school, e.g. their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
- School consult with medical professionals (i.e. School Nurses, Specialist Doctors etc) to decide whether a Healthcare Plan is required.
- If a pupil has a longer-term medical condition that requires treatment or medication in an emergency or during school hours, the school, healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the Healthcare Plan together. See Appendix 2a and 2b
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form is sent to the pupil's parents to complete. See Appendix 1
- If a pupil has asthma that requires medication during school hours, an asthma medication form is sent to the pupil's parents to complete. See Appendix 3

Ongoing communication and review of Healthcare Plans

- Parents at this school are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.
- The school will contact parents to check that information held by the school on a pupil's condition is accurate and up to date.
- Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

- An anonymised overview of the report will be given to governors annually summarising key issues that have emerged for the plans.

Storage and access to Healthcare Plans

- Parents at this school are provided with a copy of the pupil's current agreed Healthcare Plan
- Healthcare Plans are kept in a secure central location at school
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care
- This school ensures that all staff protect pupil confidentiality
- This school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan
- This school seeks permission from the parents before sharing any medical information with any other party

Reducing or eliminating common triggers that can exacerbate medical conditions

- This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- School are aware of the potential triggers for the common medical conditions at this school. Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

Residential Visits and School Trips

The Governing bodies will ensure that arrangements are clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. School will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

- Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the

activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

- The school will in each case consider what reasonable adjustments need to be made to enable children with medical needs to participate fully and safely on visits. The risk assessment ensures that planning arrangements can take account of any steps needed to ensure that pupils with medical conditions are included. This will include consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.
- 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 parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required
- If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip
- All residential visit forms are taken by the relevant staff member on residential visits and out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan
- A portable medical kit is taken on the trip along with contact numbers for all children. Qualified first aiders will also be identified on the trip assessment forms.
- The school will also refer to the Health and Safety Executive (HSE) guidance on school trips.

Staff awareness and training

- Staff are aware of the most common serious medical conditions at this school and they 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.
- Staff are aware that there is no legal or contractual duty to administer medication, or supervise a pupil taking medication, unless they have been specifically contracted to do so.
- Staff who work with groups of pupils at this school receive training and know what to do for the pupils in their care with medical conditions. Training is refreshed for all staff at least once a year.
- Action for staff to take in an emergency, for the common serious conditions at this school, is displayed in prominent locations for all staff.
- This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need medical assistance.
- The school holds training on common and specific medical conditions, led by a healthcare professional. Staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure staff are suitably trained.

School Environment

Physical environment

This school is committed to providing a physical environment that is accessible to pupils with medical conditions, this includes physical education, school trips, educational visits and journeys.

Social interactions

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment

Exercise and physical activity

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school ensures all school staff and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school ensures all school staff and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- School staff and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all school staff and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising, and how to minimize these triggers.
- This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Equal Opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Roles and responsibilities

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 following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors

"Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all

aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions." ***Supporting Pupils with Medical Conditions April 2014.***

Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

Headteacher

This school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the school's policy is developed and effectively implemented with partners
- ensure that all staff, including supply teachers and new staff, are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and ensure that sufficient numbers of staff are trained to implement the policy and deliver against all individual healthcare plans
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders and update if required, according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.
- ensure school staff are appropriately insured and are aware that they are insured to support pupils in this way

Role of the SENDCo with support from the Medical Administer

- help update the school's Medical Condition Policy
- co-ordinate the medical records, Healthcare Plans and liaise with medical partners and parents.
- know which pupils have a medical conditions and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests
- meet regularly with the School Nurse to discuss individual cases and changes in Medical provision/guidance for children in schools.
- keep the Governing Body informed of changes and procedures in school through the named SEND Governor.

All school staff

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 unwell)
- 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.
- must not be given prescription medication or undertake a medical procedure without appropriate training / updated to reflect the individual care plan.

Teaching staff

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell 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, Inclusion Manager 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.

School nurse or school healthcare professional

School Nursing will not necessarily be aware of all pupils' medical conditions, but there is a clear expectation from the school that the school nursing services will be involved in the care plan process, as appropriate, including the following:

- Initiating and updating health care plans, regularly
- Informing the school of pupils in need for a health care plan
- Helping update the school's medical conditions policy, including recommending training
- Helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions
- Collating relevant health information to support pupil, family and school to inform the healthcare plan.
- Providing information about where the school can access other specialist training.
- Ensuring healthcare plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.
- The School Nurse will seek permission from the parent/s of children who have or require a health care plan

First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary, ensure that an ambulance or other professional medical help is called.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- complete the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with support, information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- understand and provide input into the school's Medical Conditions Policy.

Pupils

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.

Parents*

The parents 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 full name
- provide the school with appropriate spare medication 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.
- liaise with school and their doctor or specialist healthcare professional with regard to the development and review of their child's healthcare plan and;
- carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority. The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues and notes that it is important that there is a dialogue between school and parents so that the parent feels confident in the process.

Unacceptable Practice

The Governing bodies has responsibility to ensure that the school's policy is explicit about what practice is not acceptable. School staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan; it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied, or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child. ***From: Supporting Pupils at School with Medical Conditions 2015***

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Policy Review

This school's Medical Condition Policy is reviewed, evaluated and updated every 2 years, in line with the school's policy review timeline.

New DfE and Department of Health guidance will feed into the review.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the Medical Conditions Policy with a wide-range of key stakeholders within the school and health settings.

These key stakeholders include:

- Pupils
- Parents
- School nurse and/or school healthcare professionals

- Headteacher
- Teachers
- Inclusion Manager
- First aider
- All other school staff
- Local emergency care service staff (including accident & emergency and ambulance staff)
- Local health professionals
- The Local Authority
- School governors

Policy written: September 2022

Policy to be reviewed: September 2024



Head Teacher: Mr. S Crosier BA (Hons)

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Form for administration of medication in school

The school will not give your child any medication unless you complete and sign this form and the head teacher has confirmed that school staff have agreed to administer the medication

DETAILS OF PUPIL

Surname..... Forename.....

Address.....

M/F..... DOB..... Class..... Year group.....

Medication

Condition / Illness.....

Name/Type (as described on container).....

Length of time medication is to be taken.....

Date dispensed..... Expiry Date.....

FULL DIRECTIONS FOR USE

Dosage and amount (as instructed on container).....

Method..... Timing..... Self-administration: **Y / N**

Special precautions.....

Side effects.....

Procedures to take in an emergency.....

Medication will be given between 12.00pm and 1.00pm – please check your child's medicine is labelled with the correct amount to be given. Thank you.

EMERGENCY CONTACT DETAILS

Name Relationship to Pupil.....

Daytime telephone number.....

Address (if different from above).....

I understand that I must deliver the medication personally to the main office and accept that this is a service which the school is not obliged to undertake.

Date..... Signature.....



Health Care Plan – <NAME OF CYP>

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (mobile)

(home)

(work)

Name

Phone no. (mobile)

(home)

(work)

Name

Phone no. (mobile)

(home)

(work)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Health Care Plan – <Name of CYP>

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Describe what constitutes an emergency, and the action to take if this occurs

In non-emergency cases the following action should be taken

Who is responsible in an emergency (*state if different for off-site activities*)

Staff training needed/undertaken – who, what, when

Plan developed with

Form copied to

Agreement

Parent/guardian

Print Name.....

Signature.....Date.....

Head Teacher / School Staff

Print Name.....

Signature.....Date.....

Health Professional

Print Name.....

Signature.....Date.....

DesignationSchool Nurse

Contact Number:.....

Staff training needed : NO

If yes – state whom and attach Individual health care plan training record(s)

EPI-PEN ALLERGY ACTION PLAN

THIS CHILD HAS THE FOLLOWING ALLERGIES:

NAME:

DOB:

PHOTO

EMERGENCY CONTACT DETAILS:

1)

2)

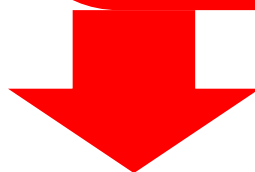
3)

Mild-Moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy / tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:

- Stay with the child, call for help if necessary
- Give antihistamine
- Contact parent/carer



Watch for signs of ANAPHYLAXIS
(Life-threatening allergic reaction)

AIRWAY:

Persistent cough, hoarse voice, difficulty swallowing, swollen tongue, **projectile vomiting.**

BREATHING:

Difficult or noisy breathing, wheeze or persistent cough

CONCIOUSNESS:

Persistent dizziness / pale or floppy suddenly sleepy, collapse, unconscious

If ANY ONE of these signs are present:

1. Lie child flat. If breathing is difficult, allow to sit.
2. Give EpiPen or EpiPen Junior
3. Dial 999 for an ambulance* and say ANAPHYLAXIS ("ANA-FIL-AX-IS")

If in doubt, give EpiPen

After giving EpiPen

1. Stay with child, contact parent/carer
2. Commence CPR if there are no signs of life
3. If no improvement **after 5 minutes**, give a further EpiPen or alternative adrenaline auto injector device, if available

Parental Consent: I hereby authorise school staff to administer the medicines listed on this plan, including a 'spare' back-up adrenaline auto injector (AAI) if available, in accordance with Department of Health Guidance on the use of AAI's in schools

Signed

Date:

*You can dial 999 from any phone, even if there is no credit left on a mobile.
Medical observation in hospital is recommended after anaphylaxis

Additional Instructions:

This plan has been prepared by:

Health

Education.....

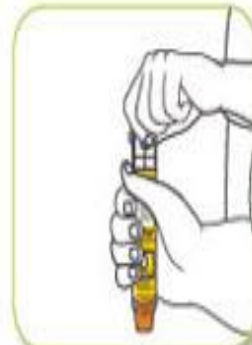
Parent/s.....**Date:**

1

Pull off Blue Safety Cap.

Grasp **EpiPen®** in dominant hand, with thumb nearest blue cap and form fist around **EpiPen®** and pull off the blue safety cap.

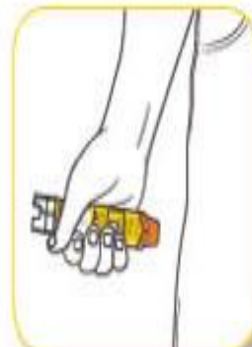
Remember: "Blue to the sky, orange to the thigh".



2

Position Orange Tip.

Hold the **EpiPen®** at a distance of approximately 10 cm away from the outer thigh. The orange tip should point towards the outer thigh.



3

Jab Orange Tip.

Jab the **EpiPen®** firmly into outer thigh at a right angle (90° angle). Hold firmly against thigh for 3 seconds. **EpiPen®** should be removed and safely discarded. The orange needle cover will extend to cover the needle.



4

Dial 999.

Dial 999, ask for ambulance and state "anaphylaxis".





Appendix 3

IGHTENHILL PRIMARY SCHOOL
www.ightenham.lancs.sch.uk

Alder Street,
Burnley
Lancashire
BB12 6ED



Head Teacher: Mr. S Crosier BA (Hons)
Email – office@ightenham.lancs.sch.uk

Tel: 01282 428246

Asthma Medication Form for use in School

The school will not give your child any medication unless you complete and sign this form and the head teacher has confirmed that school staff have agreed to administer the medication

DETAILS OF PUPIL

Surname..... Forename.....

Address.....

M/F..... DOB..... Class..... Year group.....

Medication

Reliever/Preventer Name (as described on container)..... Colour.....

Length of time medication is to be taken.....

Date dispensed..... Expiry Date.....

FULL DIRECTIONS FOR USE

How many puffs? (as instructed on container).....

How often? Self-administration: (Please circle) **Y / N**

Spacer to be used? (Please circle) **Y / N** Spacer given to school? (Please circle) **Y / N**

Asthma triggers?

Known side effects.....

EMERGENCY CONTACT DETAILS

Name Relationship to Pupil.....

Daytime telephone number.....

Address (if different from above).....

- I understand that I must deliver the medication personally to the main office and accept that this is a service which the school is not obliged to undertake.
- **I also consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies where my child's inhaler is not available.**

Date..... Signature.....