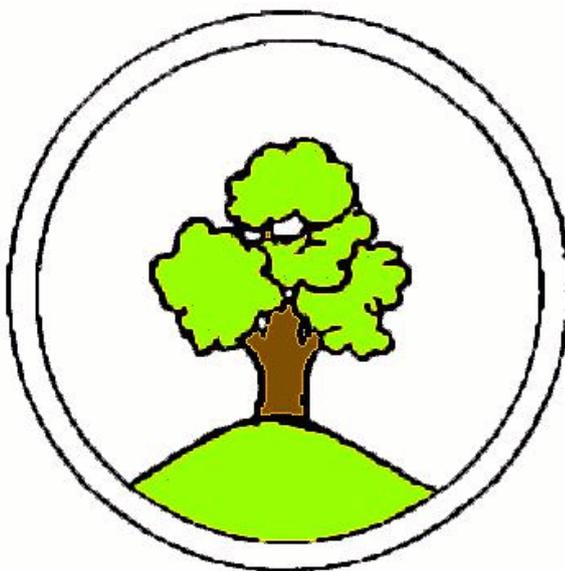


Bushbury Hill Primary School Medical Needs Policy Statement



March 2017

Medical Needs Policy

1. Bushbury Hill Primary School aims to support and welcome children with medical conditions.

Bushbury Hill Primary School understands that it has a responsibility to make the school welcoming and supportive to children with medical conditions who currently attend and to those who may enrol in the future. Our school aims to provide all children with medical conditions the same opportunities as others at school. We will help to ensure they can:

- ✓ Be healthy
- ✓ Stay safe
- ✓ Enjoy and achieve
- ✓ Make a positive contribution
- ✓ Achieve economic well-being

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities which they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Bushbury Hill Primary School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need. The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. Governors will, in line with their safeguarding duties, ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They, therefore, do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

2. Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits, in order to reach their academic potential.
- 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 fulfil the legal responsibility of the governing body under section 100 of the Children and Families Act 2014 and the Equality Act 2010 to make arrangements to support pupils with medical needs.
- To ensure that parents of children with medical conditions feel confident that their children's needs are met.
- 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 minimise the impact of any long term absence related to a pupils' medical needs through effective planning, support and partnership working.
- To ensure links are made to pupils' Education, Health and Care Plans, where appropriate.
- To keep, monitor and review appropriate records

Entitlement

Bushbury Hill Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions

3. All staff understand the school's general emergency procedures

All staff know what action to take in the event of a medical emergency. This includes:

- ✓ How to contact emergency services, usually via the office and what information to give (including the SAT Nav postcode will be incorrect)
- ✓ To contact a first aid member of staff. Training is refreshed for all staff when required.
- ✓ If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty.

4. The school has clear guidance on the administration of medication at school

Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container.

Before administering any medicine, there must be two members of staff to check when medication is administered. For the members of staff administering the medicine, always triple check against the: name on the bottle, name on the sheet and the child. When children are prescribed antibiotics, office staff print out a picture of the child and attach to the medication form. Staff must check that the dosage they are giving is correct, and that written permission has been given.

Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office).

Administration-emergency medication

All pupils at this school with medical conditions have easy access to their emergency medication. Pupils are encouraged, when age appropriate, to carry and administer their own emergency medication i.e. Inhalers, epi-pens and insulin. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Administration-general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a first aider or member of staff.

Bushbury Hill Primary School understands the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

Many staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent/carer.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The Local Authority provides full indemnity.

Parents at Bushbury Hill Primary 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.

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.

5. Bushbury Hill Primary School has clear guidance on the storage of medication at school

The emergency inhaler is stored in the office. Epi-pens are stored in the child's room. Insulin in the fridge in the office and Buccolam Midazolam will be stored in locked cupboard in Nursery.

Safe storage – non emergency medication

All non-emergency medication is kept in the office, either in the lockable cupboard or in the mini fridge. Children with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed. Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

Safe disposal

Parents are asked to collect out of date medication.

5. Bushbury Hill Primary School has clear guidance about record keeping

Enrolment forms

Parents at Bushbury Hill Primary Primary School are asked if their child has any health conditions on the enrolment form, which is filled out when their child starts school. If a child's health changes during their time at school, it is the parent/carer's responsibility to advise the school of this.

Individual Healthcare Plans

Bushbury Hill Primary School uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the school office.

An individual healthcare plan will be completed with the parent/carer's input to ensure all information is up to date and correct.

If a pupil has a short-term medical condition that requires medication during school hours, a medical form will need to be completed by the parent/carer.

Parents are regularly reminded to inform the school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

School Medical register

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and a copy of their Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually. Marie-Anne Groves has responsibility for the register at Bushbury Hill Primary School.

6. Bushbury Hill Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical environment

This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Exercise and physical activity

This school understands the importance of all pupils taking part in sports, games and activities. Bushbury Hill Primary School ensures classroom teachers make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils. Teachers and are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

Education and learning

Bushbury Hill Primary School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.

Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEND).

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

This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

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

Chair of Governors, Mr Alan Jasper has a responsibility to:

- ✓ Ensure the health and safety of their employees and anyone else on the premises taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- ✓ Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- ✓ Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.

Headteacher Mrs K Mason 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, teachers and learning mentors, teaching assistants, school nurses, parents and governors.
- ✓ Ensure the policy is put into action, with good communication of the policy to all.
- ✓ Ensure every aspect of the policy is maintained.
- ✓ Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- ✓ Ensure pupil confidentiality.
- ✓ Assess the training and development needs of staff and arrange for them to be met.
- ✓ Ensure all supply staff and new teachers know the medical needs policy.
- ✓ Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- ✓ Know which pupils have a medical condition and which have special educational needs because of their condition.
- ✓ To send out reminders to parents to inform us if their child has allergies that they did not have when they were enrolled at the school.
- ✓ Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in assessments tests.

All school staff

All staff at Bushbury Hill Primary 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 medical policy.
- ✓ Know which students in their care have a medical condition.
- ✓ Allow all students 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.
- ✓ 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.

Teaching staff

Teachers at this school have a responsibility to:

- ✓ Ensure students who have been unwell catch up on missed school work, wherever possible.
- ✓ 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 professional and special educational needs coordinator if a pupil is falling behind with their work because of their condition.

School Office

The school office at Bushbury Hill Primary School has a responsibility to:

- ✓ Ensure healthcare plans are completed and reviewed annually.
- ✓ Check medication held in school annually for expiry dates and dispose of accordingly
- ✓ When children are prescribed antibiotics, office staff print out a picture of the child and attach to the medication form.
- ✓ Administer medication to students as prescribed.

- ✓ To send out reminders to parents to inform us if their child has allergies that they did not have when they were enrolled at the school.

First aiders / trained teaching assistants

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 within the school.
- ✓ When necessary ensure that an ambulance or other professional medical help is called.
- ✓ Administer medication to students as prescribed.

School Nurse Mrs Jo Vickers

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

- ✓ Help update the school's medical condition policy.
- ✓ Help train staff and provide advice for caring for pupils with medical conditions.
- ✓ Know which pupils have a medical condition 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.

Children

The children at this school have a responsibility to:

- ✓ Treat other children 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.
- ✓ Treat all medication with respect.
- ✓ Know how to gain access to their own medication in an emergency.
- ✓ Ensure a member of staff is called in an emergency situation.

Parent/Carers

The parent/carer of a child at this school has a responsibility to:

- ✓ Tell the school if their child has a medical condition.
- ✓ Ensure the school has a complete and up-to-date Individual Healthcare plan for their child.
- ✓ Inform the school about the 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 medication is within expiry dates.
- ✓ 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.

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition

- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

Complaints

Should parents be unhappy with any aspect of their child's care at Bushbury Hill Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to Mrs Underwood, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Bushbury Hill Primary School Complaints Procedure.

Trained Staff

Paediatric School First Aiders (full certificate) are:

Sharon Clarke

Audrey Onions

Lynda Walker

First Aid:

All teaching support staff and lunchtime supervisory staff are emergency one day aid trained

Named people for administering medicines:

All staff = inhalers and epi-pens

Julie Kent, Emma Wall & Sharon Clarke = Insulin

Emma Wall, Marie-Anne Groves, Kath Uren – prescribed medication

This policy will be reviewed every 2 years by the Full Governing Board

March 2017