

Medical Conditions In School Policy

The Bythams Primary School



Reviewed and updated: January 2021

Next review: January 2023

Signed: *Debbie Shepherd*

Name: Debbie Shepherd
(Acting Headteacher)

Date: *1.2.21*

Signed: *Jeremy Millar*

Name: Jeremy Millar
(Chair of Governors)

Date: *1.2.21*

All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive regular updates. The Headteacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide the updates if the School requests

The medical conditions policy is understood and followed by the whole school.

2. Roles and Responsibilities

Governors have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or 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
- ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ensure that the school has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.

Headteacher 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
- ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ensure every aspect of the policy is maintained
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- report back to governors about implementation of the health and safety and medical conditions policy.
- ensure through consultation with the governors that the policy is adopted and put into action

All school staff 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
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Healthcare Plan
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- know the members of the schools Critical Incident Team if there is a need to seek assistance in the event of an emergency

- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication have it when they go on a school visit or out of the classroom

First Aiders have an additional responsibility to:

- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary ensure that an ambulance is called

Parents/carers have a responsibility to:

- tell the school if their child has a medical condition or complex healthcare need
- inform the school about the medication their child requires during school hours
- inform the school/provider 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
- ensure that the school has full emergency contact details for them
- 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 has regular reviews about their condition with their doctor or specialist healthcare professional
- if the child has complex healthcare needs, supports the school in drawing up a written Individual Healthcare Plan for school and if necessary provide an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- have completed/signed all relevant documentation.

3. The Implementation of Medical Conditions Policy

Pupils are informed and reminded about the medical conditions policy:

- through the school's pupil representative body
- in personal, social and health education (PSHE) classes

Parent/carers are informed about the medical conditions policy:

- at the start of the school year when communication is sent out about Individual Healthcare Plans
- when their child is enrolled as a new pupil
- via the school's website, where it is available all year round

School staff are informed and regularly reminded about the school's medical conditions policy:

- Bythams has a designated Medical Needs Co-ordinator -Jules Minor, who regularly updates records
- through the staff handbook and staff meetings
- through scheduled medical conditions updates
- all supply and temporary staff are informed of the policy and their responsibilities including who is the designated Medical Needs Co-ordinator person, any medical needs or Individual Healthcare Plans related to the children in their care and how to respond in emergencies
- The designated Medical Needs coordinator makes staff aware of Individual Healthcare Plans as they relate to their teaching and supervision groups.

4. Emergencies

- Relevant staff at Bythams are aware of the most common serious medical conditions at this school.
- Staff at Bythams understand their duty of care to pupils both during, and at either side of the school day 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/carer. This may include administering medication.
- Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Healthcare Plan.
- Bythams uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- Bythams has procedures in place so that a copy of the pupil's Individual Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior management.

5. Administering Medications

Administration – emergency medication

- This school will seek to ensure that pupils with medical conditions have easy access to their emergency medication.

- Bythams will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.
- Written records of the administration of emergency medication will be made by the person who administered and checked by the Medical Needs co-ordinator

Administration of Medication – general

- This school understands the importance of medication being taken as prescribed.
- All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child. The Medical Needs co-ordinator will inform staff and co-ordinate the administration of medicines.
- A written record will be kept of any medication administered.
- 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 or unless the situation is an emergency and falls under their regular duty of care arrangements.
- Many other members of 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 medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- Bythams will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- All school staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Healthcare Plan.
- Parents/carers at Bythams 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. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will 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.

- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

6. Record Keeping

A parental consent form must be completed each time there is a request for medication to be administered (see appendix 1).

All relevant information must be supplied including:

- child's name
- child's date of birth
- name, strength and quantity of medication provided
- clear concise dosage instructions
- reason for the request
- emergency contact names and telephone numbers
- parent/carer signature

If staff take responsibility for the administration of a medication a record should be kept (see appendix 2) which includes:

- the name of the child
- child's date of birth
- the name and strength of the medication
- dose given • the date and time of administration
- the person responsible for the administration
- quantity of medication received or returned

Reasons for any non-administration of medication should be recorded and the parent/carer informed as soon as possible "wasted" doses (e.g. tablet dropped on floor) should also be recorded.

When a child is self-administering there should be a written request which states whether or not the self-administration needs to be supervised. If it is supervised a record should be kept as above.

Changes to instructions should only be accepted when received in writing. A fresh supply of correctly labelled medication should be obtained as soon as possible. All actions should be documented.

7. Safe storage and Disposal of Medication

Emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Non-emergency medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- Bythams Medical Needs Co-ordinator ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard, which staff can only access.
- The Medical Needs co-ordinator checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- Inhalers and other medication will be taken in a clearly labelled box when a child is off site, eg educational visits, swimming or PE activities. This box will be looked after by an accompanying member of staff.
- The Medical Needs Co-ordinator, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- All medication is supplied and stored 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.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- Some medication for pupils at Bythams 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 inaccessible to unsupervised pupils or lockable as appropriate.
- All medication (including blue inhalers) is sent home with pupils at the end of the school term.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal of Medication

- Parents/carers at this school are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

- The Medical Needs Co-ordinator is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

8. Individual Healthcare Plans

Drawing up Individual Healthcare Plans

Bythams uses an Individual Healthcare Plan (Appendix 3) for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required. The Healthcare plan is drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

Examples of complex healthcare needs which may generate an Individual Healthcare Plan following discussion with the school nurse, parent and the school, the child may have:

diabetes

gastrostomy feeds

a tracheostomy

cystic fibrosis

anaphylaxis

a central line or other long term venous access

Severe asthma that has required a hospital admission within the last 12 months
epilepsy with rescue medication

An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school
- transition discussions
- new diagnosis

This school ensures that a relevant member of school staff is present, if required, to help draw up an individual health plan for pupils with complex health or educational needs.

School Individual Healthcare Plan register

Individual Healthcare Plans are used to create a centralised register of pupils with complex health needs. An identified member of school staff has responsibility for the register at this school. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the schools record system.

The responsible member of school staff follows up with the parents/carers and health professionals if further detail on a pupil's Individual Healthcare Plan is required or if permission or administration of medication is unclear or incomplete.

Ongoing communication and review of Individual Health Plans

Parents/carers at this school are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Healthcare Plan has a review date.

Parents/carers should have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

Storage and access to Individual Health Plans

Parents/carers and pupils (where appropriate) at this school are provided with a copy of the pupil's current agreed Individual Healthcare Plan.

Individual Health Plans are kept in a central safe location at school.

Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) hold copies of pupils' Individual Health Plans. These copies are updated at the same time as the central copy.

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 the Individual Healthcare Plans and needs of the pupils in their care.

Bythams ensures that all staff protect pupils' confidentiality.

This school informs parents/carers that the Individual Healthcare Plan would 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 is included on the Individual Healthcare Plan.

The information in the Individual Healthcare Plan will remain confidential unless needed in an emergency.

Use of Individual Healthcare Plans

Individual Healthcare Plans are used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care
- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers
- ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

9 .Residential Visits

Parents/carers are sent a residential visit form to be completed and returned to school 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 residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan.

All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away. A copy of the Individual Healthcare Plan and equipment/medication must be taken on off site activities

10. Record of Awareness Raising Updates and Training

Bythams holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school requests this.

All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training.

Staff are trained in basic first aid and currently, the school has two members of staff paediatric first aid trained - Mrs Marie Marshall and Mrs Sue Foster.

11. Physical environment

Bythams is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.

Our school is on one level and has a moveable ramp (currently outside Badger class)/ There is a disabled toilet in the main building and another in the hall.

Bythams's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this may sometimes mean changing activities or locations.

12. Social interactions

Bythams 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.

Bythams ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at Bythams 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 and to help create a positive social environment.

13. Exercise and physical activity

Bythams understands the importance of all pupils taking part in sports, games and activities.

This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.

This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Bythams ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

14. Education and learning

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator.

This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Pupils at this school learn how to respond to common medical conditions.

15. Risk Assessments

Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

Bythams understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

This school is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks.

Bythams is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

Staff follow universal hygiene procedures if handling body fluids

16. Complaints Procedure

The Bythams Primary School will ensure that any complaints concerning the support provided to pupils with medical conditions will be investigated appropriately.

Should parent/carers 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 Bytham's complaints procedure.



The Bythams Primary School Parental Agreement For School To Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

Name of school	Bythams Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	School Office/Miss Miner

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

