

# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP

[www.nineacrespri.iow.sch.uk](http://www.nineacrespri.iow.sch.uk) 01983 522984

Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

Compassion

Responsibility

Justice

Courage

Integrity

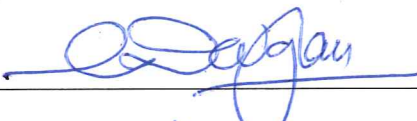
Respect

Hope

Equality

## Supporting pupils with medical conditions policy

### Nine Acres Primary School

Approved By:	
Approval Date:	12-JANUARY.17
Review Frequency:	2 yearly.
Next Review Due:	January 2019



'Learning to be your best'



## **School Ethos**

Many pupils will at some time have a medical condition that may affect their participation in school activities. For most this will be short term. Other children have medical conditions, including mental health, that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Nine Acres Community Primary School understands that it has a responsibility to welcome and support students with medical needs and conditions. We provide all students with the same opportunities and ensure that:

- Students with medical conditions or needs are encouraged to take control of their condition subject to their age and understanding and where responsible enough to do so.
- The school aims to include all students with medical conditions or needs in all activities as far as reasonably practicable.
- We ensure that all staff understand their duty of care to students in the event of an emergency and that all staff know what to do in an emergency.
- The school understands that certain medical conditions or needs are serious and can potentially be life-threatening.
- All 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. However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

## **Parents**

- Parents are responsible for making sure their child is well enough to attend school.
- Parents are responsible for providing the school with up to date sufficient information about their child's medical condition, treatment or special care needed at school. For children with long term medical needs, the head teacher or designated member of staff will meet with the parents to reach agreement on the school's role in supporting their child's medical needs. The school will then draw up a health care plan.

## **School's responsibilities**

The Head teacher and in their absence the Deputy Head teacher, ensures that a named person is responsible for medicines. Day to day administration is delegated to competent, trained members of staff, namely Lesley Smith, April Barnes and Laura Chandler.

## **All staff have a responsibility to**

- To support 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 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

#### **First aiders have a responsibility to:**

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school. In the case of an accident at school, the First Aider must complete an accident form and ensure that all witnesses have given full accounts of the circumstances surrounding the incident when necessary.
- When necessary, ensure that an ambulance or other professional medical help is called and as prescribed in the healthcare plan.

#### **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 Entitlement

#### **Record keeping**

Parents at the school are asked if their child has any health conditions, needs or health issues on the school enrolment form upon entry to year 6. Parents are asked for a medical update on a yearly basis. Parents of students starting at other times during the year are also asked to provide this information on data checking sheets / enrolment forms. Any new conditions must be reported to school if it will affect the child at any way whilst at school.

The school is responsible for keeping individual logs of medication administered at school. Once a course of treatment has been completed the medication log is archived.

#### **Monitoring**

All medication records will be checked half termly by a named member of staff, Lesley Smith. If a medication is due to expire in the next half term, parents will be notified and asked to replace before the expiry date is reached. The date of the record check is logged and countersigned by either the Head Teacher, the Deputy Head or the Assistant Head. A termly update will be provided to the governing body by the named person, Lesley Smith. The medical log is stored in the medication cupboard. School staff will liaise as necessary with Healthcare professionals and services in order to

access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in each classroom and a central file of this information is kept in the Head Teachers office. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom and a copy held in the central file, and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted using medical record sheets and this information will be provided to class teachers annually or updated throughout the year when necessary.

### **Administering medication**

No pupil will be given medication without the parent's written consent. This consent will give details of the medication to be administered, including

- Specification of illness
- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Side effects or reactions to medication

The consent form can only be accepted by Lesley Smith, April Barnes or Laura Chandler. The label on the medicine container should be checked against the school medicine record (completed by parent/carer). Any discrepancy should be queried with the parent before administering. All requests to administer medication must be countersigned by the Head Teacher, the Deputy Head or the Assistant Head before medication is given. Under no circumstances will the school deviate from the instructions provided on the container. Where possible, dependent upon age and medicines required, certain medicines will be administered by the child, but all such activities will be done under the strict supervision of a suitably trained first aider. Staff will complete and sign child's record each time they give medication to a pupil.

Depending on the ability of the child and with parental agreement, pupils are able to administer inhalers themselves under the supervision of a member of staff.

Non-prescription drugs are generally not allowed to be brought to school. However in some cases this will be permitted for medicines such as Piriton for hay fever etc. Under no circumstances will the school administer aspirin or paracetamol to any child, unless they form part of a prescribed programme of treatment for a recognised medical condition. All such cases of non – prescribed medication will be discussed with the Head Teacher on an individual basis and an individual plan established.

### **Epi-pens**

Epi-pens are kept in locked cupboards in relevant children's teaching areas, usually one in the child's classroom and one in the medical room. In the case of Epi-Pens, all staff have access to the key which is clearly labelled and accessible. We obtain written consent from parents that this is appropriate for their child, but if a parents requests in writing that their child must carry their Epi-Pen with them throughout the day, then provision is adjusted for this.

Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Parents should be contacted after this call has been made.

### **Inhalers**

Children who require an inhaler will keep two within school, one within the classroom and one kept in the medical room. This is to make sure we always have adequate provision for children with asthma and for use on trips etc. Written confirmation and consent is required from the parents in order to administer or support the child to administer their inhaler.

### **Refusing medication**

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

### **In an emergency**

In a medical emergency, teachers have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred.
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **Storing Medication**

Medicines, when not in use, are kept in a locked cupboard in the administration area or in the medical needs fridge, if it is necessary in order to conform with the pharmacist's instructions. The medical needs fridge is kept locked and keys are held in the administration office and by the staff responsible for administering medicines. All medication will be returned to the parents on the last day of the school year.

### **Sporting activities**

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures. It is the class teacher's responsibility to ensure that inhalers and epipens are taken to all sporting activities.

### **School trips**

- Staff supervising school trips must be aware of any medical needs, and the relevant emergency procedures.
- An additional adult may be necessary to increase the pupil teacher ratio.
- Arrangements will be made to ensure that children who may require medication when away from the school have access to that medicine and, where necessary, are accompanied by staff who have received training in the administration of that medicine.
- If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on the trip, they will seek medical advice from the School Health Service or the child's GP/consultant.

### **Residential trips**

Parents are sent a medical form prior to any residential, which is to be completed and returned to the school in good time. This form requests details about the student's condition and their overall health. This provides essential and up-to-date information to relevant staff and visit support staff to help the student manage their condition while they are away. This includes information about medication not normally administered by the school.

- All medical forms are taken by the relevant staff member on visits and for all off-site activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan.
- All parents of students with a medical condition attending an offsite visit or overnight visit are asked for consent, giving staff permission to administer medication as required.
- It is essential a check is made to ensure students with asthma have their inhalers with them before the party leaves the school.
- Calpol or other paracetamol based medication can be administered during residential trips if parents have given their consent.
- Any medication administered to the student during the residentialia will be recorded. This record will then be given to the student's parents on return.
- The school will take every reasonable measure to ensure that off-site visits are available and accessible to all, irrespective of medical needs, but that this should not encroach unduly on the overall objectives of the activity or the rest of the group. Under the Disability Discrimination Act (DDA) if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this fact overrides the DDA.
- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions or needs are considered during this process. A personal or individual risk assessment is carried out where appropriate.

### **Complaints Procedure**

Should parents be unhappy with any aspect of their child's care at Nine Acres 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 a member of the leadership team, who will, where necessary, bring concerns to the attention of the Head teacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Haylands Primary School complaints procedure.

Trained Staff School First Aiders are:

Leslie Smith (full certificate)

Emergency First Aid at work:

Toni Barnes

April Barnes

Sue Boyd

Jayne Bembridge

Lynn Campbell

Colette Culpin

Carolyn Edmunds

Katie Guy

Brenda Hazell

Emma Houghton

Kate Hussey

Natasha Michelmores

Jo Palmer

Tara Rowe

Rachel Sibbick

James Smith

Kalie Smith

Leiana Wiltshire

Sarah Winter

Rebecca Wray

Patrick Yates

Named people for administering medicines:

Leslie Smith

Paediatric First Aid:

April Barnes

Sue Boyd

Emily Carey

Laura Chandler

Hannah Chiverton

Ruth Frampton

Charlotte Hollands

Pauline Stockbridge