

## **Medical Conditions Policy & Procedure**

**Date of Policy:** Autumn 2018

**Review Date:** Autumn 2020

The Children and Families Act places a duty on schools to make arrangements for supporting children with medical conditions. Pupils with special medical needs have the same right of admission to Parsonage Farm Primary School as other children and will not be refused admission or excluded from school on medical grounds alone.

### **Aims**

The procedures at Parsonage Farm Primary School are designed to support and protect all pupils with medical conditions, in terms of both physical and mental health, so they can play a full and active role in school life, remain healthy and achieve their academic potential.

### **Management of Medicines**

Medicines will only be administered at school when it is detrimental to a child's health or school attendance not to do so.

If agreed by the Headteacher/Deputy HT that a medicine is to be taken in school, and the child does not have an Individual Healthcare Plan (IHP), a signed letter must be received from the parents giving us permission to administer and stating the time and dose required.

We will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

The school does not have to accept a child identified as having a medical condition at times when it would be detrimental to the health of that child or others to do so.

### **Storing of Medicines**

Guidance states that all medicines should be stored safely. At Parsonage Farm as children do not stay in a base classroom and regularly move around the school (RWI group sessions, Library visits, assemblies, playtime, lunchtime, PE lessons and visits to other classrooms) all medicines and devices are stored in the Medical Room in the main School Office. (Lower School asthma pumps are stored in the Lower School Office)

The Medical Room has been refurbished to ensure that all medicines/devices are clearly stored and easily accessible. (It also contains a small fridge which is used for medicines only)

Controlled drugs which are prescribed to individual pupils are securely stored in a non-portable container to which only named staff have access. (These can be easily accessed in an emergency)

When no longer required, medicines should be returned to the parent for safe disposal.

At PFPS sharps and dressings are disposed of in specified secure containers which are regularly collected and changed by a contracted service registered to do so.

## **Procedures (to be followed whenever we are notified that a pupil has a medical condition)**

The Headteacher/Deputy HT are responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a child's condition
- cover arrangements in case of staff absence/turnover is always available
- risk assessments for visits and activities outside of the normal timetable are carried out
- individual healthcare plans are written and monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly
- any medicines are allocated a space/drawer in the Medical Room
- copies of the Individual Healthcare Plans are placed in a folder in the main office

Where children are joining PFPS at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

## **Individual Healthcare Plans (IHP) (who is responsible for their development and what needs to be included)**

The School Nurse, Parent/Carer, Inclusion Officer and a member of The Leadership Team will meet when a child is first identified with a medical condition to agree what needs to be included in the IHP. The IHP will then be written by the School Nurse taking into account: the schools procedures, views of the child/parents/carers and medical advice. (Headteachers have the overall responsibility for the development of IHP) Once the document is agreed it will be signed by: Parent/Carer, School Nurse and Headteacher. A photo of the child will be attached to the front page.

The following will be included in the IHP:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs (where relevant)
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self-administered
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure

- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

**How staff will be supported in carrying out their role to support pupils with medical conditions and how this will be reviewed**

The procedures at PFPS are designed to support and protect staff thus ensuring that all pupils with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To protect both staff and pupils our procedure is:

- staff will never act alone when dealing with children who have IHP. (There will always be 2 members of staff present)
- all staff dealing with pupils who have IHP will have first aid training as well as training specific to the condition
- equipment/medicines for every pupil as well as their IHP are always situated in exactly the same place so staff know exactly where they have to go if there is an emergency
- all procedures, unless in an emergency, will be carried out in the medical room which has easy access to medicines, emergency call button and telephone if Parents/Carers need to be contacted
- staff have regular updates on pupils and staff with medical issues and are always consulted on procedures
- following any emergency/incident we hold a debrief session with the staff involved

**Staff training and arrangements for whole-school awareness**

At Parsonage Farm, first aid and medical training is very high on the agenda as we want to ensure all staff and pupils are safe. Qualifications include staff with First Aid at Work, Emergency First Aid at Work and Paediatric First Aid.

The list of First Aiders will be displayed in both Offices and the Staffroom (These will be updated regularly)

Our School Nurse regularly comes in to update staff on: diabetes, epilepsy, anaphylactic as we have both pupils and staff with these conditions.

Staff have also attended diabetes training at University college Hospital.

Senior staff also regularly highlight pupils and staff with conditions at staff meetings and briefings.

A copy of all Health Care Plans are contained in a folder in the Main Office, so that staff can familiarise themselves with updates. (Every member of staff needs to be aware; the child may not be in their class or group but they will come across them in the playground, at lunchtime or at assembly)

When children move classes at the end of the year staff have handover meetings to ensure that the new teacher is aware of all medical needs/conditions.

### **Procedures for Administering Medicines**

- Children are never to be sent to the Office on their own
- All medicines, tests, which are part of the IHP, will be carried out in the Medical Room (This is because: it is where medicines and equipment are clearly and safely stored, there is access to contact details in case we need to contact parents/carers, there is access to the phone if we need to contact the emergency services)
- The child's IHP must be followed at all times
- Records must be completed at the time of administration or testing and include: name of staff members, the time, what was done, what was given and quantities,
- There will always be 2 members of staff present, both to check and support each other; this is to protect the child and member of staff
- Staff will always treat the child with sensitivity and respect
- Staff will always involve the child and encourage them to be part of the process. This will help prepare them and put them on the right path to start managing their own health needs.

### **What should happen in an emergency situation?**

If there is a medical emergency with a child or member of staff:

- Member of staff will phone through to the Office Area: Numbers - 10,11,12,13,14
- State the child/staff name and the exact location
- State the issue
- Office member of staff: presses emergency button to alert Admin Team, picks up relevant medical box and proceeds quickly. (As the emergency button has sounded another member of staff will be alerted and will also attend. All Admin staff have first aid training)
- First Aider will make the decision as to what happens once they attend the incident.
- Staff will always treat the child with sensitivity and respect

If there is a whole school emergency requiring evacuation:

- Staff will be familiar with evacuation procedures (Regular drills take place)
- The requirement of staff is to evacuate their children as quickly as possible to the designated evacuation points (They are not to stop to retrieve anything)
- The Office staff will pick up the emergency evacuation pack, situated in the corridor, and all emergency medicines and packs. (In case a medical emergency situation arises whilst we are outside awaiting emergency services)

### **Arrangements for school trips, residentials and sports activities**

At Parsonage Farm the value of undertaking Educational Visits is recognised as an important part of the children's learning and school curriculum. All trips/visits are arranged to ensure equal opportunities and inclusion for all our children, irrespective of physical or medical issues.

Staff undertaking visits and residentials have to submit, online, an Educational Visit Form which includes an Event Specific Risk Assessment. These forms have to be authorised by the Schools Educational Visit Coordinator and signed off by the Headteacher; if the trip is for our Year 6 residential, the signing off stage is completed by the Local Authority.

When completing risk assessments staff will always refer and adhere to a child's IHP.

Please see our Educational visits Policy, which is used in conjunction with The London Borough of Havering's Educational Visits Policy and Guidance.

## **Practice that is not acceptable at Parsonage Farm**

- preventing children from easily accessing their medication and administering it when and where necessary
- assuming children with the same condition require the same treatment
- sending children with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalising children for their attendance record if their absences are related to their medical condition that is recognised under this policy
- preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their child, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs)
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child)

## **Roles and Responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with all relevant persons or agency to provide effective support for the child.

### ***The Governing Body***

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure that sufficient staff have received suitable training and are competent to support children with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

### ***The Head Teacher***

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and that they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the School Nurse
- ensure that a debriefing session is held as soon as possible following an incident or emergency; this is to ensure that: staff are supported, as some incidents can emotionally affect staff, to see if procedures need to be changed following lessons learnt, to ensure all the correct paperwork is completed and to ensure that medicines etc. are all returned to the correct location.

### ***School Staff***

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

### ***School Nurses***

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison

### ***Other healthcare professionals***

- should notify the School Nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes)

### ***Pupils***

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

### ***Parents***

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation
- ensure their contact details are always kept up to date
- inform us on a daily basis if there is anything we need to be aware of
- ensure medicines / emergency pack (juice etc.) is always in date
- appreciate that the school will not change the IHP unless agreed by the school nurse

### ***Local authorities***

- provide support for the school and parents when required

### **How complaints may be made and will be handled concerning support provided to pupils with medical conditions**

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

This Policy was agreed by The Full Governing Body on: 4<sup>th</sup> October 2018