



Wickersley Northfield Primary

Part of White Woods Primary Academy Trust

Supporting Pupils at School with Medical Conditions 2018 – 2019



Wickersley Northfield Primary will ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's statutory guidance released in December 2015 - "Supporting pupils at school with medical conditions".

This policy sets out how our school intends to manage the arrangements for supporting children with medical needs in school. It also provides information on the supervision of medicines in school. We believe that pupils with medical conditions should be supported so that they have a full access to education, including school trips and physical education.

In some instances, school leaders will need to consult health and social care professionals and parents to ensure that the needs of the pupils are properly understood and effectively supported. This may require an Individual Health Care Plan (IHCP) to be drawn up.

School Responsibility

The Head teacher is responsible for the day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures.

- Ensuring an effective policy for supporting pupils is developed and implemented
- Sharing policy with all school staff so they understand their role in its implementation
- Providing staff with information about the pupils with medical conditions
- Liaising with health and social care professionals to initiate the development of Individual Health Care Plans (IHCP)
(See appendix A for the process of developing an IHCP and appendix B for an example of an IHCP)
- Arranging training for designated members of staff as required
- Keeping a record of all training provided
- Ensuring parents complete the necessary consent forms, giving permission for school staff to supervise medication being taken (Appendix C)
- Ensuring pupils are not given any medication containing aspirin unless it is prescribed by a doctor

Parents Responsibility

- Provide school with up-to-date information about their child's medical needs
- Notify the school if their child has a medical condition
- Where required be part of developing/reviewing their child's Individual Health Care Plans (IHCP)
- Ensure where possible that any medication is taken out of school hours
- Provide the school office staff with the completed consent form for staff to supervise their child taking medication (Appendix C)
- Ensure all prescribed medication is brought into school in the original container as dispensed by a pharmacist and includes instructions for administration
- Providing the school with the necessary in date medication for their child
- Ensure all medication needed is ready for the child to self-administer
- Collecting any medication from the school office at the end of the day/as required

Child's Responsibility

- Tell a member of staff if they are feeling unwell
- Where appropriate be part of the development of an Individual Health Care Plans (IHCP)
- To go to the school office to take their medication
- To self-administer any medication under supervision of school staff
- Not to give their medication to another child

School Staff Responsibility

- Office staff will ensure class teachers/school staff are made aware of any pupils in school with medical conditions and any medication that needs taking
- Office staff will ensure all parents complete the parental consent form, prior to any medication being given
- Office staff will store all consent forms and keep a record of all medicines staff supervised pupils administering (See appendix D)
- Office staff will arrange for the safe storage of any medication brought into school
- Ensure all pupils with inhalers have direct access to them as and when required. All inhalers are kept in a class yellow bag that is taken outside at break times.
- To send a child to the office for their medication at the appropriate time
- To inform parents if their child refuses to take any given medication
- Ensure pupils EpiPens are in the classroom and readily available if required
- Ensure all consents are completed prior to class visits taking place
- Class staff will ensure any medication is taken on trips and self-administration is supervised when required, recording supervision on given form (Appendix D)

Record Keeping Procedures

- Parental consent forms will be kept in the school office
- Records will be kept of all medicines that have been supervised for self-administration in and out of school to ensure procedures have been followed
- Pupils IHCP will be kept in the school office

The School's Emergency Procedures (See appendix E)

- Where it is clear that a child requires urgent medical attention, an ambulance will be called.
- The caller will try to provide details of the child's known condition and symptoms. Where possible, they will give the name and date of birth of the child etc.

- Where a child has an IHCP it will clearly define what constitutes an emergency and explain what to do, including emergencies symptoms and procedure
- Where urgent medication is required, e.g. EpiPen, the school will endeavour to administer the medication and call an ambulance
- The caller will give their name and provide details of the school's location to aid the Ambulance Service
- Parents/carers will be contacted as soon as possible where emergencies arise
- Pupils taken to hospital by ambulance will be accompanied by a member of staff who will remain until the parents/carers arrive

Day Trips, Residential Visits and Sporting Activities

- Consents and medical information forms will be given prior to all class visits
- Teachers and school staff will be fully aware of any child's medical needs from the completed forms
- All necessary medication will be taken and looked after by school staff
- Records will be completed if any member of staff supervises a child self-administering any medication
- Risk assessments will be carried out prior to any visit taking place
- Advice and training will be provided as and when required

Training

- All staff will receive the basic first aid training every three years
- Training will be sourced as required to meet the needs of all medical conditions in school in line with the child's IHCP
- A record of who delivered the training and who received the training will be kept by the school
- If a serious medical incident occurs in school, a debriefing session will be arranged in school

Confidentiality

- Whilst the school will endeavour to maintain confidentiality, in the interests of safety some medical information relating to a child's condition and treatment may be required to be made available to staff at school. This will be discussed at the meeting to arrange an Individual Health Care Plan.
- Sometimes it will be appropriate for a photograph to be kept with the child's Individual Health Care Plan. Normally these will be displayed in areas where pupils have restricted access, e.g. staff room/school office. This will be discussed with parents/carers and pupils as appropriate.

Complaints

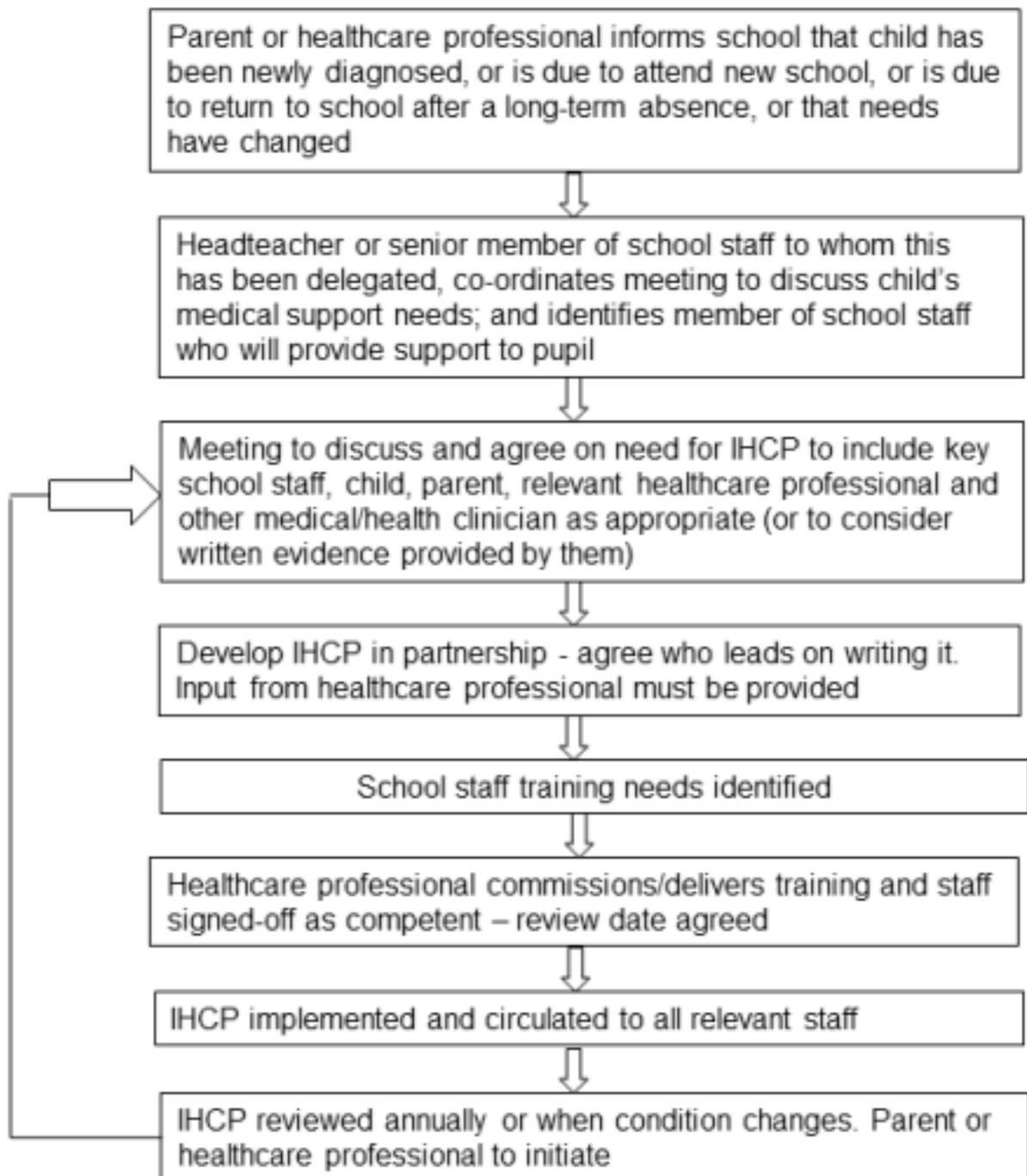
- Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Monitoring and Reviewing the Policy

- The Head teacher will ensure that this policy is implemented and monitored and is made known to parents/carers, staff and pupils.
- The policy will be reviewed in July 2019.

Appendix A

Process for developing individual healthcare plans



Appendix B: Individual Healthcare Plan

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. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

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

Other information

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

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

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

Appendix C: parental agreement for school to supervise child's self-administration of medicine

The school will not supervise your child self-administering medicine unless you complete and sign this form, and the school has a policy that the staff can supervise the child to self-administer medicine.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school 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	The School Office

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff supervising my child self-administering their 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 _____

Appendix E: Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows Wickersley Northfield Primary School, Northfield Lane, Wickersley, Rotherham. S66 2HL
4. state what the postcode is - please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone