Eversley Primary School

Guidelines for Supporting Pupils with Medical Conditions

This document has been written in line with Enfield LA documentation regarding Supporting Pupils with Medical Needs and should be read in conjunction with it. In addition, these guidelines provide additional information.

Parents/Carers have the prime responsibility for their child's health and well-being. The intention of this school is to work in partnership with those parents/carers to enable the pupils to attend school regularly and to participate fully in school life.

The Headteacher has delegated the arrangements regarding medical procedures to the following members of staff:

- The Inclusion Manager
- Welfare Assistants, Class Teachers, Teaching Assistants, NNEBs and Playleaders

It is the responsibility of the Inclusion Manager to make it known to parents and staff the arrangements by which medical needs can be met. This will be done during class handover meetings in the summer term and meetings between Class Teachers, Welfare Assistants and Parents/Carers where necessary.

Medical information relating to a pupil will be treated as confidential, and following consultation with Parents/Carers will be displayed on school notice boards to enable all staff to support the pupil. After consulting with the Headteacher and/or the Inclusion Manager, the Parents/Carers may decide that a wider awareness of their child's condition would be beneficial; this would then be met in an appropriate manner. The need to know about the condition would normally include the Class Teacher and the Class Support Staff. It might also include an adult in a supervisory capacity during break periods or taking extra-curricular activities e.g. sports.

Reviewed : October 2024 **Next Review : October 2025**

To make this document easier to access the required information, it has been divided into sections under the following headings.

- Temporary exclusion on medical grounds
- Short term medical conditions
- Long term medical conditions
- Roles and Responsibilities
- Training
- Documentation and Record Keeping
- Storage of medicines
- Emergency procedures

Temporary exclusion on medical grounds

There are occasions when children are temporarily excluded on medical grounds. These generally are:

- Where the child's condition is infectious to others
- Where the safety or well being of the child or other pupils cannot be adequately undertaken

The school adheres to LA policy regarding infectious conditions and excludes pupils for the appropriate periods. Copies of this documentation are kept in the medical rooms.

With reference to the safety/well being of pupils, the Headteacher will seek appropriate advice and the parents/carers will be fully consulted and informed.

Short term medical conditions

Most children will at some time have a medical condition that may affect their attendance at school. The Attendance Officer/Welfare Assistants have the responsibility for ensuring that returning pupils absence has been reported to the school or will make a telephone call to the Parent/Carer to determine the reason for absence. The Attendance Officer/Welfare Assistants should then enter the appropriate coding into the register. Any pupil giving rise to concern about the frequency of absence due to medical conditions should be referred to the Welfare Assistant who will liaise with the Headteacher.

If a child is fit enough to attend school but needs to complete a **prescribed** course of treatment, such as antibiotics, we are able to supervise the pupil taking the medication. The role of administering or supervising the taking of medication is delegated to a named volunteer. The Welfare Assistants, Anna Reekie and Veronica Raymond, presently undertake this role. In the absence of a member of the welfare team, a first aid trained member of staff will be delegated this role.

Please note: no member of staff, inclusive of the Welfare Assistants has agreed to undertake the administration of invasive medication, with the exception of Adrenaline Auto Injectors ~~Epi-pens~~ (however, with relevant training, the Welfare Assistants or selected member of staff will administer additional medications, where appropriate).

The following procedures should be followed to enable the child to receive their medication.

- The Parent/Carer will need to come into school to complete and sign the relevant disclaimer form supplying details of dosage etc.
- The medication must be clearly marked with the child's name, class and dosage in the original container from the chemist.
- The medication must be stored in the fridge in the medical room~~s~~ if needed.
- A named person will be responsible for supervising the child taking the medication; this will usually be the Welfare Assistant.
- **Only prescribed medication may be brought into school. With the exception of Antihistamines, Junior paracetamol and Ibuprofen. Cough medicines should <u>not</u> be brought into school. This also includes cough/throat sweets.**

If a child has a short-term medical need that requires specific measures to be undertaken, but not the administration of medication, an individual health plan should still be completed by the Parent/Carer.

For children who regularly use inhalers, we ask that they are correctly labelled with the child's name and class, together with written details regarding dosage and frequency. All inhalers are kept in the medical rooms and administration is supervised.

<u>Long term medical conditions</u>

A few pupils may have medical conditions that will warrant them having an individual health care plan, which may or may not include them taking medication at school. Designated members of staff will do their best to meet the needs of those pupils. It is essential that the parents/carers of those pupils liaise with the Welfare Assistants or the Inclusion Manager at the earliest opportunity. In the case of prospective pupils this would be prior to the child starting school. Individual Health Care Plans will be drafted so that support systems can be organised. The Inclusion Manager may invite the school nurse or another appropriate professional to be present at these meetings.

The Inclusion Manager will undertake to keep the Headteacher informed of any outcomes from the meetings including the need for any training or additional support/resources that would need to be put in place to meet the child's needs.

If the child's condition is likely to affect the child's attendance at school, the Inclusion Manager will undertake to arrange to keep herself informed of the reasons for absence and to liaise with the Welfare Assistants and Attendance Officer who have responsibility for monitoring pupil attendance.

Regarding the administration of medication, the same terms apply as for short term conditions with the addition that parents will keep Welfare Assistants informed of any changes to the medication and will arrange to meet with them to make the appropriate changes to the documentation.

Roles and Responsibilities

The role of the LA:

- To offer advice and to provide appropriate support to the school and the individual.
- To provide a broad framework to encourage the inclusion of children with medical needs in the full life of a school, and to help staff to feel confident and reassured about the tasks they have agreed to undertake.
- To take the lead in consulting with the relevant agencies which can provide information, advice, training and support.

The role of the Governing Body:

- The Governing Body has general responsibility for all school policies.
- It is the Governing Body's responsibility to ensure that adequate insurance cover is provided for staff volunteering to administer medication in accordance with agreed guidelines. This would normally be through the LA insurance.

The role of the Headteacher:

- The Headteacher is responsible for ensuring the implementation of the Governing Body's Policy.
- The Headteacher will ensure there is a mechanism in place for informing parents of the school policy and procedures regarding children and their medical needs.
- The Headteacher will ensure that all staff are aware of the policy, and follow the set procedures.
- The Headteacher may delegate some of the above to named members of staff.

The role of school staff

- Other than any staff member contractually obliged to administer/supervise medication, no member of staff is obliged to take on this role. In an emergency situation it is expected that all staff would respond in loco parentis to meet the need of the child.

- Where staff have volunteered to administer medication they must take up the opportunities to attend appropriate training and should not give medication without having first received such training or instruction.
- If pupils refuse to take medication they should not be forced to do so. Emergency services and/or parents should be informed as is appropriate.

The role of the Inclusion Manager

- To advise and inform the Headteacher.
- To liaise with Parents/Carers and relevant professionals to make arrangements for meeting the needs of pupils with medical conditions.
- To keep appropriate staff informed of pupil need (within the bounds of confidentiality)
- To ensure that documentation is kept up to date.
- To monitor the effectiveness of the provision for pupils with medical needs.
- Liaise with the Headteacher regarding arrangements for staff to receive appropriate training.
- To advise all parents of procedures via updates, website, newsletters and statement in school brochure.

The role of Welfare, TAs, NNEBs, LSAs & Playleaders

- It is the requirement in this school that the Welfare assistants, Teaching Assistants, Nursery Nurses, Learning Support Assistants and Lunchtime Playleaders undertake First Aid Training.
- As with all other staff, these persons are able to administer junior paracetamol, ibuprofen and antihistamines or prescribed medicines with a signed medication form.
- All staff will undertake to protect themselves and others by wearing plastic gloves when dealing with emergency situations involving blood and other bodily fluids.
- Documenting any accidents/injuries as appropriate on Scholarpack and sending home an accident note if deemed necessary.
- Reporting major accidents/incidents via the on-line system to the LA's Health & Safety Team.

TAs & LSAs have a particularly important role in the support of pupils needing medication where off site visits are to be made. They should:

- Ensure they have the medication with them at the onset of the journey.
- Ensure they have written Medical Authorisation from a carer/parent with details of the medication, dosage and time this should be administered.
- Ensure they have access to a mobile phone
- Have the relevant contact telephone numbers with them.
- Record the details of dosage given and any other relevant information.

The role of the school nurse

- The school nurse can provide advice and training.
- They can liaise between parents/school with external agencies.
- They can provide disposable sharps- boxes where necessary.
- They can refer individual pupils to the continence nurse.

The role of Parents/Carers

- Parents/Carers should recognise the need to work in close liaison with the school for the benefit of all children and their own child in particular.
- Parents/Carers have the prime responsibility for their child's health and should notify the school of any medical condition when applying for or being offered a place for admission. Where the condition arises during the child's school years, the school should be informed as soon, as is possible.
- Parents/Carers should co-operate with the policy and procedures regarding both the attendance and temporary exclusion of pupils and with the completion of any documentation regarding their child's health.
- Parents should ensure that **an adult** is responsible for handing any medication to the named member of staff indicated on the completed form, and also for the collection of any unused medication.
- Where medication is divided between home/school, the Parent/Carer should undertake to provide the school with the original container bearing the prescription details. The container will be clearly labelled with the name and class of the child.
- Where a child already has an Individual Health Care Plan, the parent will inform the school of any changes and attend the school to amend the H.C.P.
- The Parent/Carer will support the school in their encouragement of the child to take responsibility regarding their own health management, as appropriate to the age and understanding of the child.
- The Parent/Carer are required to ensure the school has the correct and most up to date emergency contact information.

The role of the Pupil

- According to the age and understanding of the child we will encourage him/her to contribute towards his/her own health care plan.
- We will encourage pupils to manage their own medication as soon as is possible, however supervision will always be provided.

Training

- Members of staff, who volunteer or are appointed to administer medicines, should only do so after receiving appropriate training.
- The Headteacher or Inclusion Manager will liaise with the school nurse or any other accredited professional, to make arrangements for training to be provided.
- The Parents/Carer of the pupil will be fully informed regarding that training.
- The Deputy Headteacher will keep a record of all training received by staff. This is essential for insurance purposes.

Documentation and Record Keeping

- The Inclusion Manager, supported by the Welfare Assistants, is responsible for overseeing the completion and maintenance of the following forms as is appropriate:
  - **Individual Health Care Plan.**
  - **Parent/Carer request form for school to administer medication.**
  - **Record of medication administered.**
  - **Emergency Planning Form.**
  - **Asthma Care Plan.**
- The above are the forms currently used in school; these may be added to or amended in response to a specific situation.
- The Inclusion Manager may delegate responsibility for the completion of a form to a member of staff directly supporting a child however, monitoring the maintenance of those forms remains with them.
- Documentation will be regarded as confidential, however, information will be stored in such a way as to enable access to information, to best protect the needs of the child particularly in an emergency situation.
- Staff will ensure that the Headteacher is kept fully informed of any training they may receive. They will also inform the Headteacher if any planned for training fails to take place for any reason. This is essential for insurance purposes.

Storage of Medicines

- Medicines will be stored in a safe place in the medical room fridge, if necessary, or in an unlocked cupboard. Children will only be administered their own named medication.
- Medicines will be clearly labelled with the pupil's name, class, dosage and frequency of administration.
- If the pupil needs more than one prescribed medicine, each will be in a separate container, labelled as above.
- Parents/Carers will be asked to provide medicines in the original containers.
- KS1 Pupils asthma pumps and adrenaline auto injectors are kept in the Medical Rooms and in KS2 they are kept in class.
- The Welfare Assistants have the responsibility for checking the expiry dates of medicines and keeping parents informed when replacements are needed.
- Parents are responsible for providing in date medication as requested.
- Medication is returned to the child's class teacher at the end of the school day to return to Parent/Carer. It is the Parent/Carer's responsibility to check that the medication has been returned and to ask the Class Teacher if it is missing.
- The Welfare Assistants have the responsibility for the hygienic storage of medicines.

Emergency Procedures

- A serious injury may be visible or non-visible and correct first aid procedures should be followed.
- In the case of head injury (more serious bump or graze/cut), the following procedures will be followed:
  -Parents/Carers will be telephoned, informed of injury and a note will be sent home if necessary.
  -Child will be monitored by an adult in case serious complications develop.
  -In all cases when an emergency situation arises, an ambulance will be called and Parents/Carers advised to meet the ambulance at the hospital.
- If an accident occurs on the field or in the playground the child should not be moved. An adult should call for a trained first aider who will decide whether the child should be moved.
- The Welfare Assistant will complete an on-line Accident/Incident report and return it to the LA Health and Safety Team who will escalate the report to the Health & Safety Executive (HSE) if necessary.
- Parents/Carers will be informed as soon as it is reasonable for a member of staff to access the contact information. In the event of being unsuccessful in contacting a Parent/Carer or next of kin, and providing it is of a serious injury, a member of staff will take the child to hospital.
  - If the child has a health care plan the details will be made known to the emergency services.
  - Children should only be taken to hospital by a member of staff, in a taxi, if the Parent/Carer has given prior consent, and the correct insurance is in place.

Accident Reporting

- All accidents involving children must be recorded on Scholarpack. If ScholarPack cannot be accessed a record should be made on paper (including the treatment given) and left in the Accident Book.
- Any injuries resulting in more than a simple graze may be reported to parents with a phone call or a note sent home if deemed necessary.
- **All head injuries must be treated by First Aid qualified staff (All TAs, Playleaders, Welfare Assistants) and recorded on ScholarPack. A Red Accident note must be sent home with the child.**
- If the injured child is well enough to stay in school, the class teacher must be notified in order to monitor them.
- If the head injury is considered to be more serious, the child's parents must be notified immediately and the child should be collected from school. In extreme cases an ambulance may need to be called.
- All serious head injuries must also be reported to the local authority using the on-line reporting system by the Welfare Assistants.