



Ovingham Middle School

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Opportunity, Motivation & Success

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Supporting Pupils With Medical Conditions/ Needs Policy *Updated November 2019*

To enable every individual regardless of ability to achieve their full potential, to prepare for future life and to become life long learners, developing a thirst for learning and to become good citizens equipped for the challenges of the 21st century.

As a school our belief is that every child deserves to succeed regardless of his or her ability.

Most pupils will, at some time have a medical condition that may affect their participation in school activities, for many this will only be short term. Other pupils may have medical conditions, if not properly managed, could limit their access to education. These are regarded as having Medical Needs.

Most pupils with medical needs are able to attend school regularly and with some support from the school, take part in most normal school activities. School staff may need to exercise extra care in supervising some activities, to ensure that these pupils with medical needs and others are not put at risk.

Governing Body

- Has general responsibility for all school policies
- Will generally want to take account of the views of the Head, the staff and parents in developing a policy on assisting pupils with medical needs
- We follow the Health and Safety policies and procedures produced by the education authority
- Should ensure that written records are kept of all medicines administered to children

Parents

- It is the parent's responsibility to make sure that their child is well enough to attend school. If the child is unwell, the parents should keep the child at home

- Parents should provide sufficient information about their child's medical condition, treatment and/or special care needed at school and letting the school know of any changes to the prescription or the support needed
- Parental agreement should be sought before any information about the pupil's health is transmitted to school staff.
- Ensure that medication is in date, clearly labelled - on medication itself this should include: name of child, name of medication, dose and frequency.
- Ensure that the medication is provided in the original container as dispensed by the pharmacist and includes the instructions for administration, dosage and storage. An exception is for insulin which is generally available to schools inside and insulin pump or pen.
- It is the responsibility of the parent/guardian to ensure that their child's medication is in date.

The School

- The school's designated person is Andrew Bennett, Headteacher who works closely with the SENCO (Mrs Gemma Ridley) and Mrs Kath Hewitt, First Aid Officer
- The designated person is responsible for ensuring that willing staff have appropriate training to support pupils with medical needs which is updated annually,
- All staff are expected to use their best endeavours at all times, particularly in emergencies
- The school must make sure that correct procedures are followed, keeping accurate records for each child and each incident and liaise with parents accordingly
- The Headteacher is responsible for the day to day decisions about administering medication to children who have medical needs
- The Headteacher should make sure that staff follow the school's documented procedure, following guidance from the education authority, they should be fully covered by their employer's public liability insurance should a parent make a complaint
- An INDIVIDUAL HEALTH CARE PLAN can also help schools to identify the necessary safety measures required to support pupils with medical needs if and when required (recommend medical conditions at school health care plan available from: www.medicalconditionsatschool.org.uk)

School Staff (Teaching and Non-teaching)

- Teachers who have pupils with medical needs in their class should understand the nature of the condition and when and where the pupil may need extra attention
- Staff should be aware of the likelihood of an emergency arising and what action to take if one occurs
- Back-up cover should be arranged for when the member of staff responsible is absent or unavailable and should ensure that those covering are made aware of the medical need
- At different times of the day other staff may be responsible for pupils (i.e.; Lunchtime controllers). It is important that they are provided with training and advice
- If staff notice a deterioration in a pupil's health over time (or changes to regular routine), they should inform the Headteacher, who should in turn inform the parents

Administering Medication

- Any member of staff who agree to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance and should check the following: -
 1. The pupil's name
 2. Written instructions provided by parents or doctor
 3. Prescribed dose and frequency
 4. Expiry date
- He or she should be aware of possible side effects of the medication and what to do if they occur
- School staff should generally not give any non-prescribed medication to pupils i.e. aspirins, paracetamol. **A child under 12 should never be given aspirin, unless prescribed by a doctor.** If a pupil suffers from acute pain i.e. Migraine, the parents should authorise and supply appropriate painkillers, with written instructions about when the child should take the medication. A member of staff should supervise the pupil taking the medication and notify the parents, in writing, on the day painkillers are taken
- No pupil under 16 should be given medication without his/her parents written consent
- It is good practice to have the dosage and administration witnessed by a second adult
- It is good practice to allow pupils who can be trusted to manage their own medication from a relatively early age (parents should state this on health care plan). If doing so, staff should supervise them at all times
- If a pupil refuses to take medication, staff should not force them to do so. The school should inform the parent as a matter of urgency, and if necessary call the emergency services
- Some medicine needs to be refrigerated. Medicines can be kept in a refrigerator containing food, **but should be in an airtight container and clearly marked**
- Medicines will be stored safely but accessible to those it is prescribed for.
- Parents should collect medicines held at school and are responsible for the disposal of date expired medication

There is no legal duty which requires school staff to administer medication, this is a voluntary role.

Hygiene/Infection Control

- All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures
- Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment

Emergency Procedures

- All staff should know how to call the emergency services

- All staff should know who is responsible for carrying out emergency procedures in the event of need
- A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parents arrives
- Generally, staff **should not** take pupils to hospital in their own cars. However, in an emergency it may be the best course of action. That member of staff **should be accompanied** by another adult and have public liability vehicle insurance i.e., for business use
- A copy of health care plan should accompany the child to A&E with prior parental permission

School Trips

- It is good practice for schools to encourage all pupils to participate in school trips whenever safety permits
- Staff supervising excursions and overnight trips should always be aware of any (additional) medical needs and relevant emergency procedures
- It may be advisable/appropriate for an additional supervisor or parent to accompany a particular pupil

Sporting Activities

- Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities
- For many, physical activity can benefit their overall social, mental and physical health and well-being
- 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
- Staff supervising sporting activities should always be aware of any medical needs and relevant emergency procedures

Appendix 1

Template A: 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

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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 2

Template B: parental agreement for setting to administer medicine and record of dosage

Administering Medication to Pupils

Parent Request for Medication to be administered

The need for medication to be administered to pupils during school hours must be supported by a parent's written request.

It is important to keep the administering of medication to a minimum, and parents are requested to consider the possibility of administering the daily does out of school hours. If this is not possible the following consent form must be completed.

I wish my childclass.....

to have the following medicine administered by school staff as indicated:-

1. Name of medication
2. Time at which to be given
3. Amount to be given and means of administration if necessary

.....

.....

I undertake to deliver the medicine personally to you and to replace it whenever necessary.
I also undertake to advise you immediately of any change of treatment.

Signed Parent/Guardian

Print name.....Date.....

Appendix 3

Staff training record – administration of medicines

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

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 [insert school/setting address]
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

Policy Review

Action	By whom	Date
Agreed	Kathryn Brown, Chair of Governors	November 2018
Reviewed and updated	Kathryn Brown, Chair of Governors November 2018	November 2019
To be reviewed		November 2020