



# **Supporting Pupils with Medical Conditions**

**Person responsible: Headteacher**

**Date adopted: November 2014**

**Review Date: November 2017**

## **Supporting Pupils with Medical Conditions.**

Please read this policy alongside the policy 'Managing Medication in School.'

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

It is the responsibility of the Headteacher to make known to parents and staff the arrangements by which medical needs can be met, via the website, annual updates to parents and the parents brochure.

Medical information relating to a pupil will be treated as confidential, and following consultation with parents will be displayed on school notice boards to enable all staff to support the pupil. After consulting with the Headteacher and/or class teacher, 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 condition would normally include the class teacher and class support staff. It might also include an adult in a supervisory capacity during break periods or taking extra-curricular activities e.g. sports.

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

1. Temporary exclusion on medical grounds
2. Short term medical conditions
3. Long term medical conditions
4. Roles and Responsibilities
5. Training
6. Documentation and Record Keeping
7. Storage of medicines
8. 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 the Health Protection Agency guidelines regarding infectious conditions and excludes pupils for the appropriate periods. A copy of this documentation is displayed in the downstairs medical cupboard, the school office or can be accessed on the HPA website.

With reference to the safety/well-being of pupils, the Head teacher will seek appropriate advice and 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. Class teachers have the responsibility for ensuring that returning pupils bring a letter of explanation with them or that the school receives a telephone message. If the class teacher receives a verbal reason for absence they will annotate the register. The class teacher should then enter the appropriate coding into the register. The Secretary has the responsibility for checking the registers on a daily basis and will telephone the parents of any absent children on the first day of absence. She will inform the Class teacher of any reason a parent may give for their child's

absence. Any pupil giving rise to concern about the frequency of absence due to medical conditions should be referred to the Headteacher by the Secretary or Class Teacher.

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. Our procedure for administering medicine is outlined in the separate policy 'Managing Medication in School.'

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 will be drawn up.

### **Long term medical conditions**

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 be responsible for undertaking their duties within the individual care plan in order to meet the needs of those pupils. It is essential that the parents/carers of those pupils meet with the Headteacher or SENCO at the earliest opportunity. In the case of prospective pupils this would be prior to the child starting school. At the meeting, the Individual Health Care Plan would be drafted so that support systems could be organised. A further meeting would take place to finalise and sign the Health Care Plan. The school nurse or another appropriate professional may be invited to be present at these meetings as appropriate.

If the Headteacher is not involved in these meetings, the SENCO 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 SENCO will undertake to arrange to keep herself informed of the reasons for lateness and absence and to liaise with the secretary, who has the responsibility for monitoring pupil attendance/punctuality. A referral to the Hospital Tuition Service may be appropriate to ensure the child continues with their education. Class teachers may be asked to provide work for the child in their absence.

Any child who has allergies which are food related; the parent will meet with a representative from Hertfordshire Catering to complete a food plan before commencing school meals.

### **Roles and Responsibilities**

#### **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.

#### **The role of the Headteacher**

- The Headteacher is responsible for ensuring the implementation of the Governing Body's Policy.
- He/she will ensure there is a mechanism in place for informing parents of the school policy and procedures regarding children and their medical needs.
- The Head teacher will ensure that all staff are aware of the policy, and follow the set procedures.
- He/she will ensure that staff have received suitable training.
- 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.

### **The role of the SENCO**

- 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.
- To act as line-manager for any staff taking any responsibility 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 Teaching Assistants and Learning Support Assistants**

- It is a requirement in this school that Teaching Assistants undertake first aid training where possible. Lunchtime Supervisory Assistants are also encouraged to complete a first aid course.
- As with all other staff Teaching Assistants and Learning Support Assistants would only administer medicines after receiving appropriate training.

Teaching Assistants and Learning Support Assistants 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 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.

### **The role of Parents/Carers**

- Parents should recognise the need to work in close liaison with the school for the benefit of all children and their own in particular.
- Parents 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 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.
- 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.
- It is a parent's responsibility to ensure that medication provided to the school is in date.
- The parent 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 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 possible in an age appropriate way. 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 SENCO or Headteacher will liaise with the school nurse or any other accredited professional, to make arrangements for special medical training to be provided.
- The parents/carers of the pupil will be fully informed regarding that training.
- A record will be kept of all first aid training received by staff. The Headteacher will keep a record of epipen training. This is essential for insurance purposes.

### **Documentation and Record Keeping**

The SENCO supported by the Headteacher, is responsible for overseeing the completion and maintenance of the following forms as is appropriate.

1. Individual Health Care Plan.
2. Parent/Guardian request form for school to administer medication.
3. Record of medication administered.
4. Form for requesting child to carry and administer own medication. The Doctor may have recommended the child keeps their asthma pump on them at all times.
5. First aid risk assessment
6. Individual children's risk assessments
7. Medical register of children with specific medical needs

The above are the forms currently used in school; these may be added to or amended in response to a specific situation.

The SENCO 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 her.

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 generally be stored in a secure cupboard/fridge in the office or staffroom.

Epipens are located in the child's classroom on a high shelf, in a labelled plastic container with the child's name clearly written on the outside. Each child has his/her own plastic box with their name and photograph on the outside. We have requested two epipens for each child and their Health Care Plan is placed next to the box. Some children have Piriton as well, inside their box.

Asthma pumps are stored in the first aid cupboard unless the parent has requested that the child carry the pump on their person, to enable pupils to access them without delay. Each time a child has their pump a record is kept of this in the asthma folder. A spare Ventolin pump and disposable masks are kept on site for emergency use. This pump can be used in an emergency if a child's own pump has run out or is not working correctly. Parents must have signed a permission form to enable staff to administer the Ventolin.

Where it has been deemed appropriate for a medicine to be within the classroom e.g. a non-steroid skin cream, the class teacher will monitor usage.

Where a medicine is known to be harmful to anyone for whom it is not prescribed, the SENCO will consult with the Head teacher who will undertake a risk assessment.

All asthma pumps and medicines will be sent home at the end of each school year or sooner if appropriate. Responsibility for checking the expiry dates of medicines and for arranging for an adult to collect any unused medicines lies with the parent. Medicines should not be returned to children, although empty asthma pumps may be sent home with the child.

### **Bodily fluids**

All staff have a responsibility to protect themselves and others by wearing plastic gloves when dealing with emergency situations involving blood and other bodily fluids.

A ready supply of gloves are kept in the first aid cupboard as well as in every first aid box. A named Teaching Assistant is responsible for checking on a regular basis the contents of each first aid box and ordering supplies when things run down.

When a child wets or soils themselves we will ensure their dignity is preserved at all times. The person changing them should ensure they are visible at all times. Spare clothes are stored near the classes. Wet or soiled clothes are sent home at the end of the day in a carrier bag.

When a child soils themselves gloves, spare clothing, wipes and two carrier bags are taken into the toilet area. The child is handed the wipes while the adult talks them through cleaning themselves. All wipes are placed in the bag and disposed of in the yellow bagged bin. The child's soiled clothing is sent home in the other bag.

HPA rules regarding diarrhoea state that a person should not return to school until 48 hours after their last bout. This prevents cross infection.

When a child has vomited, it is the responsibility of the site manager to clear it up. If out of his hours then another adult will take this responsibility. Gloves must be worn when attempting to clear it up. Dispose of the mess in a carrier bag and place in the yellow-bagged bin. A chair should be placed over the damp spot and the appropriate sanitizer should be sprinkled over the spot.

### **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 (bump or serious graze), the following procedures will be followed:

- Parent to be telephoned and informed of injury. Class teacher to be informed by the Teaching Assistant/Lunchtime supervisor.
- The Child will be monitored by an adult in case serious complications develop. A child may be sent back to class if assessed as being not serious, however they will need monitoring as complications could develop later.
- A red accident slip should be filled in and sent home with the child. An entry is to be made in the accident book.

In all cases when an emergency situation arises an ambulance will be called and parents advised to meet the ambulance at the hospital.

The person who witnessed the accident and/or knows the child best should accompany the child in the ambulance and provide the necessary info.

If an accident occurs 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. An S.O.S card system will also operate to call additional adults if needed.

Parents / Carers will be informed as soon as it is reasonable for a member of staff to access the contact information.

If the child has a health care plan the details will be made known to the emergency services.

## **Complaints**

Should parents 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, a formal complaint can be made using the school's complaint procedure.