

Supporting Children with Medical Conditions

Stanley Grove Primary and Nursery School

Revised March 2022



School Aims:

‘Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.

Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.’

(See Statutory Guidance: Supporting Children in School with Medical Conditions.)

Medical records

Parents are asked to complete a medical section on the entry form when a child commences at the school. This information is then entered into the computer files. Information will only be given to members of staff, as felt appropriate and Mrs Wood will provide all new class teachers with an updated list every year. Parents are asked to check these details annually.

Health Care Plans

‘When deciding what information should be recorded on individual healthcare plans, the governing body should consider the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil’s resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil’s educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child’s medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child’s condition and the support required;
- arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- 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, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child’s condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements.

Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.’

(Supporting children in school with medical conditions)

Administration of medicines in school

Non prescribed medicines must not be given, including aspirin, paracetamol, Piriton, etc unless permission is given by a paramedic. If a parent can be contacted and gives consent, then the Head Teacher, in exceptional circumstances, can give permission for administration e.g. parents hasn't kept school update re child's needs.

The school will not be responsible for the administering of any medicines to children unless required:

- a) During a 'residential visit'
- b) As part of the medical condition of a child on a Education Health Care Plan.
- c) If medication is required near lunch time (with food)
- d) If medication is required 4 times a day. (Medication prescribed three times a day can be given before and after school and bedtime) In this case, forms in the office should be completed with details about administration and the medication. (See appendix 1 to be completed by parent and signed by Head or Deputy. Appendix 3 to be completed as medicine is administered.) These should be kept as a record.

The only medication we will administer will be prescribed by a doctor with the clear labels from the pharmacy attached. Unlabelled pain medication will not be administered unless accompanied by a doctors letter or in writing from a parent following an A & E or doctors visit.

Parents/carers are very welcome to come into school to administer medicines themselves after discussion with the Head Teacher or Senior Leader.

The Head Teacher still has the right to refuse to administer medication and cannot be held responsible if medication is not administered.

If administering medicines in school, parent must complete the form (see end of policy) and staff should record medication administered form as a record (see end of policy)

Self-Administering Medicines

Pupils with medical conditions will often be best placed to provide information about how their condition affects them.

If a parent requests a child to self-administer medicines, this needs to be discussed and agreed with the Head teacher or Senior Leader. This must only be prescribed medication and a form must be completed by the parent and signed by Head teacher or Senior Leader. The medication is still to be kept securely in school following our guidelines. In this circumstance appendix 2 must be completed and kept.

If a child is self-administering medicines in school, parent must complete the form (see end of policy) and staff should record medication administered form as a record (see end of policy)

If a child refuses medication or to take their medication, school will not force them, but inform parents and where relevant, follow procedures outlined in EHCP.

Asthma

Asthma inhalers will be kept in a labelled box in the teachers cupboards in Key stage 1 and 2. In the Early Years unit, it is kept in a labelled box in the staff room. For some pupils, they may keep their inhaler in their drawer or on their person. The inhaler should be clearly marked with the child's name. A universal label will be used to identify the cupboard and the box for ease of recognition for staff and children. It is the parent's responsibility to ensure the medication is in date and supplied. Asthma training for staff is delivered by the school nurse and guidelines are on the staff room notice board. (see training file) Once a child is identified with asthma, they will use inhaler when required and a record will be kept and sent home to parents.

Epilepsy

All staff will be informed of children who suffer from epilepsy through the school 'Medical records'; it is important, therefore that the school is given as much information as possible with regards to the severity of the condition and the medication being taken. The school nurse trains staff in the treatment of epilepsy (see training file)

Epipens

The school nurse trains staff in the correct use of Epipens and signs to look out for when children are prescribed an Epipen. A Health Care Plan is requested for a child with an allergy so that they can be supported and treated appropriately. School also keeps Piriton in stock, which can be administered if directed to do so by a paramedic whilst waiting for an ambulance.

Chronic medical conditions

If a child has a chronic medical condition, the school will seek outside support in order to meet these needs through qualified support.

Training

Identified staff will be trained in First Aid Training or Paediatric First Aid Training. School nurses deliver asthma and Epipen training to staff and where additional training or support is required due to a specific need or identified on an EHCP, this will be sought and attended by relevant staff.

Illness at school

If a child is taken ill at school the parents or carer will be sent for; an emergency telephone number should be in the child's record.

If a parent or carer refuses to give a number or refuses to collect a child, then the school will act in 'loco parentis' should an incident occur. This could result in a referral to the Social Care Direct. Staff are not permitted to use their own cars to transport children to hospital as moving a child could cause further injury. If an ambulance is called, a print out of the child's details needs to be taken by the member of staff who accompanies a child (in the absence of the parents)

Storage of Medicines

If medication has to be stored in a fridge, the fridge in the staff room is used for this purpose. The school office also contains a locked first aid cabinet for storage of regular use medicine access. Any unused medicine must be collected by a parent and disposed of by them. Other medication is kept in the secure cupboard near the Head's office or the lockers in the Foundation unit. Piriton and Calpol is kept in school in these secure areas but can only be administered if advised to do so over the phone by paramedics, if it is on a care plan or in exceptional circumstances if authorised by the Head Teacher, having received parental consent. (see above)

Sharps Bin

School has a sharps bin located in the locked cupboard near Head's office, for safe disposal of any sharps, needles, etc.

School Trips, Residential and Sporting Activities

Teachers are aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Schools will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. Schools will consider

what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. Where required, a risk assessment will be completed, so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely. Please also see Health and Safety Executive (HSE) guidance on school trips.

Unacceptable Practice:

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Liability and Indemnity

School uses the Wakefield Councils Insurance policy provided by Insured Zurich Municipal.

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.

Other considerations

The school has a community defibrillator on site and staff who have first aid training know how to use this. School have also purchased additional emergency asthma inhalers.

Parental request and agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of school/setting: Stanley Grove Primary and Nursery School

Date _____

Child's name _____

Group/class/form _____

Medical condition _____

Name and strength of medicine _____

Expiry date _____

How much to give (i.e. dose to be given) _____

When to be given _____

Any other instructions _____

Note: Medicines must be in the original container as dispensed by the pharmacy

Name of parent/adult contact _____

Telephone number _____

Name and telephone no. of GP _____

This agreement will continue until end date of medicine or written instruction from parents.

I understand that I must deliver and collect the medicine from 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/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____

Print name _____

Date _____

If more than one medicine is to be given a separate form should be completed for each one.

Countersigned _____ Date _____

Headteacher/Head of Setting/Named member of staff _____

Copy for parent and Head Teacher

Parental request for self-administration of medication in school/setting

This form must be completed by parents/carers

If staff have any concerns discuss this request with healthcare professionals

Name of school/setting	<input type="text" value="Stanley Grove Primary and Nursery School"/>
Child's name	<input type="text"/>
Group/class/form	<input type="text"/>
Address	<input type="text"/>
Name of medicine	<input type="text"/>
Procedures to be taken in an emergency	<input type="text"/>
Contact Information	
Name	<input type="text"/>
Daytime telephone no.	<input type="text"/>
Relationship to child	<input type="text"/>

I would like my son/daughter to keep his/her medicine on him/her for use as necessary. My child will come to the office to collect their medicine
(delete as appropriate)

Signed: _____

Dated: _____

If more than one medicine is to be given a separate form should be completed for each one

Record of medicines administered to an individual child/young person

Name of school/setting

Stanley Grove Primary and Nursery School

Date	Time	Dose given	Comments	Signature of staff	Print name
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This record should be used in conjunction with Form: Parental request and agreement for school/setting to administer medicine