

MEDICAL CARE POLICY

Upton-upon-Severn CofE Primary and Pre School



Approved by:	Governing Body	Date: 14th October 2021
Last reviewed on:		
Next review due by: <i>(Annually by Governing Body)</i>	13th October 2022	

Upton-upon-Severn CofE Primary and Pre School is an inclusive school that welcomes and supports pupils with medical conditions. We aim to provide all pupils with any medical condition the same opportunities and access to activities (both in/ out of school) as other pupils.

All staff understand the medical conditions that affect pupils at this school and that they may affect a child's quality of life and impact on their ability to learn. Staff understand their duty of care to children, receive regular training and know what to do in the event of an emergency.

PROVIDING CARE AND SUPPORT AND ADMINISTERING MEDICATION AT SCHOOL.

In the interests of all children's safety, it is the school's policy that no child is allowed to have any form of creams or medicines in their possession - unless it is clearly stated in their Individual Healthcare Plan (IHP) and/or advised by a medical professional. This applies to Bonjela, throat sweets and other non-prescription products.

Only prescribed medication can be administered to children through the school day. There may be some situations where the parent requests the school to administer medication that has not been prescribed by a doctor but that has been recommended – in these instances these decisions **must be authorised by the Headteacher.**

Medication will not be accepted unless it has a pharmacy label, is in date and, where possible, is in the original packaging. Prescribed medicines requiring three doses per day are to be administered at home. Prescribed medicines needing four doses per day or more can be administered during the school day. The exceptions to this are:

- Insulin - which must still be in date but will generally be supplied in an insulin injector pen or a pump
- Calpol and anti-histamine cream – which a qualified Forest School leader (first aid qualification) is permitted to administer during off site Forest School activities, if parental consent has been given (see appendix 6).
- If a child is attending after school/ wrap around provision until 6.00pm.

Pupils who have asthma and/or anaphylaxis and may require the use of an inhaler/epipen must have a completed plan in place (appendix 1a/b- 2a/b), these should be completed by parents/carers. Inhalers and epipens are kept in school for each term (a minimum of one inhaler and two epipens are required) and administered in line with the pupil plan. Copies of plans are kept with the medication in class medical bags.

A responsible adult on the pupil's arrival at school must hand medication to the school office. The parental agreement form (appendix 3), detailing the name of medicine, dosage, time of dose and name of child must be completed. In some cases, this may need to be done in conjunction with school staff and advice from a medical professional. Parents are asked to collect all medication at the end of the school day or in the case of epipens - at the end of a term. The only exception to this is for inhalers, which pupils are allowed to carry to/from school themselves on a termly basis. It is the responsibility of the parent/ carer to provide in-date medication.

When medicine has been administered, this must be logged in the 'Administration of Medicine' record, which is located in the school office.

This includes the use of inhalers. The dosage, time of administration, name of medicine and child's name must be recorded. Two members of staff must be present when administering medicines and both must initial the record. Staff do not need to be First Aid trained. Controlled drugs can only be administered to a pupil once staff have received specialist training or advice has been taken from an appropriate medical professional. Secure units to store controlled drugs are kept in the locked medications cupboard in the staff room (key in secretary's room). A pupil who has used their inhaler during the day must be given a wristband to wear which should include the time the inhaler was used.

If pupils are off site then medication administration should be recorded and transferred to the record on return. The 'Administration of Medicine' record will be monitored and used to inform parents of regular use of medication to aid management of medical conditions e.g. Increased use of an inhaler.

Relevant forms

- Appendix 1a – Asthma care plan from Asthma UK:
<https://www.asthma.org.uk/advice/child/manage/action-plan/>
- Appendix 1b – Emergency salbutamol consent form

- Appendix 2a/b – Allergy Action plan/ epipen/ jext from BSACI, this also covers authorisation to administer a ‘spare’ back-up adrenaline auto injector: <https://www.bsaci.org/about/download-paediatric-allergy-action-plans>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf
- Appendix 3 – Administering medication - Template B from the Governments guidance on ‘Supporting pupils with medical conditions’: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3#history>

Clear guidance on the storage of medication and equipment at school.

All medication is stored safely, in either the staff room or the fridge in the staff room kitchen or fridge in the Riverboats kitchen by the office.

The staff room and kitchens are set up to safely store medication – depending on which class the pupil is in.

The only exceptions are for medication requiring immediate access eg. Epipens and inhalers, which are kept in medical bags, clearly displayed in classrooms. Additional/ emergency salbutamol and epipens are stored in the medical room. Controlled drugs are stored securely in a locked provision. The school disposes of needles and other sharps in line with local policies using securely stored sharps boxes.

All staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school, on off-site activities and is not locked away. It is the class teacher’s responsibility to take the class medical bag when pupils are off-site/ on school trips. Medical bags should be taken out for break-times and lunchtimes.

Pupils may carry their own medication/equipment if advised by a medical professional and/or is clearly stated in an IHP, or they should know exactly where to access it. If this is requested and agreed, the form for request must be completed by parents (Appendix 4)

Relevant forms

- Appendix 4 – ‘Request for child to carry his/her own medicine’

All children with a medical condition should have an Individual Healthcare Plan (IHP)

Before starting at Upton-upon-Severn CofE Primary and Pre School, a meeting should take place for any pupil with a significant health need. This will ensure that all medical needs are met/ considered and appropriate provision is in place. During the meeting, an Individual Healthcare Plan (appendix 5) is written.

IHP’s are designed for children with both physical and mental health conditions. This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals. The plan details what medical needs a child has and how they should be treated, what care the child needs in school, when they need it, who is going to give it and what help they will need in an emergency. It should include information on the impact the health condition may have on their learning, behaviour or classroom performance. The plan should also detail possible triggers and details on how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities, including residential trips and Forest School.

IHPs are reviewed at least every year or whenever the pupil’s needs change. Parents must inform the school immediately if their child’s needs change.

The IHP will accompany a pupil should they need to attend hospital and therefore, parental permission will be sought for sharing the IHP within emergency care settings.

Emergency Care Plans are distributed throughout the school in relevant classrooms, the main school offices, medical room, kitchen, staffroom and in locations used for wrap around care.

Any training required should be provided by the specialist/school nurse or other suitably qualified healthcare professional. Training from a parent alone, is not sufficient (Supporting pupils at school with medical conditions guidance) – but parents/ carers will always be invited to contribute. More than one member of staff will be trained to administer required medication and meet the care needs of an individual child.

If a medical condition develops once a child has started at Upton-Upon-Severn Primary School, parents/ carers MUST provide information to the school immediately. Any training needed should be arranged and, if possible, undertaken within two weeks.

The school's Governing Body is responsible for making sure that there is the appropriate level of insurance and liability cover in place.

Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs. A trained member of staff must be available to accompany a pupil with a medical condition on an off-site visit, including over-night stays.

Relevant forms

Appendix 5 – Individual Healthcare Plan including parental consent to share with emergency services.

All staff understand and are trained in the school's general emergency procedures

In the event of a **serious accident** an emergency procedure will be initiated:

- Emergency treatment will be carried out by an appropriately qualified member of staff
- An ambulance will be called. Staff **will not** take pupils to hospital in their own car
- The parent/carer will be contacted and asked to meet either at the school or hospital.
- The patient will be accompanied either by an appropriate member of staff or carer/family member.

A community defibrillator is located on the wall outside the Year 3 classroom and the code is: **C2368Z**

If a member of staff is in need of urgent help, a system has been put into place to ensure help is received as soon as possible. Children have been taught what to do if the red triangle process is initiated. A pupil will be given a red triangle which must be delivered to an adult, for example:

- The school office by the staffroom OR the main office in the Riverboats centre (this is dependent on location of emergency)
- Finance room
- The nearest classroom (teacher can summon extra help but must not leave class unattended)

On seeing a red card immediate action must be taken and available staff should go immediately to the area where the issue is.

If you happen to see a child with a red triangle ask them where help is needed and also go the area, we will need available adult support as quickly as possible when an ambulance is called.

All staff understand how to deal with minor accidents

For **minor accidents** which do not require immediate attendance at hospital:

- The patient will be treated by an appropriate member of staff.
- The Parent/Carer will be contacted if necessary.
- In the event of a minor head bump a text will be sent to the parent/carer and the child will be given a head bump wrist band to wear displaying the time of the head bump. The text will include a link to the NHS web page that lists the symptoms that parents/ carers should look out for. For more serious head bumps, parent/carers will be contacted to inform them of the accident and collect the pupil if necessary.

The school has clear systems in place for record keeping.

Any pupil that joins Upton-upon-Severn CofE Primary and Pre School will receive an induction pack. This pack includes a form that requires a parent/ carer to inform the school of any medical need that the pupil may have (appendix 6). If the pupil has a medical need, a meeting will be held with an appropriate member of staff and a plan written.

Relevant forms

Appendix 6 – Induction forms for new pupils, this can also be used for pupils developing medical conditions after they have started.

RECORD	WHERE CAN IT BE FOUND?	WHO IS RESPONSIBLE?
Completed forms for informing school of medical needs. (Appendix 6)	OFFICE RED FILE	ADMIN/ PARENT
A centralised register <u>of all medical needs</u>	OFFICE	ADMIN
List of medical needs/ allergies/ intolerance	CLASSES - EASILY ACCESSIBLE FOR ALL STAFF	ADMIN
Copies of asthma and allergy action plans including emergency salbutamol and epipen. (Appendix 1a/1b/2a/2b)	MEDICAL BAGS IN CLASSROOMS CENTRAL COPY IN FILE/ SCHOOL OFFICE	PARENT and STAFF
Emergency plans for individual children	STAFFROOM, MEDICAL ROOM, RELEVANT CLASSROOMS, WRAP AROUND CARE LOCATION, KITCHEN, SCHOOL OFFICE	ADMIN
Individual Healthcare Plans including consent to share with emergency services. (Appendix 5)	RELEVANT CLASSROOMS AND SCHOOL OFFICE	HEAD/SLT/FIRST AIDER/PARENT
Parent/carer authorisation for medicine administration (Appendix 3)	OFFICE	ADMIN/ PARENT
Parent/ carer request for pupil to carry medication (Appendix 4)	OFFICE	HEAD/SLT/FIRST AIDER/PARENT
Permission for Forest School First Aider to administer some medications (Appendix 6)	OFFICE RED FILE AND ONE SET TO BE CARRIED SECURELY BY FOREST SCHOOL LEADER WHEN OFF-SITE	ADMIN/PARENT
Record of medicine administered	BOOK IN EACH OFFICE	2 signatures
Up-to-date record of all training undertaken and by whom	OFFICE	ADMIN
Completed signed forms for medical needs on school bus	CURRENT PUPILS – GOOGLE FORM PRINTED NEW PUPILS – NEW PUPIL PAPERWORK RED FILES	ADMIN

The whole school environment is inclusive and favourable to pupils with medical conditions.

This school is committed to providing an environment accessible to any child with a medical condition and pupils/parents are consulted to ensure this accessibility. The needs of pupils with medical conditions are adequately considered to ensure pupils can participate fully in all aspects of the curriculum, enjoy the same opportunities at school as any other child and that appropriate adjustments and extra support are provided. This includes out of school activities, events off site and residential trips.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities across the wider curriculum to raise awareness of medical conditions to help promote a positive environment.

Upton-upon-Severn CofE Primary and Pre School understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports. All relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these. Teachers ensure that pupils have the appropriate medication/equipment/food with them during physical activity.

Pupils with medical conditions who are finding it difficult to keep up educationally are discussed with the SENDCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional. Staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Pupils are not penalised for their attendance if their absences relate to their medical condition.

A risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.