



Lindow Community Primary School

School Policies

Control Sheet

Policy: **Supporting Pupils with Medical Conditions**

Policy Type: **Statutory**

Author: **Zoe Wilson**

Approved by: **Governing Body**

Reviewed: **Annually**

Policy: Supporting Pupils with Medical Conditions

1. Policy aims and principles

1. Lindow Primary School will ensure that pupils with medical conditions and specific medication needs receive appropriate care and support at the school. We also aim to ensure that pupils with medical conditions are able to participate fully in all aspects of school life.
2. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
3. The school will treat any medical information about a pupil as confidential and will be shared on a need to know basis to ensure that the pupil receives the most appropriate care and support during their time at the school.

Please note that parents should keep their children at home if acutely unwell or infectious.

Key definition used within this policy:

- 'Medication' is defined as any drug or device prescribed by a doctor.

2. Complaints

1. All complaints are dealt with under the Complaints Procedure Policy.
2. Complaints should be made in writing and will follow the complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.
3. The outcome of the complaint will be communicated in writing.

3. Monitoring and review

This policy will be reviewed every three years or in the following circumstances:

- changes in legislation and / or government guidance
- as a result of any other significant change or event
- in the event that the policy is determined not to be effective.

If there are urgent concerns these should be raised to the Headteacher in the first instance to determine whether a review of the policy is required in advance of the review date.

4. Roles and responsibilities

Key personnel

Headteacher: Miss Zoe Wilson (responsible for ensuring policy is adhered to, overseeing day to day support for pupils with medical needs)

Deputy Headteacher: Mrs Amelia Lomas (As above in the absence of the Headteacher)

SENCo: Mrs Dawn Cranshaw (Point of contact for parents when reviewing EHCPs)

School Administrator: Mrs Linda O'Rourke (Responsible for securing medication, updating records in conjunction with above staff)

Contact details: email - admin@lindow.cheshire.sch.uk

Telephone – 01625 384383

5. Supporting pupils

The school will work with parents and medical professionals to enable the best possible support for pupils. Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication.

We understand that pupils with the same condition may require different treatment and support; therefore it is our policy to involve the pupil (if applicable) and their parents when making support arrangements for an individual.

The school aims to be an inclusive environment and will therefore endeavour to obtain good attendance from all pupils, including those with medical needs. We will not send pupils home frequently or prevent them from taking part in activities at the school where possible. Staff will make reasonable adjustments to include pupils with medical conditions into lessons and in circumstances where this is not possible the school will inform the pupil and parents of any alternative arrangements that will be put in place. The school will do everything possible to support the attendance of pupils with medical needs. Where absences relate to their condition then the pupil will not be penalised.

Medical evidence and opinion will not be ignored and there may be times where the school requires contact with medical professionals directly. The school will always request authorisation for contacting medical professionals unless the school considers that disclosing this information would be detrimental to the pupil.

5.1 Asthma

Asthma inhalers will not be locked away; they will be available in the pupil's classroom to enable easy access. See Appendix Two for details of our Asthma Policy.

5.2 Long term or complex medical conditions

For each pupil with long-term or complex medication needs the school will ensure that an Individual Education Health and Care Plan (IHCP) is drawn up (template attached to this policy), in conjunction with the appropriate health professionals. This may involve a meeting with the parents and pupil to discuss arrangements for how the school can support the pupil whilst in education.

Individual Health and Care Plan (IHCP)

IHCPs will be easily accessible while preserving confidentiality. The IHCP will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner.

Where a pupil has an Education, Health and Care Plan (EHCP), the IHCP will be linked to it or become part of it.

Where a pupil is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the pupil needs to reintegrate.

5.3 Training

Members of staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction and will receive regular and on-going training as part of their development.

If a pupil has a specific medical need that requires one or more staff members to undertake additional training this will be identified on their IHCP.

The school will keep a list of all training undertaken and a list of staff members qualified to undertake responsibilities under this policy.

5.4 Emergencies

Medical emergencies will be dealt with under the school's emergency procedures unless an IHCP is in place and this amends the emergency procedures for a particular pupil.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until a parent or known carer arrives.

All staff will be made aware of the procedures to be followed in the event of an emergency. Pupils will be informed in general terms of what to do in an emergency i.e. telling a member of staff.

5.5 Insurance

Staff members who undertake responsibilities within this policy are covered by the school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Headteacher.

6. Process for administering medication

6.1 Medication administration within the school

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, the following policy will apply.

Each item of medication must be delivered to the Headteacher or authorised person (listed in this policy) by the parent/carer. Medications provided by other individuals, and passing medication to another pupil, will not be permitted on school premises and, if found, will be dealt with under the Behaviour Policy.

Medication must be provided in a secure and labelled container as originally dispensed. Medication will only be accepted if the school has received a completed medication administration form (available from the school or attached to this policy) and each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage (how much and for how long)
- Frequency of administration

- Date of dispensing
- Storage requirements (if important)
- Expiry date
- Amount of medication provided – please note that the school will only accept a maximum of four weeks supply or until the end of the current term, whichever is sooner.

Medication requiring refrigeration will be stored in a dedicated locked medical fridge in the Headteacher's office.

Medicines that do not meet these criteria will not be administered.

It is the responsibility of the parents to renew medication when supplies are running low, to ensure that the medication supplied is within its expiry date and to notify the school in writing if the pupil's need for medication has ceased.

The school may request additional information (such as doctor's note or prescription slip) prior to administering medication. This will only be done in rare situations where the school believes that this is a reasonable request. Renewed authorisation or additional information may also be requested where medication is taken for a prolonged period without diagnosis, this will ensure that the correct medication and dosage are still being administered by the school.

The school will not make changes to dosages on parental instructions alone, for prescription medication a doctor's note or new prescription slip will be required.

6.2 Medication administration outside of the school

Where the pupil travels on school transport, parents should ensure that written instructions relating to any medication sent with the pupil have been provided.

The school will make every effort to continue the administration of medication to a pupil while on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a trip if appropriate supervision cannot be guaranteed, or alternative arrangements would not be reasonable for the school to provide.

If the pupil is on a trip when medication is required, the pupil or an authorised member of staff will carry the medication. Parents and pupils will be informed of the process for taking medication while on the trip in advance.

6.3 Administering the medication

Pupils will never be prevented from accessing their medication, however medications will only be administered at the school if it would be detrimental to the pupil not to do so.

Medication will only be administered by one of the named members of staff. Pupils are to go to the School Office for administration of medicine

If a pupil refuses to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed. Any refusal to take medication will be recorded.

If a pupil does not take the medication expected on a particular day or for a period of time then the reason for this will be recorded. Reasons could include pupil absence, parents collecting the pupil to administer medication themselves, pupil not turning up for medication where this is the arrangement. The school cannot be held responsible for side effects that occur when medication is taken correctly.

6.4 Storage of medication

Medication will be kept in the School Office under lock and key with limited access.

Only authorised school staff will have access to where medication is stored. No pupil will be left unaccompanied where medication is accessible.

6.5 Disposal of medication

School staff will not dispose of any medicines.

Medicines, which are in use and in date, should be collected by the parent / carer at the end of each term. Date expired medicines, those no longer required for treatment or when too much medicine has been provided will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

6.6 Record keeping

The school will keep records of:

- The medication stored
- The quantity
- When the medication has been taken
- Reasons for medication not being administered when medication was expected to be taken
- Any medication returned to parents / carers and the reason.

Medication records will be made available for parents on request.

6.7 Training

The school will ensure that staff members who volunteer to assist in the administration of medication will receive appropriate training / guidance through arrangements made with the School Health Service.

No staff member may administer prescription medicines, administer drugs by injection or undertake any healthcare procedures without undergoing training specific to the responsibility.

The school will keep a list of all training undertaken and a list of staff members qualified to undertake responsibilities under this policy.

APPENDIX ONE

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

SCHOOL: Lindow Community Primary School

Dear Headteacher

I request that(Full name of Pupil) be given the following medicine(s) while at school:

Name of Medicine

Duration of course

Dose Prescribed

Date Prescribed

Time(s) to be given

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be delivered to the school by myself or the undermentioned responsible adult.

.....

and accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change in dosage immediately.

Signed: Parent/Guardian

Address:

.....

Date:

Notes to Parents:

- 1 Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the Headteacher agrees the administration of the medicine.
- 2 This agreement will be reviewed on a termly basis.
- 3 The Governors and Headteacher reserve the right to withdraw this service.

APPENDIX TWO

ASTHMA POLICY

1 Introduction

At Lindow Primary School

- We welcome all pupils with asthma
- We will encourage and help children with asthma to participate fully in all aspects of school life
- We recognise that asthma is an important condition affecting many school children
- We recognises that immediate access to inhalers is vital
- We will do all it can to make sure that the school environment is favourable to children with asthma
- We will ensure that other children understand asthma so that they can support their friends; and so that children with asthma can avoid the stigma sometimes attached to this chronic condition
- We have a clear understanding of what to do in the event of a child having an asthma attack
- We will work in partnership with parents, school governors, health professionals, school staff and children to ensure the successful implementation the asthma policy.

2 Consultation

- 2.1 To enable implementation of the policy it is important that ownership of the policy is shared by all parties including governors, teachers, welfare and administrative staff and parents.

The governors agree the policy

The school nursing service is consulted

The policy is discussed with parents

The policy is discussed at a full staff meeting.

3 Implemetation

- 3.1 In order for the policy to be successful, it will be necessary to make sure everyone in the school understands about asthma and how to deal with it. Training will need to be reinforced from time to time and new members of staff will need to be informed about the school's policy.
- 3.2 Let all staff, governors and parents of children with asthma have a copy of the policy. Have a training session for all staff, teaching and non-teaching, so that they feel confident about implementing the policy.
- 3.3 Make sure new staff understand the policy.

- 3.4 Make sure that guidance on what to do in the event of an asthma attack is displayed prominently in the school and particularly in the staff room, gymnasium and PE Department. Teachers who have a child with asthma in their class may also wish to keep a copy close to hand.

4 How we make Lindow "Asthma friendly"

- 4.1 The most common triggers for asthma attacks, include cigarette smoke, animals and chemicals. Avoiding these in the school environment can go some way to lessening the incidence of asthma attacks.
- 4.2 Smoking on school premises is banned
- 4.3 Pets, if any, are housed away from the classroom.
- 4.4 Classrooms are fume free.

5 Medication and Inhalers

- 5.1 There are two types of treatments, both of which come in an inhaler.

Relievers: These medicines, sometimes called bronchodilators, quickly open up the narrowed airways and help the child's breathing difficulties. Generally speaking relievers come in blue containers.

Preventers: These medicines are taken daily to make the airways less sensitive to the triggers. Generally speaking preventers come in brown, and sometimes white, containers.

- 5.2 Reliever inhalers are crucial for the successful management of asthma. Delay in taking reliever treatment, even for a few minutes, can lead to a severe attack and in rare cases has proved fatal.
- 5.3 Many children use a plastic spacer to help them take their inhaler more effectively.
- 5.4 If a child who does not have asthma "experiments" with another child's asthma medication this will not be harmful. Relievers act simply to dilate or open up the airways and will not have an adverse effect on a child who does not have asthma.
- 5.5 A few children with severe asthma may use an electrically powered device called a nebuliser to deliver asthma medicines.
- 5.6 As soon as the child is able, allow them to keep their reliever inhaler with them at all times, in their pocket or in an inhaler pouch.
- The child's parents and doctor should decide when they are old enough to do this.
- 5.7 Keep a record of each child's medication - this can be done on the National Asthma Campaign's school card, which must be filled in with a doctor. Make sure the card is kept where it is readily available to those responsible for each child.
- 5.8 Ask parents to ensure that children have two reliever inhalers, a spare one to be kept at school and one to use on the journey.
- 5.9 Keep spare reliever inhalers marked with the child's name in an agreed place, which is always accessible to children so they can get one if they have forgotten to bring one in. Keep younger children's inhalers in the class teacher's desk and make sure they are clearly marked with the child's name. At break time make sure the inhaler is still accessible to the child.

- 5.10 Teacher's need not worry that a child may overdose on his/her medication - reliever medication will not be harmful however much is used - you cannot overdose on an inhaler.
- 5.11 Do not cause delay by locking up or keeping a child's inhaler in a room away from the child.
- 5.12 Make sure the inhalers are always taken on school trips.
- 5.13 Liaise with a health professional on correct management if a child needs to use a nebuliser at school.

6 How to involve children who have Asthma in sport and exercise

- 6.1 Children with asthma can suffer because many people think that their asthma prohibits them from joining in. The aim of full participation should be the goal for all but the most severely affected pupil with asthma. However, most young people with asthma can become wheezy during exercise. Taking a dose of reliever or Intal can help prevent exercise-induced asthma.
- 6.2 Make sure that everyone involved in physical education is aware of the needs of children with asthma.
- 6.3 Make an opportunity for children who have exercise-induced asthma to take a puff of their inhaler before they start exercise. Teachers should be aware that some children are shy of doing this in public.
- 6.4 Make sure that children bring their inhalers to the gym, the sports field or the swimming baths.
- 6.5 Make sure that children who say they are too wheezy to continue take their reliever inhaler and rest until they feel better.

7 How to find out more about Asthma

- 7.1 The major charity funding research into the causes and treatment of asthma in the United Kingdom is the National Asthma Campaign. It has 180 branches throughout the UK offering support to local people and organising fund-raising events.
- 7.2 For more information booklets covering all aspects of asthma and a video showing what happens when a child in school has an asthma attack write to the National Asthma Campaign. Ring the National Asthma Campaign Asthma Helpline, staffed by nurses, if you have any worries about how to deal with asthma.

Telephone: 08457010203

9am to 9pm Monday to Friday

APPENDIX THREE

The Use of Paracetamol in Schools

- 1.1 In the context of this note, it is important that staff should appreciate that the guidance **applies to all medicines including those that may be purchased without prescription.**
- 1.2 There has been a practice in some schools, to make available the occasional paracetamol tablet to pupils faced with significant pain that might otherwise cause them to lose lesson time.
- 1.3 Headteachers are strongly advised to follow the principles of this note, even with paracetamol. They should ensure that parents have first authorised the school in writing to provide tablets occasionally to pupils. Notwithstanding that a tablet is issued with parental consent, the name of the pupil, the date, time, dose and reason should still be recorded in a log. Any frequently recurring need must of course be reported directly to the parents.

Note:

Paracetamol must be kept in a secure place and **not** in first aid boxes. It must **not** be given:

Following a head injury

Where a pupil is already on some other medication

Asprin or preparations containing asprin must never be given