

Toddington St. George Church of England School



Children with Medical Conditions Policy including the Administering of Medicines and First Aid

Staff consulted: Yes

Review date: November 2017

Next review date: October 2019

Vision

Toddington St George Church of England School (Diocese of St Albans) is an inclusive Christian community in which the curriculum is underpinned by agreed values based on Christian teaching.

The strategic plan, aims and policies enable every member of the school community to be valued as a child of God where they are given the opportunity to be inspired, challenged and supported in their learning and to receive committed, conscientious pastoral care.

*This is embodied in the TSG school vision '**Lighting a Spark in Every Child**'.*

Aim

Toddington St George CE School is an inclusive community that welcomes and supports pupils with medical conditions. We understand that children can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

Toddington St George CE School will support all children with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

Named members of school staff responsible for this medical conditions

The named member of school staff responsible for this medical conditions policy is **Mrs Jane Spencer**, named members of school staff responsible for the administering of medicines and first aid and its implementation is managed by **Mrs Kate Voyce**

CPD for all staff

As such **Toddington St George CE School** will undertake regular training to ensure

- make sure all staff understands their duty of care to children and young people in the event of an emergency.
- all staff feel confident in knowing what to do in an emergency
- all staff know what to do in the event of asthma, anaphylactic shock and epilepsy symptoms

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents and relevant staff are trained accordingly.

CPD for First Aiders and Paediatric First Aiders

This school ensures specific staff receive appropriate first aid training and paediatric first aid training and have easy access to first aid equipment. Training is renewed and refreshed as necessary.

Personal Medical Care Plans

All children with long term medical conditions will have a Personal Medical Care Plan written as soon as possible after diagnosis and reviewed at least annually with the support of the School Nurse or Health Visitor, or more often if necessary.

Class medical lists

All staff will know and understand the medical conditions that affect children in their class and year group and will receive medical lists for their class records, which will be held as confidential documents accordingly.

First Aid and kits

First aid will be administered by trained first aiders in accordance with their training. Most first aid will be given in the medical room as appropriate to the need.

The main first aid boxes are located in the medical room and in the corridor.

Nursery (Ducklings) and the Reception Classes have basic first aid kits.

Portable kits and grab bags

The school has medical grab bags and also ensures full, portable first aid kits are taken on any off site visits. The school ensures this policy is applied across the curriculum, including PE and Educational Visits.

The essential criteria for meeting medical needs in school.

The school can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at school. achieve this then following criteria are applied:

- This school is welcoming and supportive of pupils with medical conditions.
- It provides children with medical conditions with the same opportunities and access to activities (both school based and out of school) as other children in accordance with their Personal Health Care Plan.
- No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of children and parents.
- Children and parents must feel confident in the care they receive from this school and the level of care that meets their needs.

- This school will ensure all children joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any child joining the school mid-term will have arrangements in place within no longer than two weeks to support such a plan, provided the School Nurse and Health Visitor can provide all necessary information to the school
- Staff understand the medical conditions of some children at this school may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory.
- This school understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the school's SEND policy and the SEND code of practice.

This school's medical conditions policy is drawn up in consultation with local key stakeholders within both the school and health settings with a number of parents, children, school nurse, school staff, governors, the school employer and relevant local health services have been consulted.

Communication

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

- Children, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.
- The policy will be available on the school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

Emergency response

All staff understand and are trained in what to do in an emergency at school.

- All staff understand, and are trained in, the school's general emergency procedures.
- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly. Training is provided at the start of each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff.

- Training needs will be identified and discussed at least annually as part of the school's appraisal process. The induction of new staff will include training for supporting children with medical needs as necessary
- Any member of staff providing support to a child with medical needs will have received suitable training.
- *If a child needs to attend hospital, a member of staff (see below) known to the pupil will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance.
- *No member of staff must not take a child to hospital in their own car unless it is an unavoidable emergency and then the HI Senior teacher or Head teacher is authorised to do so
- All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures.
- Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- All children with a long term medical condition at this school have a Personal Medical Healthcare Plan, which explains what help they will need in an emergency. The plan will accompany a child should they need to attend hospital from the school in an emergency. (Parental permission will be sought and recorded in the Plan for sharing the Plan with emergency care settings)

Plans (PMCPs) should be developed in the context of assessing and managing risks to the child's education, health and social wellbeing and to minimise disruption so consideration will be given to;

- The medical condition, its trigger, signs, symptoms and treatment
- The child's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues
- Specific support for the child's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling
- The level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring
- Who will provide this support, their training needs, and expectations of their role and confirmation of their proficiency to provide support for the child's medical needs from a healthcare professional
- Who in school needs to be aware of the child's condition and the support required
- Written permission from parents and the head teacher for medication to be administered

- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the child can participate, e.g. risk assessments, arrangements for travel to and from school and what should be done if an emergency arises. We will request that the parent, or an appropriate representative, delivers and collects the child to and from school if possible as necessary.
- Where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition, what to do in an emergency, including who to contact and contingency arrangements

*If a child needs to attend hospital, a member of staff (see above) known to the pupil will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance.

Administration of medicines

This school has clear guidance on providing care and support and administering medication and first aid at school.

This school understands the importance of medication being taken, and care received, as detailed in a child's plan or short term medication form.

This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.

This school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.

The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

This school will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances

- Medication may only be administered if prescribed by a healthcare professional.
- Medicines bought 'over the counter' will not be administered.
- Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.
- Medicines will only be administered at school when it would be detrimental to the child's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
- **Therefore this school will normally only administer medication in cases where a child has been instructed to take 4 doses of the prescribed medicine per day.**

- When administering medication, for example prescribed pain relief or antibiotics, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.
- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the child and their parent.
- This will be recorded on their plan. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised.

Whilst children will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some children's needs may be complex and some medical conditions can be fatal if not managed well.

- If a child refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the plan, if applicable. Parents will be informed.
- This school will make sure that a trained member of staff is available to accompany a child with a medical condition on an off-site educational visit and the needs of the child, associated risks and how these are to be managed will be included in the risk assessment for the visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.
- **This school will not accept changes to medication from a parent. Changes to dosage/frequency/amount must come from a Doctor's prescription.**

[Storage and availability of medicines](#)

This school has clear guidance on the storage of medication and equipment at school.

This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment (i.e. inhaler, auto injector /epipen) is **readily available wherever the child is in the school and on off-site activities, and is not locked away.**

Children may carry their emergency medication / equipment with them but only **if this is age appropriate and they** know where and how to /use access it.

Children at this school **know to ask any member of staff and that they may have immediate access to their medication when required.**

In this school medications are **stored safely in the medicines cupboard in the medical room or in the medical fridge if required to be stored at a controlled temperature.**

The school will keep **controlled drugs** stored securely, but accessibly, in a non-portable container with only named staff having access. Staff at this school **can administer a controlled drug to a pupil once they have had specialist training**, where applicable.

This school will store medication that is **in date and labelled in its original container.**

The **exceptions** to this are **insulin and adrenalin (auto-injector)**, which although must still be in date, will generally be supplied in an injector pen or pump. Medication will only be accepted where it is in its original container, **complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.**

This school will check all medication held in school on at least a termly basis and all medicines which **will expire before the end of the following term will be returned to parents and replacements requested.**

This school **disposes of needles and other sharps in line with local policies.** Sharps boxes are held securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Record Keeping

This school has clear guidance about record keeping

- Parents at this school are asked if their child has any medical conditions on the **admissions form.**
- This school uses a **PMCP** (Care plan) to record the support an individual child needs around their long term medical condition. The Plan is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a **centralised register** of Plans, and an identified member of staff who has responsibility for this register.
- **Plans are reviewed regularly**, at least every year or whenever the child's needs change.
- **The child (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the Plan. Other school staff, including lunchtime supervisors, are aware and have access** to the Plans for children in their care.
- This school makes sure that the child's **confidentiality is protected.**

- This school **seeks permission from parents** before sharing medical information with **any other party**.
- **This school discusses with the child (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed.** This is recorded on the pupil's Plan which will accompany them on the visit.
- This school keeps an **accurate record of all medication administered**, including the dose, time, date and supervising staff.
- This school makes sure that **all staff providing support to a pupil have received suitable training and ongoing support**, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's Plan. This should be provided by the specialist nurse / school nurse / other suitably qualified healthcare professional and / or the parent. School nurse / other suitably qualified healthcare professional who will confirm their competence in writing, and school keeps an up to date record of all training undertaken and by whom

Forms: The correct records keeping sheets are held in the medical room.

(See appendices for forms for medical plans etc.

First Aid forms are in the medical room:Head bump and First Aid slips)

School curriculum and environment

This school ensures that the whole school environment is inclusive and favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to children with medical conditions and children are consulted to ensure this accessibility. This school is also committed to an accessible environment for out of school activities.
- This school makes sure the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
- All staff are aware of the potential social problems that children with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all children 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.

- This school understands that all relevant staff are aware that children should not be forced to take part in activities if they are unwell. They should also be aware of children who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimise these.
- This school makes sure that children have the appropriate medication / equipment / food available during physical activity.
- This school makes sure that children with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. This school will not penalise children for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.
- This school will refer children with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the child (where appropriate), parent and the child's healthcare professional.
- Children at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out of school educational visit. The needs of children 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.

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. This school works towards reducing or eliminating these health and safety risks.

- This school is committed to identifying and reducing triggers both at school and on out of school visits.
- School staff have been given training and written information on medical conditions which includes avoiding / reducing exposure to common triggers.
- The PMCP (Care Plan) details an individual child's triggers and details how to make sure the child remains safe during the whole school day and on out of school activities. Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical conditions.
- This school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

Maintaining and implementing an effective medical conditions policy.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

This school works in partnership with all relevant parties including the child (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The Governing Body ensures parents are aware of the school's complaints policy (via the website) and of relevant procedures should they be dissatisfied with the support provided to their child.

Appendices –Templates for record keeping attached below.

Personal Health Care 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

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

Parental agreement for 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 the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

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

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

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.

Signature(s) _____

Date _____

Record of medicine administered to an individual child

Name of school/setting

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

/ /
/ /

Staff signature _____

Signature of parent _____

Date

Time given

Dose given

Name of member of staff

Staff initials

/ /	/ /	/ /

Date

Time given

Dose given

Name of member of staff

Staff initials

/ /	/ /	/ /

Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Record of medicine administered to all children

Name of school/setting

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[illegible]

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

If you have to request an ambulance

From a school telephone Dial 9 for an outside line

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 school is 01525 872360
2. your **name**
3. the school location

Toddington S George CE School

Manor Road

Toddington

Bedfordshire

LU5 6AJ

Telephone 01525 872360

4. School postcode LU5 6AJ
 - Give the **exact location** of the patient within the school setting
 - provide the **name of the child**
 - a brief **description of their symptoms and** if they have a specific medical need you know of/or care plan
 - Inform Ambulance Control of the **best entrance to use** and state that the **crew will be met and taken to the patient.**
5. Inform the Head or an Assistant Head and the Admin team immediately.

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely