

St Hilda's CE Primary School

Management of medical conditions in school policy

Rationale

This policy has been drawn up with appropriate consultation of staff and governors and takes into account the guidance 'Supporting pupils at school with medical conditions' (DfE, September 2014). It should be read in conjunction with the 'Arrangements for First Aid and Pupil Medication' policy.



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Information sharing

- It is the responsibility of parents to notify school of a child's medical condition and to keep school informed of any changes. Medical information is recorded initially on the information sheet completed by parents when a child joins school.
- School staff should make the SENCo aware of any new information shared by parents to enable central records to be updated. It may be necessary to verify information shared by a pupil via a phone call or meeting with parents in order to ensure accuracy.
- School staff may request information from external professionals or this may be shared by other agencies. This information will be dealt with and stored in an appropriate manner.
- Medical information is held on the school's information management system, Integris G2. This is updated by the SENCo or a member of admin staff as necessary.
- Summary details of pupils with medical needs in each class can be found on the Health & Safety boards in their classroom. These are compiled annually at the beginning of the academic year but are updated as necessary.

Individual healthcare plans

- Pupils who have a complex or fluctuating medical condition or who have a condition with the potential for needing emergency management may have an Individual healthcare plan. However, this will not be necessary for all pupils with a medical condition. Professionals involved in managing the child's medical needs and/or providing information and support to the family may contribute to an Individual healthcare plan in some instances.
- Copies of Individual healthcare plans will be held by the SENCo and will be displayed on the classroom Health and Safety board and shared with the Senior first aider.
- Individual healthcare plans are updated annually or whenever there are changes to a child's condition.

Personal Emergency Evacuation plans (PEEPs)

- If a pupil has a medical condition affecting their movement and mobility around school they will have a Personal Emergency Evacuation plan in place detailing action to be taken in this situation.
- Copies of Personal Emergency Evacuation plans will be held by the SENCo and will be displayed on the classroom Health and Safety board.
- Personal Emergency Evacuation plans are updated annually or whenever there are changes to a child's condition.

Medication storage and disposal

- All medication held in school must be in-date and in pharmacy-dispensed original containers including instructions for administration, dosage and storage.
- No child should be given prescription or non-prescription medicines in school without their parent's written consent.
- Pupils should know where their medication is stored and be able to access it immediately where circumstances dictate this is necessary. Medication will be stored in an appropriate manner after consultation with the headteacher/Senior first aider/SENCo as appropriate.
- Asthma inhalers are stored on the classroom Health & Safety board or are carried by the pupil, as appropriate to the age and development of the child. They are labelled with the child's name and dosage where applicable. Inhalers should be taken on all trips and educational visits.
- Any unused medication will be returned to parents for appropriate disposal. Asthma inhalers will be sent home at the end of each academic year to allow for inspection and replacement as necessary.
- Syringes will be disposed of in a prescribed sharps bin.

Storage and administration of controlled medication

Any controlled medication prescribed for a pupil in school must be stored in a non-portable container to which only named staff will have access. Staff who are to be allowed access will be decided upon assessment of the individual circumstance. A record of dosage used and the amount of controlled drug held in school will be maintained upon the forms provided. Any side effects observed should also be noted and shared with parents.

Administration of medication

- 'Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.' (DfE, 2014)
- It is acknowledged that whilst any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, they cannot be required to do so. (DfE, 2014)
- Written parental consent must be obtained prior to the administration of any medication.
- It is desirable that pupils self administer their own inhalers and parents should be encouraged to teach their children how to do this from as early an age as possible. Where necessary, staff may assist younger pupils by holding their spacer device steady, enabling the child to have both hands free to press the inhaler. This means that pupils are administering their own medication. If this is not possible, written consent to administer the inhaler must be obtained from parents. Advice will be sought from the school nurse regarding this issue when necessary. Parent information sessions/workshops/individual support for families will be arranged where appropriate.
- The school has spare inhalers for emergency use. Parents of all pupils with asthma have been notified of this by letter and have given written consent for these to be used in an emergency. They are stored in the First Aid room and in the upstairs Parent room and are accompanied by a list of pupils for whom consent has been obtained.

Record keeping

Records of any medicines administered in school will be maintained by the adult/s responsible for administering the medication on the forms provided. Records should be kept with the medicine and then forwarded to the SENCo upon completion.

Staff training

- 'School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.' (DfE, 2014) Specialist training relevant to the needs of particular pupils will be accessed when offered.
- 'Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.' (DfE, 2014). All staff in school receive appropriate First Aid training.
- The SENCo will liaise with the School Health Adviser (SHA) regarding specific medical needs and will request advice/guidance when necessary.

This policy will be reviewed in line with the priorities set out in the School Development Plan.

Supplementary documents: 'Supporting pupils at school with medical conditions – Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.' September 2014.

JC, 09/15

Reviewed 09/17; no amendments