



MOORHILL PRIMARY SCHOOL

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MEDICAL POLICY REVIEWED 26.07.2024

*'Section 100 of the **Children and Families Act 2014 places a duty on** governing bodies of maintained schools ... to make arrangements for supporting pupils at their school with medical conditions. In meeting the duty, the governing body, proprietor or management committee **must** have regard to guidance issued by the Secretary of State under this section. Section 100 will come into force on 1 September 2014.'*

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

<https://www.staffordshireconnects.info/kb5/staffordshire/directory/home.page>

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.

- a. Moorhill Primary School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- b. Moorhill Primary School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Develop values
 - Make a positive contribution
 - Achieve economic well-being
- c. Pupils with medical conditions are encouraged to take control of their condition. The school takes steps to ensure pupils feel confident in the support they receive from the school to help them do this.
- d. Moorhill Primary School aims to include all pupils with medical conditions in all school activities.
- e. Moorhill Primary School ensures all staff understand their duty of care to children and young people in the event of an emergency.
- f. All staff are trained to take quick and effective actions in an emergency.
- g. Moorhill Primary School understands that certain medical conditions are serious and can be potentially life-threatening, procedures are in place to make sure these are managed and understood.

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

- a. Parents are informed about the medical conditions policy:
 - At the start of the school year when communication is sent out about health care plans
 - When their child is enrolled as a new pupil
 - Via the school's website, where it is available all year round
 - During meetings regarding care plans
- b. School staff are informed and reminded about the medical policy
 - Via school medical register
 - Medical updates, at least annually or more frequently if required

3. First Aid trained staff are trained in what to do in an emergency for the most common serious medical conditions at this school.

'...any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.'

(p12, Statutory guidance for governing bodies of maintained schools and proprietors of academies in England)

- a. First Aid trained staff are aware of the most common serious medical conditions at this school
- b. The administration of medicine is the responsibility of parents and carers.
- c. Staff at Moorhill Primary School have a duty of care to pupils in the event of an emergency. In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- d. First Aid trained and PE staff who work with groups of pupils at Moorhill Primary School know what to do in an emergency for pupils with medical conditions.
- e. First Aid training is kept up to date, both in 'Emergency First Aid at Work' and 'Paediatric First Aid'.
- f. Action for staff to take in an emergency for pupils with asthma, epilepsy, anaphylaxis, diabetes is displayed in the staffroom at the Moorland Road site for KS1 pupils and at the Pye Green Road site for KS2 pupils.

4. Short-term illness

- a. Children who are clearly unwell should not be in school and head-teachers are within their rights to ask parents/carers to keep them at home, for example if a child is suffering from sickness.
- b. There are recommended times away from school to limit the spread of infectious disease. Please see HPA guidelines for this <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- c. Note: children who have had sickness and/or diarrhoea should be kept off school until 48 hours symptom-free.
- d. In EYFS, procedures for administering medicines, which includes systems for obtaining information about a child's needs for medication and ensuring they are kept up to date. Medicines (both prescription and non-prescription) are only administered to a child where written permission has been obtained from the child's parent and/or carer via the school office. A written record is kept each time

a medicine is administered to a child and the child's parents and/or carers are informed on the same day.

- e. Children who display symptoms of Covid-19 will be taken to the designated medical rooms at each site and procedures outlined in the schools Covid-19 risk assessment section 3b (i) p32-35 will be followed.

5. All staff are informed of the school's general emergency procedures

- a. All staff know what action to take in the event of a medical emergency. This includes:
 - How to contact emergency services and what information to give
 - To contact a first aid member of staff
- b. Training is refreshed for all staff annually.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff, the staff room and food preparation areas.
- d. If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable and/or school will ask parent to meet ambulance at casualty.

6. The school has clear guidance on the administration of medication at school.

Administration-emergency medication

- a. All pupils with medical conditions have easy access to their emergency medication.
- b. All pupils are encouraged to administer their own emergency medication i.e inhalers, insulin. This is carried out under the close supervision of a member of staff.

Administration-general

- a. All use of medication defined as a controlled drug, even if the pupil can administer the medication himself/herself, is done under the supervision of a member of staff.
- b. Moorhill Primary School understands the importance of medication being taken as prescribed.
- c. Staff at Moorhill Primary School will take on the voluntary role of administering medication. For medication where no specific training is necessary, staff may administer prescribed medication to pupils when dosage required is four times a day but only with the written consent of the pupil's parent.
- d. Training is given to staff members who agree to administer medication to pupils, where specific training is needed, for example diabetes training is annually.
- e. If a child's medication changes, is discontinued or the dose or administration method changes, parents must notify the school immediately.
- f. All staff attending off-site visits are aware of any pupils with medical conditions on the visit, details recorded on risk assessment and Evole. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including medication or equipment.

7. Administration – Standard Practice

- a. Parent/Carer must complete a Medicine Administration request form, available from the school office.
- b. Adult administering medication to refer to this form prior to giving the medicine.
- c. Check the child's name on the form and the medicine.
- d. Check the prescribed dose.
- e. Check the expiry date.
- f. Check the prescribed frequency of the medicine.
- g. Measure out the prescribed dose (parents must provide measuring spoons/syringes).
- h. Check the child's name again and administer the medicine.
- i. Complete and sign the Administration of Medicine Record Book when the child has taken the medicine.
- j. If uncertain, DO NOT administer – check first with parents or doctor.
- k. If a child refuses medication, record and inform parents on the same day.
- l. Parents are responsible to collecting medicines at the end of each school day.

8. Staff protection

“Universal precautions” and common sense hygiene precautions will minimise the risk of infection when contact with blood or other bodily fluids is unavoidable. a. Always wear gloves. b. Wash your hands before and after administering first aid and medicines.

- c. Use the hand gel provided.

Moorhill Primary School has clear guidance on the storage of medication at school

Safe storage – emergency medication (epipens)

Emergency medication is readily available to pupils who require it, in red medical boxes kept in the classrooms. If the medication is controlled or a prescribed drug these are kept in the medical fridges in both school offices and are accessed by a member of staff.

Safe storage – non emergency medication

- a. All non-emergency medication is kept in a class red medical box. Pupils with medical conditions know where their medication is stored and how to access it.
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. Staff ensure the correct storage of medication at school.
- b. Six times a year (beginning of each half term) staff check the expiry dates for all medication stored at school.
- c. Staff along with the parents of pupils with medical conditions, ensure that all medication brought into school is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose.
- d. Some medication at Moorhill Primary School may need to be refrigerated. Refrigerated medication is clearly labelled in the staff room refrigerator. This is in a secure area, inaccessible to unsupervised pupils.

- e. It is the parent's responsibility to ensure new and in date medication is in school.

Safe disposal

- a. Parents are asked to collect out of date medication.
- b. If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- c. The SENCO is responsible for overseeing the expiry dates of medication and arranging for the collection or disposal of any that have expired. This check is done half termly and recorded on the pupils individual plans, kept in the red boxes.
- d. Sharps boxes are used to dispose of needles. These can be obtained on prescription and are stored in a locked cupboard. Collection of sharps boxes is arranged with the local authority's environmental services.

9. Moorhill Primary School has clear guidance about record keeping

Enrolment forms

- a. Parents are asked if their children have any health conditions on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. For pupils with food conditions a separate form is completed for the attention of the schools food provider so that appropriate adjustments can be put in place.

Healthcare Plans

- a. The school uses a healthcare plan to record important details about individual children's medical needs at school, including their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the office at each site, on the school staff server and classrooms of individual pupils who require a plan.
- b. A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a medical condition. This is sent:
 - At the start of the school year
 - At enrolment
 - When a diagnosis is first communicated to the school
- c. Parents must inform the school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

School Medical register

- a. Healthcare plans are used to create a centralised register of pupils with medical needs. Registers are generated from the pupils Arbor data The SENCo has responsibility for the register.

10. Moorhill Primary School ensures that the whole school environment is inclusive to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical environment

a. Moorhill Primary School is committed to providing a physical environment that is accessible to all pupils.

Exercise and physical activity

- a. All pupils are encouraged to take part in sports, games and activities.
- b. We ensure classroom teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- c. Teachers and sports coaching staff are informed of pupils who have physical or medical needs.
- d. We ensure sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Education and learning

- a. We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensure appropriate adjustments and extra support is provided.

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

- a. This school works in partnership with all interested and relevant parties including all school staff, Academy Councillors, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical policy at this school.

Employer

Moorhill Primary School's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.

Head of School

Moorhill Primary School's Head of School has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.

- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at Moorhill Primary School have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which students in their care have a medical condition and a care plan.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Be aware of pupils with medical conditions who may be experiencing difficulties during extreme weather conditions.
- Ensure all pupils with medical conditions are included in activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Ensure students who have been unwell catch up on missed school work.
- Liaise with parents, the pupil's healthcare professional and special educational needs coordinator if a student requires extra interventions to maintain progress if his/her medical/physical condition is impacting on learning.

School nurse service

The school nurse service for Moorhill Primary School has a responsibility to:

- Provide regular training for school staff in managing the most common medical conditions in school.
- Provide specialist training for staff of pupils with specific medical conditions.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually for pupils with specific medical conditions.

First aiders

First aiders at Moorhill Primary School have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses.
- When necessary, ensure that an ambulance or other professional medical help is called.

Special educational needs coordinator

The SENCO at Moorhill Primary School has a responsibility to:

- Update the school's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements.
- Write, implement and monitor healthcare plans; maintain the medical register and communicate information to staff.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:

- Where possible, and without compromising the best interests of the child, prescribe medication that can be taken outside of school hours.
- Ensure children have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children with medical conditions.

Pupils

The pupils at Moorhill Primary School have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are feeling unwell.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication.
- Ensure a member of staff is called in an emergency situation.

Parents*

The parents of a student at Moorhill Primary School have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date healthcare plan for their child.
- Inform the school about the medication their child requires.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure medication is within expiry dates.
- Keep child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer

- Form 1 Asthma awareness for school staff

What to do in an asthma attack

- Keep calm.
- Encourage the child or young person to sit up and slightly forward.
- Make sure the child or young person takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.
- Call for a first aider to come to the pupil.

If there is no immediate improvement

- If there is no improvement in their asthma symptoms after the initial 2 puffs - then administer 2 puffs every 2 minutes up to a maximum of 10 puffs - if ambulance doesn't arrive in 10 mins - give another 10 puffs in the same way.

Call 999 or a doctor urgently if:

- The child symptoms do not improve in 5–10 minutes.
- The child is too breathless or exhausted to talk.
- The child lips are blue.

Ensure the child takes two puffs of their reliever inhaler every minute until the ambulance or doctor arrives.

It is essential for people who work with children with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

Common signs of an asthma attack are:

- coughing
- shortness of breath
- wheezing
- tightness in the chest
- being unusually quiet
- difficulty speaking in full sentences
- sometimes younger children express feeling □ tight in the chest as a tummy ache.

After a minor asthma attack

- Minor attacks should not interrupt the involvement of a pupil with asthma in school.
- When the pupil feels better they can return to school activities.
- The parents/carers must always be told if their child has had an asthma attack.

Important things to remember in an asthma attack

- Never leave a pupil having an asthma attack.
- If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to their classroom or assigned room to get their spare inhaler and/or spacer.
- In an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent.
- Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing.
- If pupils own inhaler is unavailable, administer the school's EMERGENCY INHALER. Written permission from parent/carer must have been given for this to proceed.
- Send another pupil to get another teacher/adult if an ambulance needs to be called.
- Contact the pupil's parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.

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- Form 2 Epilepsy awareness for school staff

Complex partial seizures

Common symptoms

- The person is not aware of their surroundings or of what they are doing
- Plucking at their clothes
- Smacking their lips
- Swallowing repeatedly
- Wandering around
- Crying, becoming upset

Call for a first aider to come to the pupil

Call 999 for an ambulance if...

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- The person is injured during the seizure
- You believe the person needs urgent medical attention

Do...

- Guide the person from danger
- Stay with the person until recovery is complete
- Be calmly reassuring

Don't...

- Restrain the person
- Act in a way that could frighten them, such as making abrupt movements or shouting at them
- Assume the person is aware of what is happening, or what has happened
- Give the person anything to eat or drink until they are fully recovered
- Attempt to bring them round
- Explain anything that they may have missed

Tonic-clonic seizures

Common symptoms:

- the person goes stiff,
- loss of consciousness
- falls to the floor **Do...**

- Protect the person from injury (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card/identity jewellery
- Aid breathing by gently placing the person in the recovery position when the seizure has finished

- Stay with them until recovery is complete
- Be calmly reassuring

Don't...

- Restrain the person's movements
- Put anything in their mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

Call 999 for an ambulance if...

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- The seizure lasts longer than the period set out in the care plan
- Repeated seizures -unless this is usual, as set out in the care plan.
- One seizure follows another without the person regaining consciousness between seizures
- The person is injured
- You believe the person needs urgent medical treatment

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- Form 3 Anaphylaxis awareness for staff

ANAPHYLAXIS

Symptoms of allergic reactions:

Ear/Nose/Throat - Symptoms:

runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

Eye - Symptoms:

Watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

Airway - Symptoms: wheezy breathing, difficulty in breathing and or coughing (especially at night time).

Digestion:

swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhoea.

Skin:

Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes. Eczema -cracked, dry, weepy or broken skin. Red cheeks.

Angiodema - painful swelling of the deep layers of the skin.

Symptoms of Severe Reaction/ Anaphylaxis:

These could include any of the above together with:

- Difficulty in swallowing or speaking.
- Difficulty in breathing -severe asthma
- Swelling of the throat and mouth
- Hives anywhere on the body or generalized flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)
- Alterations in heart rate (fast Pulse)
- Sense of Impending doom (anxiety/panic)
- Collapse and unconsciousness

TREATMENT

Call for first aider to come to student

Send a member of staff to collect epipen and to ask them to ring for an ambulance and parents.

If pupil is conscious keep them in an upright position to aid breathing. If unconscious then place in recovery position.

Trained member of staff to administer epipen, as per training. Record time of administration.

If no improvement within 5 minutes then 2nd epipen to be administered. Keep used epipens and give to paramedics when they arrive.

Appendix 1 – Form 4 - Diabetes awareness and treatment for staff; what is it?

Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.

There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar).

Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

Signs and symptoms:

Hypoglycaemia:

- Hunger
- Feeling 'weak' and confused
- Sweating
- Dry, pale skin
- Shallow breathing

Hyperglycaemia:

- Thirst
- Vomiting
- Fruity/sweet breath
- Rapid, weak pulse

First aid aims

Hypoglycaemia:

- Raise blood sugar level as quickly as possible
- Get casualty to hospital, if necessary

Hyperglycaemia:

- Get casualty to hospital as soon as possible

Treatment

Hypoglycaemia:

- Sit casualty down
- If conscious, give them a sugary drink, chocolate or other sugary food
- If there's an improvement, offer more to eat or drink. Help the pupil to find glucose testing kit to check their level. Advise parents that they need to rest and see their doctor as soon as possible.
- If consciousness is impaired, do not give them anything to eat or drink. Dial 999 for an ambulance

Hyperglycaemia:

Call 999 immediately

Further actions

If the pupil loses consciousness

- Open airway and check breathing
- Place them in recovery position
- Prepare to give resuscitation

Appendix 2

Many of the relevant medical charities have developed resources to support school looking after children with chronic medical problems.

Asthma UK <https://www.asthma.org.uk/>

Cystic fibrosis trust

https://www.cysticfibrosis.org.uk/get-involved/since-1964/60-for-60?utm_source=google&utm_medium=cpc&utm_campaign=ED-Awareness-Pmax&utm_id=19825051914&utm_term=%7Bkeyword%7D&utm_content=60+for+60&gad_source=1&gclid=EAlaIqobChMlpY3V1J3MhwMVdJtQBh3O2AW4EAAYASAAEgIJR_D_BwE

Diabetes UK

https://www.diabetes.org.uk/?gclid=EAlaIqobChMImMs4J637QIVFO3tCh1Aiw3IEAAYASAAEgLemPD_BwE

Epilepsy Action

<http://www.epilepsy.org.uk/info/education>

The Anaphylaxis Campaign

https://www.anaphylaxis.org.uk/?gclid=EAlaIqobChMlpP3lnZ37QIVkbrtCh1iSgbYEAAYASAAEgLzmvD_BwE

Appendix 3 First Aid

Always wear gloves when administering First Aid.

First Aid book – entries must be clear, in ink, and include:

- Name of child and class
- Signature of the person reporting the accident
- Date and time
- Where it occurred and what happened
- The resulting injury • How it was dealt with.

Parents should be notified of any First Aid given to a child during the school day (by phone call, text or in person at the end of the day). Any serious injuries (other than non-serious bruises, grazes etc) will require the parents to be contacted immediately.

If the accident occurs due to a Health and Safety oversight, please pass on the information to the Site Supervisor (Mick Wood)

Appendix 4 Relevant legislation and guidance

Managing Medicines in Schools and Early Years settings (2004)

<https://www.foundationyears.org.uk/2016/10/dfe-clarification-on-medicines-in-early-years-settings/>

Disability Discrimination act 1995 and Special Educational Needs and Disability Acts (2001 and 2005) The Education Act 1996

<https://www.legislation.gov.uk/ukpga/2001/10/contents>

Health and Safety at Work act 1974

[Health and Safety at Work etc Act 1974 – legislation explained \(hse.gov.uk\)](#)

Management of Health and Safety at Work Regulations 1999

<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Medicines Act 1968

<https://www.legislation.gov.uk/ukpga/1968/67>