

St. Matthew's C of E Primary School Policies

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CofE Primary School



Our Policy: Supporting Children with Health Care Needs

Approval Date: January 2018
Review Date: January 2019

Supporting Children with Health Care Needs In School

School Policy

Rationale

This policy aims to ensure that all pupils at St. Matthew's C.E Primary School are able to access their education in a supportive environment, which will be sensitive to any medical needs. It identifies the roles and responsibilities of school, parents and pupils. Effective communication and co-operation between home and school will enable this to be achieved.

It is the responsibility of parents to ensure that their child is kept at home if they are unwell.

Aims

- To identify the roles and responsibilities of parents, staff and pupils.
- To identify how pupils with long-term or complex medical needs will be supported.
- To establish written agreements prior to any medication being given.
- To identify situations and establish procedures for pupils to carry and take their own medication.
- To establish efficient and effective record keeping systems.
- To establish and communicate arrangements for the access, storage and disposal of medication.
- To establish and communicate emergency procedures.
- To identify the training needs of staff in supporting pupils with medical needs.
- To establish and make available systems for parents to provide the school with up-to-date information about their child's medical needs.
- To establish procedures for observing and reporting any pupil's whose health appears to be deteriorating.

Procedures

Short Term Medical Needs

- Pupils should be kept at home if unwell.
- Staff will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber for a short-term sickness that requires the medication to be taken four times per day and following the instructions from parents.

- Whenever possible, parents should request that prescribed medication fits around the school day
- Medicines which need to be taken 3 times a day could be taken in the morning, after school hours and at bedtime.
- Parents are welcome to come into school during the day to administer medication to their child if for example the child has returned to school and is required to complete a course of antibiotics.
- Prescribed medication will be kept in the school office or refrigerator in the staffroom, if necessary.
- Medical consent forms will be displayed in the office and updated on a daily basis.

Non-prescription medicines

The school will not administer a non-prescribed medicine.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Long Term Medical Needs

- It is important that school is informed of any medical needs before a child starts school or as soon as possible following concerns or diagnosis.
- It is important for school to have sufficient medical information to ensure that the pupil's medical needs can be met.
- School will draw up a Health Care Plan with parents and relevant Health Care Professional. Agreement will be reached about the nature and additional level of support and supervision that school can provide.
- Where there is concern about the ability of school to meet particular medical needs, or where expectations go beyond what school considers reasonable, the Headteacher will seek advice from relevant professional which may include the school nurse and the pupil's GP.
- Special arrangements may be made for pupils who attend hospital regularly as in-patients. This may include the Hospital and Home Education Service.

Individual Pupil Health Care Plan

The Health Care Plan will be drawn up in consultation with parents and Health Care Professionals and will include

- Information about the pupil's condition.
- Medication name, dosage and timing.
- Side effects of any medication.
- Particular procedures, dietary needs, precautions.
- What constitutes an emergency for the pupil.
- What to do in an emergency.
- Who to contact in an emergency.

- The role of school and other agencies.

Self-Management of Medication/Procedures

Pupils will be allowed to manage their own medication whenever possible.

When a pupil administers their own medication, they will be supervised by a member of staff.

Asthma Inhalers

Children who have inhalers in school must keep a copy of their own Health Care Plan with their inhaler. They will all be stored in a closed container or plastic wallet.

Refusing Medication

School staff will not force pupils to take medication. If a pupil refuses to take medication parents will be contacted and the emergency services called if necessary.

Administration of Medication by School Staff

Some staff are concerned about administering medication to pupils. Teaching staff are not required to administer medication or treatment as part of their usual duties. It is a voluntary role and staff can alter their decision to administer medication or treatment at any time.

Day to day decisions about the administration of medication and treatment is the responsibility of the Headteacher.

- The Headteacher's consent must be sought if teachers volunteer to assist pupils with their medical needs.
- Appropriate support and training will be arranged where necessary.
- Teacher's who have pupils with additional medical needs in the class will need to be informed in detail of the day to day implications of the condition and what procedures are in place in school.
- The pupil's parents and Health Care Professionals will provide the information, which will be kept in the School office.
- Staff will be informed of what constitutes an emergency for any pupil with additional medical needs.
- Back up cover will be arranged for the absence or unavailability of designated members of staff who are responsible for administering medication or treatment.

Confidentiality

Medical information will be treated confidentially. However, it will be essential to share some information to support the pupil in the most appropriate way. On receipt of information the Head teacher will:

- Agree with the pupil and/or the parent who else in school will be informed of the medical condition.
- Agree with the pupil and parent who else in school will have access to medical records and information kept in school.
- Explain to parents that if information is withheld from relevant school staff they cannot be responsible if they act incorrectly in good faith.

Record Keeping

Parents are responsible for supplying information and for letting school know of any change in circumstances of regime, which may impact on school's ability to support their child.

The parent or doctor should provide written details, which include:

- Name of medication
- Dose
- Method of administration
- Time and frequency of administration
- Any other treatment
- Any side effects

School Trips

All pupils are encouraged to take part in school trips. Arrangements for taking medication will be taken into consideration. It is important to note that:

- School staff and Activity Centre Staff if appropriate, must be made aware of any medical needs and relevant emergency procedures.
- Additional staff may be required to accompany the pupil.
- Where staff are concerned about issues relating to the pupil's safety and staff's ability to meet the needs of the pupil, advice will be sought from relevant agencies.

Sporting Activities

Most pupils with medical conditions can participate in PE and Games. The curriculum is flexible enough to accommodate a range of needs and abilities. Physical activity can be beneficial to social and mental health and well being in addition to physical health.

- Advice on the suitability of particular activities will be sought and any restrictions set out in the individual Health Care Plan.
- Staff supervising sporting activities must be made aware of relevant medical conditions and emergency procedures.
- Pupils who need to take medication before, during and/or directly after exercise must be allowed to do so.

Safety Management

Some medicines may be harmful to anyone for whom they are not prescribed. The Headteacher has a duty to ensure that the risks to the health of others in school are properly controlled

Storing Medicines

The school must not store large quantities of medication. Parents will be requested to supply the required daily/weekly dose. The procedures for the storage of medication are as follows:

- The Head teacher is responsible for ensuring that medicines are stored safely.
- Parents are responsible for supplying medicines and for collecting them at the end of the course of treatment.
- Medication must be supplied in the original container, and must be labelled by the prescription with the pupil's name, the name and dose of the medication and the frequency of administration.
- If a pupil needs more than one prescribed medication, each one should be in a separate container with the correct labelling.
- It is unwise for a non-health professional to transfer medicines from their original containers. Parents should request that the GP prescribes medicines in appropriate size containers to minimise this and enable original containers to be brought in to school.
- Medicines will be kept in a secure place, usually the school office, in a labelled cupboard. If necessary, some medicines may need to be kept in another secure place, as directed by the Headteacher, which is not accessible to pupils.
- Medication that needs to be kept in a refrigerator will be kept in the Staffroom refrigerator, in clearly labelled airtight containers
- All staff will be informed of the location of all medication in the event of an emergency.
- Pupils must know where their medication is stored and the arrangements for accessing their medication.
- Asthma inhalers must be readily available to pupils in class, while traveling off site etc. and should not be locked away.

- With prior arrangement with parents, pupils will be allowed to carry their own asthma inhalers around school with them. The inhalers must be labelled with the pupil's name.
- The inhalers can be self-administered by pupils, always with staff supervision.
- Staff record each time the inhalers is used. Parents are notified at the end of the school day.
- We have some inhalers I school that can be used in an emergency. Children may require these if their own are not in school. These inhalers can also be taken on a school trip. Parents sign to give permission for their child to use these inhalers.

Access to Medication

Pupils must be supervised by an adult when collecting/taking medication. The exception is inhalers, which may be carried and administered by individual pupils.

Disposal of Medicines

School staff are not allowed to dispose of surplus or out-of-date medication. Parents are responsible for the disposal of surplus or date expired medication and should collect it from school at the end of every term or sooner if appropriate

Hygiene and Infection Control

- All staff must follow basic hygiene protocols
- All staff must wear protective, disposable gloves when dealing with blood or body fluids
- All staff must dispose of gloves, dressings and equipment in a safe manner.
- Staff must wash their hands after disposing of gloves/dressings etc. It is not sufficient to wear gloves, deal with spillages, cuts grazes and the like and just dispose of the gloves.
- Any tubes or equipment used to assist with feeding, urine or bowel management in school is not generally regarded as clinical waste. Double bagging may be required and advice can be sought from the school nurse or a specialist nurse.

Emergency Procedures

All staff must familiarise themselves with procedures for calling the Emergency Services:

- In addition to accidents or incidents, which can constitute an emergency for any pupil, some pupils will be more likely to have individual presentations constituting an emergency for their own particular condition. All relevant staff should be made aware of these individual cases.

- In an emergency the school's first aider must be summoned. The name/s are:

KS2

Miss K. Kay, Mrs C Hughes.

KS1

Miss S. Asghar, Mrs L Whittingham, Mrs J Buksh

EYFS

All Teachers and Teaching Assistants are Paediatric First Aiders

At lunchtime, one of the above first aiders must be called. The Headteacher or the Deputy Head Teacher must be informed.

- If a pupil is taken to hospital by ambulance, he/she must be accompanied by a member of staff who will remain with the pupil until a parent arrives.
- Pupils should not be taken to hospital in staff cars unless there are extreme reasons. If this is necessary, another adult must accompany pupil and staff member. Staff must have public Liability Vehicle insurance.

Review

This policy will be reviewed annually or sooner if circumstances alter and procedures are not found to be effective.

Date of Policy:	January 2018
Date agreed by Governors:	January 2018
Next Review Date:	January 2019