# Supporting Children with Medical Conditions Policy 2022

Overview

The following policy explains the procedures in which children with medical conditions are supported in St Edmund’s school. The procedures ensure all children are able to access the curriculum and receive their full entitlement.

Aims

To implement procedures in school in line with the following Department of Education government statutory guidance:

Supporting pupils at school with medical conditions – December 2015

Supporting pupils at school with medical conditions Templates – May 2014

Guidance on the use of adrenaline auto-injections in schools – September 2017

Guidance on the use of emergency salbutamol inhalers in schools – March 2015

Guidance will be checked on a yearly basis to ensure the procedures within school continue to be in line with the above.

Responsibilities

The headteacher is responsible for ensuring the following procedures are put into place.

Procedures

When a parent informs school their child has a medical condition the child will be placed in one of the following categories:

* Category 1 - Child with an ‘Individual Healthcare Plan’. The child has a Healthcare Plan which has been provided by a Healthcare professional. The plan will include how the child’s medical condition will be dealt with including medicine dosage and procedures.
* Category 2 - Child with a ‘Medical Information Plan’. A child will be placed in this category if they have a medical condition which has not been confirmed by a Healthcare professional and a Healthcare Plan has not been provided.
* Category 3 – Child with ‘Asthma’. A child will be placed in this category if their parent has informed school that their child has been diagnosed with Asthma.

The headteacher/pupil support manager will decide which category the child will placed in.

The following procedure for each category will be as follows:

Category 1

* Meet with parent to discuss Healthcare plan and procedures in school.
* Healthcare plan will be made available for the appropriate staff members. Training of staff will be evaluated and organised if necessary.
* Child to be placed on the ‘Care Plan Database’.
* Healthcare plan to be placed in Medical Conditions folder which is held in the school office and child’s classroom.

Category 2

* Meet with parent to discuss child’s medical condition. A medical information plan is to be completed including appropriate procedures if child falls ill. Parents to sign plan showing their agreement to the arrangements.
* The medical information plan will be made available for the appropriate staff members. Training of staff will be evaluated and organised if necessary.
* Child to be placed on the ‘Medical Information Plan Database’.
* Medical information plan to be placed in Medical Conditions folder which is held in the school office and child’s classroom.

Category 3

* Parent to complete ‘Asthma Form – Initial Form’.
* Form to be placed in Medical Conditions folder and given to the class teacher with the asthma inhaler.
* Child to be placed on the ‘Asthma Database’.

All children who are placed on the above registers will be reviewed each year and appropriate staff members will be made aware of changes to medicine dosages and procedures.

Please refer to ‘Appendix A’ for addition procedures in relation to yearly reviews and other essential actions.

All forms, registers, care plans, medical information forms etc can be found on the Staff Shared Area: Care Plans and Medical Information.

Use of school AAI and Emergency Salbutamol Inhalers

The school will hold four adrenaline auto-injectors (2x150mcg and 2 x300 mcg) and two Salbutamol Inhalers for emergency use only. Only those children whose parents have given permission for emergency inhalers or emergency AAI to be used can be administered the medication unless a member of the emergency services has advised otherwise. Those children who have been given permission will be indicated on the medical registers. The AAI and inhalers will be checked each year to ensure they are in date and if not will be replaced.

School Registers and Annual Reviews

Medical conditions are recorded on the following registers: Care plan Database, Asthma Database, AAI Emergency use Database and Medical Information Database. At the beginning of each academic year the parents will complete an annual review to ensure medical procedures and medicine dosages are current. All information will be up-dated and appropriate staff members made aware of any changes.

First Aid Kits and First Aiders

Within each class there is a medical box which houses a basic first aid kit and any medication which is required for the children in the class. The box will be kept in the teacher’s cupboard, with a sign on the cupboard door to indicate it’s presence. The teacher must also ensure medication for the children in their class is available at all times.

Each resource area will have a larger first aid kit which can be used during the school day. It is the responsibility of the pupil support manager to check and restock all first aid kits (including classroom first aid kits) on a termly basis and order extra supplies if necessary.

During the school day, first aiders are available to attend first aid situations. First Aid training will be evaluated on a yearly basis and put into place if necessary. The most recent list of available first aiders can be obtained from the business manager.

Transitions between class teachers and other schools.

At the end of each academic year, class teachers will inform the next class teacher of medical conditions during transition meetings. Information including Healthcare plans, Medical Information plans and asthma forms will be given to the next teacher.

All medicines will be sent home at the end of the academic year, so parents can check items are in date. Medicines should be sent into school on the first day of school, ready for use.

When a child leaves the school, information about their medical condition will be forwarded to their new setting.

Staff Training including AAI and Asthma Training

Staff will receive yearly training on Asthma and the use of AAIs. This will be provided by the school nurse.

When a parent informs the school their child has a medical condition, there will be an assessment of previous training, if further training is required this will be organised by the named person.

Medication

Only prescribed medication can be administered by staff. If a child requires medication whilst in school, the parent must inform the school office and complete the appropriate form. The school office manager will inform the class teacher and provide the medication and medication form so dosage is confirmed. The class teacher will inform the support staff, who will administer the medication at the appropriate time. In KS2, the pupil support manager or business manager would be responsible for administering the medication. If a member of staff administers medication to a child they must complete the class administering medication form, another member of staff MUST counter sign the form to evidence the correct dosage has been given. If a child has regular medication, this will be recorded on their own medication sheet. If is not regular medication, then this will be recorded on the class sheet.

If a child has a long-term medical condition which requires non-prescribed medication, a staff member can administer the medicine but only after there has been an agreement with the headteacher and the appropriate medication form has been completed.

The headteacher may give permission for a child to receive non-prescribed medication provided by the school, if the parent is considered to be unable to financially provide non-prescribed medication. The parent must give written permission for the medication to be given and when given recorded on a medication sheet. Parents will be informed that their child has received non-prescribed medication through the completion of the appropriate form informing them of the dose and time.

Out of School Visits including Residential

All children with medical conditions will be encouraged to attend school trips including residential visits. If appropriate, a risk assessment will be completed and the necessary procedures will be put into place to ensure the child has the opportunity to attend the visit. The risk assessment will be discussed with the parents and they will show agreement by signing the relevant paperwork.

Before a visit takes place, each parent will be asked to give permission for their child to attend the trip, they will also be asked whether their child’s medical information has changed since the yearly data collection review.

Teachers will be responsible for checking all permission slips and medical information to ensure they have the relevant medicines and dosage information for those children who have a medical condition. All medicines and a first aid kit will be taken on the visit.

During residential trips, the documentation which is used to evidence the administration of medicine in school will be used during residential.

Outcomes

The policy will be reviewed on a regular basis. The school leadership team will monitor the procedures relating to supporting children with medical conditions and amend when appropriate.