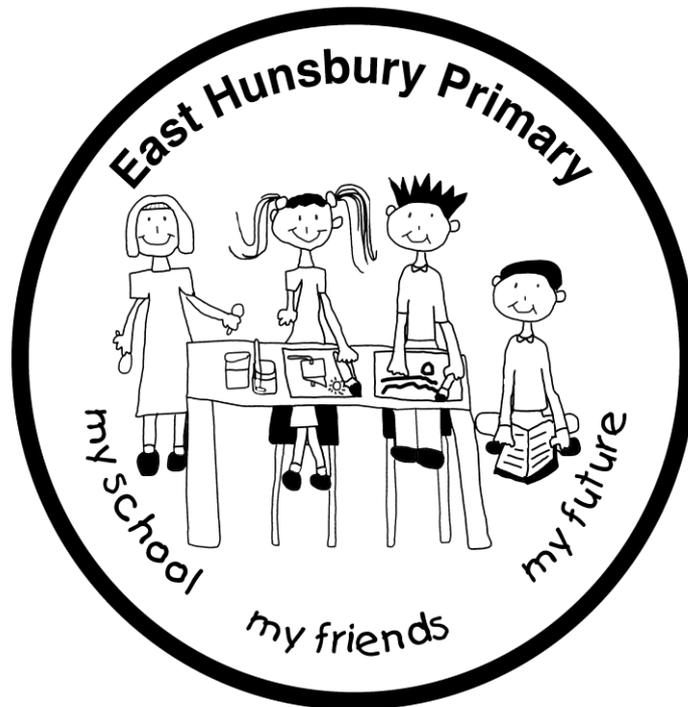


East Hunsbury Primary School



Supporting Pupils with Medical Conditions & Safe Administration of Medicine in School

Introduction

Section 100 of The Children and Families Act 2014 places a duty on the Governing Body of East Hunsbury Primary School to make arrangements for supporting children at their premises with medical conditions.

The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff.

Staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications

If a child is absent from school due to illness or injury for an extended period, their class teacher will provide work for completion at home if parents, school and health care professionals consider the child well enough to benefit.

This policy should be read in conjunction with the schools Health & Safety Policy.

Medicines in school

If children need to take prescribed medicines regularly (but are well enough to attend school) for a limited period of time e.g. a course for 5-10 days, they should usually be able to take them out of school hours. If this is not possible due to the frequency the medicine needs to be taken, parents may come into school to administer the medicine themselves.

If this is not possible parents are asked to bring the medicine into school with written instructions detailing the dose needed and time it should be taken. Parents should complete a School Medicines Form; these are obtainable from the school office. We will only accept prescribed medicines that are in date,

labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage.

The Headteacher, first-aider or class teacher will supervise and support the child taking the medicine and will note the time it was taken on our school record of medication administered in school. Medicines will be stored securely and in line with packet recommendations, for example, refrigerated.

Inhalers and epipens are kept in unlocked cupboards for ease of access. The class teacher is responsible for ensuring that the medication is taken on any activity out of school. A second epipen is kept in the first aid cupboard in the medical room. All epipens are specific to the child.

Some medications are required to be kept in a locked cupboard in the headteachers office or SU office. Staff should check recommended storage instructions for all medications and seek advice from the School Nursing Service when needed.

Non prescription medicines should not be sent into school unless parents have been specifically directed to do so by a doctor and should be accompanied by a letter from a doctor. The same procedures as for prescription medicines will be followed and specific recording methods and reviewing methods may be developed by school in consultation with parents and pupils if the use of this medication is on-going. For example, topical creams relating to skin conditions.

Longer Term or Complex Medical Needs

If a child has a medical need that requires longer term medication or extra care, the school will work closely with parents and health care professionals and consider drawing up a health care plan as detailed in the guidance "Supporting pupils with Medical Needs". The Headteacher and the SU Manager are the named people responsible for education of children with medical needs.

Unacceptable practice

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;

- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child.

Out of School Visits

On out of school visits we will ensure staff are aware of how a child's medical condition may impact on their participation in any off site activity or day trip. We aim to ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments. We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Inhalers and epipens (kept in a labelled box) are kept by the class teacher who is responsible for ensuring that the medication is taken on any activity out of school. A second epipen is kept in the first aid cupboard in the medical room. All epipens are specific to the child.

Training

All staff identified as agreeing to administer medication in school will have access to training as required.

Specialist training for using epipens is led annually by the School Nurse. Only those individuals who have undertaken the training are allowed to administer the epipen.

The School Nurse or a Specialist Nurse may also provide training on specific medical conditions such as epilepsy or diabetes.

The Headteacher and Specialist Unit Manager are responsible for ensuring appropriate training takes place.

Signed: Darren Coniff

Date: 2nd February 2017


Appendix 1 SCHOOL – East Hunsbury Primary School RISK ASSESSMENT FOR – Toileting Procedure

Significant Hazards and Identification of risk	Control Measures	Risk Rating
<p>Unacceptable arrangements in place:</p> <ul style="list-style-type: none"> • Affecting pupil dignity • Impairing independence • Leaving staff/pupil at risk of infection/cross infection 	<p>School to ensure:</p> <p>Regular discussion with parents regarding toileting stages and routines for children as appropriate</p> <p>Informing parents when more nappies/pull ups & wipes are needed via the home/school book /by telephone/face to face</p> <p>Appropriate toileting areas will be provided – changing room, toilet cubicles</p> <p>Toileting will be built in to daily routines for all children</p> <p>Children will also be encouraged to ask for the toilet and develop independence in doing so, using their preferred communication method</p> <p>Some children may have individual toileting plans which will be followed and reviewed with relevant parties (e.g. parents, child, continence service)</p> <p>Always ensure the adult toileting a child informs others where they are going and with whom</p> <p>Privacy to be ensured with doors pulled closed but not locked</p> <p>Curtain in place in cubicle areas</p> <p>Children who are able to stand unsupported should be changed standing up where possible</p> <p>Independence should be encouraged with dressing/undressing as appropriate to the child</p> <p>Staff to wear disposable gloves whilst changing a child</p> <p>If using the changing bed ensure the side barrier is securely in place prior to movement</p> <p>No child will be left unattended on the changing bed</p> <p>The changing bed will be regularly serviced</p> <p>Toilet area/changing area should always be left clean and ready for the next user</p> <p>Soiled nappies to be disposed of in nappy bins provided</p> <p>Hot water and soap available for hand washing and hands to be washed as soon as changing is finished</p> <p>Follow child protection procedure if any marks/bruising is seen during toileting</p> <p>Some children may require additional support in the form of another adult but usual procedure will be for one adult to toilet a child to ensure the least intrusion possible</p> <p>See separate RA for any children with specific, individual needs.</p>	<p>Low</p>

Date reviewed: January 2017 (reviewed annually) DSL signature: L Ingman