Sytchampton Endowed Primary School

Medical Needs and Asthma Policy

Signed by:

Headteacher Date: _____

_____

Chair of Governors Date: _____

_____

Review date: October 2021

_____

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

Policy Implementation

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the governing body. The governing body have conferred the following functions of the implementation of this policy to the staff below, however, the governing body remains legally responsible and accountable for fulfilling our statutory duty. The overall responsibility for the implementation of this policy is given to the headteacher, Sharon Williams. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available off and on-site with an appropriate level of training. Mrs Williams is responsible for briefing supply teachers, ensuring risk assessments for school visits and other school activities outside of the normal timetable are implemented correctly and for the monitoring of individual healthcare plans. She will also be responsible, in conjunction with parents/carers, for drawing up, implementing and keeping under review the individual healthcare plan for each pupil and making sure relevant staff are aware of these plans. All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Management and Organisation

When medicines are to be administered in school it is essential that safe procedures are established. Clear written instructions should be supplied by parents when requesting that medication be administered to their child. Parents should always complete a Medication Consent form available from the school office giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication **must** be in its original packaging including the label from the pharmacy/hospital. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the school office for reference by staff involved.

In cases where the child's medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan be prepared if applicable in consultation with parents. In such cases, consultations on the Plan will include the school, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

A record should be kept of all the medicines and drugs administered by the members of staff by signing the medication consent form.

School Trips

All pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise.

Taking Medication on School Trips

It may be necessary to take medication for pupils on a school trip, i.e. Epipen, Inhalers or Epilepsy emergency medication. It may also be necessary to take copies of any relevant care plans in case of emergency.

Emergency medication **must** be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this case, the Headteacher is willing for named staff to administer the antibiotics supplied by the parent or carer. A Medication Consent form should always be completed giving full instructions for administration of the medicine. **It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.**

Diabetes

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes **must not** be left unattended if feeling unwell or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's GP or Paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept.

Unusual Medications

In the case of unusual prescribed medicines, i.e. use of an Epipen, this will be at the discretion of the Headteacher and Governors. In all cases, proper training will be provided by the Child Health service and parents will need to complete a Medication form accepting responsibility.

In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Nut Allergies/Anaphylaxis Procedures

Medication for the treatment of nut allergies will be kept in easily identifiable containers in the school office or individual classrooms. Each container should be clearly labelled with the child's name and class.

Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should never take children to hospital in their own car - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives. In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the secure medication cupboard in the school office or the office fridge (depending on prescriber's instructions.) Epipens and Inhalers should be readily available and not locked away (in medication cupboard in school office.) Some children may have Epipen/Inhalers in their classrooms in accordance with the recommendation of their care plan.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

Summary of Procedure to Dispense Medication

- Permission to dispense medication form **must** be completed by the parent / carer.
- Medicine must be in original packaging clearly marked with name of child, class and
- dose to be administered.
- Recommended / prescribed dose will **not** be exceeded without written permission
- from a medical professional.
- All medication given must be recorded on Medication Consent form or in Medication Record book.
- It will be the parent / carers responsibility to collect medication at the end of each
- school day where necessary.

Asthma Policy

We recognise that asthma is a widespread, serious but controllable condition. We are an inclusive community and aim to support and welcome all pupils with asthma.

Sytchampton Endowed Primary School ensures all children have the appropriate medicines available to them during physical activity and that children take them when needed.
Risk assessments are carried out for any out of school visit and asthma is always considered during this process. Factors considered include how routine and emergency medicines will be stored and administered and where help could be obtained in 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 medicines.

Emergency medicines

•All children with asthma have easy access to their emergency medicines
• All children are encouraged to carry and administer their own emergency medicine, when their parents and health specialists determine they are able to start taking responsibility for their condition
• Children who do not carry and administer their own emergency medicines, should know where the drugs or medicines are stored and how to gain access
• All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent. In an emergency situation, this may include taking action such as administering medicines

Drawing up School Asthma Health Care Plans

A school health care plan accompanied by an explanation is sent to all parents of children with asthma for completion:
• at enrolment OR
• when a diagnosis is first communicated to the school

The parents are asked to fill out the pupil's school Asthma Health Care Plan. Parents then return these completed forms to the school. Parents may need to liaise with their child's health care professionals to complete the form.

School Asthma Register

• The school Asthma Health Care Plans are used to create a centralised register of children with asthma
• An identified member of staff has responsibility for the register at this school

• The responsible member of staff follows up any of the details on a pupil's Asthma Health Care Plan or if permission for administration of medicines is unclear or incomplete
•Parents are reminded to update their child's Asthma Health Care Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse) or their medicines and treatments change
• Staff use opportunities such as parent consultation appointments to check that information held by the school on a pupil's condition is accurate and up to date
• Health care plans are kept in a secure central location at school
• All members of staff who work with groups of children, have access to the health care plans of children in their care
•When a member of staff is new to a pupil group, the school makes sure that they are made aware of (and have access to) the health care plans of children in their care – each class register contains basic information regarding "Special Considerations" including medical conditions of all children in that class
• All staff protect pupil confidentiality
• The school seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during school hours or at an out of school hours school activity

From 1st October 2014 the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
The inhaler can only be used if the pupils inhaler is not available (for example, because it is empty or broken)

STAFF MUST ALSO RECORD THE USAGE IN THE MAIN MEDICATION REGISTER LOCATED IN THE SCHOOL OFFICE STATING THAT IT IS THE SCHOOLS EMERGENCY INHALER THAT HAS BEEN USED
Emergency inhalers are located as follows:
School Office.

Formatted: Font: (Default) +Body (Arial), 11 pt, Not Bold
Formatted: Normal (Web), Left
Formatted: Font: (Default) +Body (Arial), 11 pt, Not Bold