



Medical Policy

Dulwich Wood Primary School is an inclusive school that aims to support and welcome pupils with medical conditions. We aim to ensure that all children including those with medical conditions have their needs met and make good academic progress.

All children will experience illness in the course of their school careers, most commonly transient self-limiting infections, but some will have more chronic or longer-term medical needs that will require additional support at school to ensure they have full access to the curriculum and to minimise the impact of their medical conditions.

The Children's and Family Act 2014 however, sets out requirements for school to ensure that the children with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

Staff working with pupils who have specific medical needs should understand the nature of children's medical problems and endeavour to work with the family and other professionals to best support the individuals concerned.

Responsibilities

The **governing body** have a duty to ensure that arrangements are in place to support pupils at school with medical conditions. They are responsible for ensuring that this policy is adhered to and reviewed on an annual basis.

The **Head teacher – Miss Rowe** will accept responsibility in principle for members of the school staff giving or supervising children taking prescribed medication during the school day, where those members of staff have volunteered to do so. The Head Teacher has responsibility for making sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

The **Inclusion Team – Miss Castle (SENCO/KS1L) & Miss Bristow (Inclusion Lead)** will oversee the implementation of this policy. They will organise systems, procedures, and training to ensure that staff are able to manage the medical conditions of children. They will ensure that relevant staff members are made aware of any medical conditions children may have, including supply teachers. They will conduct 'risk assessments' where this is required for school visits, holidays and other relevant activities. They will liaise with medical professionals to ensure that medical Health Care Plans are monitored and reviewed regularly.

The **School Nurse – Barbara Gray** is the current school nurse for Dulwich Wood Primary School. She is responsible for notifying the school when a child has been identified with a medical condition. She will support with the implementation and writing of 'healthcare plans' where these are needed. Provide or support access to appropriate medical training for conditions such as sickle cell, epilepsy, diabetes and allergies.

Teachers/Support Staff - Any staff member may be asked to 'provide support to pupils with medical conditions'. Although there is no legal duty for non medical staff to administer medicines or to supervise a child taking it, teachers should take into account the needs of pupils with medical conditions that they teach. Any staff member who volunteers to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

Parents – should provide the school with sufficient and up-to-date information about their child's medical needs. Parents are key partners who will be involved with the review of their child's individual 'healthcare plan'. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. There are cases where the responsibility for administering medicine can and should rest with the child. They

should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Managing Medicines

Administration of medicine is the responsibility of parents and carers. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Staff must never administer medication of any sort without first ensuring written parental permission has already been sought. If in doubt staff should seek advice from the Inclusion Team – Miss Castle or Miss Bristow, who will ensure that appropriate permission has been given and that staff have the appropriate level of training to administer medication.

Short-term illness

- Children who are suffering from short-term ailments and who are clearly unwell should not be in school and the Head teacher is within their rights to ask parents/carers to keep them at home.
- We discourage parents from sending children to school with non-prescribed medicines (e.g. cough mixture – the Medicine and Healthcare Products Regulatory Authority warned against their use in the under 6s age range. <http://www.npc.nhs.uk/rapidreview/?p=311>)
- There are recommended times away from school to limited the spread of infectious disease. Please see 'Guidance on infection control in schools and other childcare settings' 2014 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf
- Note, children who have had vomiting and/or diarrhoea should be kept off school until 48 hours symptom-free.

Chronic illness/disability

It may be necessary for children with long term conditions to take prescribed medicines during school hours. Many health advisers encourage children to take control of their medical condition, including taking responsibility for managing their medical care (with help,) from very young. This can include self-administration of medicines e.g. using an inhaler or giving own insulin injections. We support this practice wherever appropriate.

Where young children or those with special educational needs and or disabilities require medication, adult support will be needed. Whilst responsibility for the medical care of children rest with parents, carers and their health professionals, it may not be feasible for these individuals to come to school to administer medicines.

Acute illness

The teaching profession has a general duty of care towards children in schools. Legally this duty cannot require teachers to administer medicines, but it is expected that teachers react promptly and reasonably if a child is taken suddenly ill. In these cases, clear procedures must be followed, particularly in life threatening situations.

Procedures for accepting Medicine

Under no circumstances must any medication be administered without parental approval and written consent. Medication will only be **accepted** in school if:

1. It has been prescribed by a doctor, or pharmacist.
2. Paracetamol or ibuprofen may be administered without being prescribed by a doctor (with parental permission), particularly when children have sickle cell that requires this medicine within an IHC plan.
3. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).
3. Each item of medication must be delivered in its original container and handed directly to the office.

4. Where the child comes to school with a child minder/escort etc, it is the responsibility of the parents/guardian to ensure that person is informed of any medication sent with the child.

5. Each item of medication must be clearly labelled with the following information:

- Child's name;
- Name of medication;
- Dosage;
- Frequency of dosage;
- Date of dispensing;
- Storage requirements (if important);
- Expiry date.

6. The school will not accept items of medication that are in **unlabelled** containers.

7. It is the responsibility of parents/guardian to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.

Individual Health Care Plans

For more serious or chronic conditions, including allergies that require the potential use of an epipen, we require an Individual Health Care Plan (IHCP) from a child's doctor/hospital stating exactly what needs to be given and when. This is usually requested via the school nurse service and written with the parent/carer. An IHC plan will detail any medicine that a child may require and emergency procedures to follow if necessary.

The school will ensure that staff, are appropriately trained to implement recommendations set out in IHC plans. IHC plans will be reviewed annually or earlier if adjustments are needed.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will work with the local authority to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Giving regular medicines:

We encourage parents whose child is taking medication three times a day to give it before school, after school and at bedtime. If a doctor has specified that one of the doses should be given at lunchtime and the parent/carer is unable to administer the dose then the school may agree to administer a lunchtime dose.

Procedures for safe administering of medicine

1. Ask the Parent/Carer to complete a Medicine Administration request form.
2. Refer to this form prior to giving the medicine.
3. Check the child's name on the form and the medicine.
4. Check the prescribed dose.
5. Check the expiry date.
6. Check the prescribed frequency of the medicine.
7. Measure out the prescribed dose (parents should provide measuring spoons/syringes). If the child is old enough, they can measure the medicine.
8. Check the child's name again and administer the medicine.
9. Complete and sign the Administration of Medicine Record Form when the child has taken the medicine.
10. If uncertain, DO NOT give – check first with parents or doctor.
11. If a child refuses medication, record and inform parents as soon as possible.

Off-Site visits

The school will make every effort to continue the administration of medication to a child whilst attending After School Clubs, on trips away from the school premises, even if additional arrangements might be required. All staff

attending off-site visits should be aware of any pupils with medical conditions on the visit. When medicine is administered a record of administration will be completed.

Staff should take a First Aid kit whenever children are taken off-site. Buckets and towels, in case of sickness on a journey, are also sensible precautions.

Safe Storage of Medicines

It is the responsibility of the Head Teacher and Inclusion Team to ensure safe storage of medicines.

Unless otherwise indicated all medication to be administered in school will be kept in the school office. All medicines should be kept in the container supplied which should be clearly labelled with the child's name, and instruction for usage. A copy of the Parent application and agreement for school to administer medicine and Health Care plan should be kept in the medical file in the medical room. Medicines (eg liquid antibiotics, insulin) that require refrigeration will be stored in the medical fridge in the medical room. Controlled drugs that have been prescribed for a pupil will be securely stored in a non-portable container with key members of staff having safe access only

Medicine disposal

Parents are asked to collect out-of-date medication. If this does not occur, medication should be taken to a pharmacy for disposal. The Inclusion Team is responsible for checking dates of medication and arranging disposal if any have expired.

Staff Training

The school will organise certified paediatric first aid training on a regular basis to ensure staff are able to manage the medical conditions of pupils.

Training will be sought for Teachers and support staff where non-routine administrations of medicine are required, through the School's Health Service.

All staff with appropriate accredited paediatric first aid training should wear a first aid kit during the playground duties and when supporting children offsite.

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.

- Always wear gloves.
- Wash your hands before and after administering first aid and medicines
- Use the hand gel provided.

Record keeping/Documentation

The following lists the forms of written documentation that are maintained in school:

- Centralised register of children with medical needs
- Class register of medical needs
- Enrolment forms: should highlight any health condition
- Request to administer medicines at school form located in the school office and a copy kept with the medicine
- Record of medicine administer kept in the school office
- Log of training relevant to medical conditions maintained by Deputy Head Teacher
- List of staff who completed paediatric first aid training maintained by Deputy Head Teacher
- Individual Healthcare plans: for children with medical conditions giving details of individual children's medical needs at school. Central copy in the school office and kept in medical file.
- All staff must protect a pupil's confidentiality.

- Photographs of children with more severe medical conditions kept on door in the staff room, in the school office and also in the school kitchen.

Emergency procedures

When there is a concern regarding an adult or child who has had an accident or become ill, a trained First Aider should check the patient before taking further action.

If it is not an emergency and in the case of a child, parent/carers should be contacted and asked to take the child to the GP or A&E if they think fit. Where it involves a member of staff, they should receive support from another adult.

Where it is deemed an emergency, a member of staff (usually the Admin Officer) will call for an ambulance.

- Ambulance control will need as much information about the casualty as possible:
- Name
- DOB
- Suspected injury/illness
- Level of consciousness
- School address and contact information.

Copies of IHC plans/parental applications for administration of medication should be given to the paramedics. They should be informed of any medication that has been administered.

The child's parent/carer should be called immediately to accompany the casualty to hospital (or next of kin where a member of staff is involved). If a parent is unavailable immediately, then a member of staff needs to accompany the child in the first instance. Another member of staff should follow the ambulance by car to support the first member of staff and bring them back to school once parents or other relatives have arrived in hospital.

Medi-alerts (bracelets/necklaces alerting others to a medical condition)

As with normal jewellery, these items are a potential source of injury in games or some practical activities and should be temporarily removed or covered with sweatbands for these sessions.

Impaired mobility

Providing the GP or hospital consultant has given approval, children can attend school with plaster casts or crutches. There will be obvious restrictions on games and on some practical work to protect the child (or others). This includes outside play. Some relaxation of normal routine in relation to times of attendance or movement around the school may need to be made in the interests of safety.

Employee's medicines

Staff and other employees may need to bring their own medicine into school. They have clear personal responsibility to ensure that their medication is not accessible to children.

Complaints

Should parents be dissatisfied with the support provided to meet their child's medical needs they should discuss their concerns directly with the Head Teacher or the Deputy Heads.

If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

This Policy will be reviewed every 2 years or earlier if necessary.

Adopted: January 2018

Next review: January 2020