



Rachel McMillan Nursery School and Children's Centre

Children with Medical Conditions Policy, including the Administering of Medicines.

Introduction

This policy has been drawn up in accordance with the DfE guidance '*Supporting children at school with medical conditions*'.

Most children will, at some time, have a medical condition, which may affect their participation in school activities. For many, this will be short-term: perhaps finishing a course of medication. Other children have a medical condition that, if not properly managed, could limit their access to education. Such children are regarded as having medical needs. Children with complex medical needs are able to attend school regularly and, with support from the school, can take part in all school activities. However, school staff should take extra care in planning activities to ensure these children, and others, are not put at risk.

Rationale

Rachel McMillan Nursery School is an inclusive community that aims to welcome and support children with medical conditions. We understand that children can suffer from long term, short term, chronic and acute illnesses.

Rachel McMillan Nursery School provides all children with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The named member of school staff responsible for this medical conditions policy, including the administering of prescribed medicines and first aid and its implementation is Rachel Hogarth-Smith.

Rachel McMillan Nursery School (from here on known as 'this school') makes sure all staff understand their duty of care to children with medical conditions and/or in the event of an emergency.

- We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.
- We understand the importance of medication being taken as prescribed
- We are committed to ensuring that staff (including supply or temporary staff) understand the medical conditions that affect children that they are working with and the common medical conditions that affect children across the school.
- We understand that all children with the same medical condition will not have the same needs.
- There is a significant commitment to ensuring that staff receive training on the impact medical conditions can have on pupils and how to manage these.
- We understand the importance of all staff confidently knowing what to do in a medical emergency. All staff receive training on what to do in an emergency for specific medical conditions on a specific individual needs basis.
- We understand that all children with medical conditions should have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.
- We ensure all staff receive appropriate first aid training and have easy access to First Aid equipment. First Aid boxes are located in Shelters 1, 2, 3, 4, and 6, downstairs in Shelter 5, the Family Room and main school office.
- Full, portable First Aid kits are taken on any off-site visits.
- All staff are familiar with normal procedures for avoiding infection and follow basic hygiene procedures.
- Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.

Policy Framework

This policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at school.

1. This school is an inclusive community that supports and welcomes children with medical conditions.

- Children are reliant on staff to have their medical needs met, so relationships are trusting and the child feels secure. Where suitable, children are encouraged to take some control of their care e.g. reading the numbers on a blood sugar monitor with the adult.
- We aim to give children with medical conditions the same opportunities and access to activities (both school based and out of school) as other children.
- We will ensure all children joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks.
- We will listen to the views of children and mums, dads or carers. Mums, dads or carers feel confident in the care their children receive.

- This policy is understood and supported by the whole school and local health community.

2. This school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, mums, dads, carers, employers, and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

- We recognise the importance of providing feedback to those involved in planning for, and actively managing, the medical needs of children in the school and are committed to working with all stakeholders to continue to develop this area in accordance with the changing needs of children at the school.
- The whole school and local health community understand and support the medical conditions policy. The medical needs policy is supported by a clear communication plan for staff, mums, dads or carers and other key stakeholders to ensure its full implementation.

3. All staff understand their duty of care to children and know what to do in the event of an emergency for the most common serious medical conditions at this school.

- 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 medication.
- There are clear procedures in place for all children in the event of an emergency. These measures include:
 - A whole school procedure in the event of paramedics being called to school, which includes clear roles for all those involved. This is refreshed at least once a year.
 - First Aiders on site who will manage emergencies in the first instance.
 - Clear protocols for emergencies for individual children, which are stored within the shelter, with emergency medicines and in the main office.
 - Staff trained appropriately to manage emergency situations when offsite
 - Individual Healthcare plans for every child which highlight any potential emergency situations and control measures
 - Systems for supporting families when their children are taken to hospital
 - Systems to ensure that relevant documents including healthcare plans and personal passports are sent to hospital with a child as a matter of course
- If a child needs to be taken to hospital, a member of staff will always accompany them, and will stay with them until their mum, dad or a carer arrives. The school tries to ensure that the staff member will be one the child knows.
- All staff are aware of the most common medical conditions and needs at the school. Generic training is provided as a matter of course for large groups of staff where necessary e.g. epilepsy, anaphylaxis.
- Staff fully understand the medical needs of individuals in their class and how to manage these. The school differentiates between new training and renewal training, providing more detail and opportunities for supervised practice when training is new.

4. The school has clear guidance on the administration of medication at school.

Administration - emergency medication

- All staff at this school have easy access to the emergency medication that belongs to specific children. Emergency medicines are stored in a secure but easily accessible location where there is a clear monitoring and signing out system in place.
- Staff carry individual's emergency medication with them during any off-site visit
- Children are comfortable and secure with a familiar member of staff helping them take their emergency medication safely.

Administration - general

- All use of medication defined as a controlled drug, is given under the supervision of appropriately trained and named members of staff. The school understands the importance of medication being taken as prescribed. Staff are aware that there is no legal or contractual duty for any member of staff to administer medication. All members of staff administering medication have stated that they are willing to do so
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity. All school staff administering medication will do so with a second adult present.
- Mums, dads, carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately and that medication cannot be given without the correct prescriptive label.
- If a pupil refuses their medication, staff record this and follow procedures. Mums, dads or carers are informed as soon as possible.

5. This school has clear guidance on the storage of medication at school.

Safe storage - emergency medication

- Staff know exactly where emergency medications are at all times. In school, emergency medicines are stored in a secure but easily accessible location where there is a clear monitoring and signing out system in place.
- Staff carry children's emergency medication with them during any off-site visits.

Safe storage - non-emergency medication

- All non-emergency medication is kept in a secure place. This may be in the school office or the first aid cupboard in each shelter.
- Medication is kept in lidded containers clearly labelled with the child's name and is stored alongside drug recording sheets.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage - general

- All controlled drugs are kept in a secure place and only staff have access.
- The expiry dates for all medication stored at school are checked routinely.
- The identified member of staff, along with the mum, dad or carer of a child with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the child's name, the name and dose of the medication and the frequency of dose.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.
- All medication is sent home with pupils at the end of the school year. Medication is not stored at school in the summer holidays.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year and that new supplies are sent to school in a timely way.

Safe disposal

Out-of-date medication is sent home to parents

6. The school has clear guidance about record-keeping

Enrolment forms

- New families are asked if their child has any health conditions or health issues as part of the admission meeting. Any concerns are noted on the Admission form.
- Subsequently, home visits or planned visits with the shelter team will allow fuller discussion and detail and these take place as a matter of course when a child has medical needs.

Existing pupils

- We update information about children's health conditions, medicines and permissions in response to information shared through our regular contact with mums, dads and carers and/or annually for all children as a matter of course.

Individual Healthcare Plan

All children with a medical condition at this school have an Individual Healthcare Plan (IHP), which explains what their medical needs are and the help they will need in an emergency. The IHP will accompany a child should they need to attend hospital. Parental permission will be sought and recorded in the IHP in order to share the IHP with emergency care settings.

We use an IHP to:

- Record important details about individual children's medical condition, its trigger, signs, symptoms and treatment and the level of support needed, including in emergencies.
- Record a child's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Record any separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the child can participate.
- Note specific support for the child's learning, social and emotional needs, for example how absences will be managed.
- Record who, in school, needs to be aware of the child's condition and the support required.
- Obtain written permission from mums, dads, carers and the headteacher for prescribed medication to be administered both at school and/or if necessary, hospital.
- Record what to do in an emergency, including who to contact and contingency arrangements.

.Consent to administer medicines

- If a child requires regular prescribed or non-prescribed medication at school, mums, dads or carers are asked to provide consent on their child's IHP giving the staff permission to administer medication on a regular/daily basis, if required. This includes consent for children who may require medication in an emergency.
- If a child needs a short course of medication this is recorded on a record sheet within the child's shelter.
- The school and mums, dads and carers keep a copy of this agreement.

Other record keeping

- The school keeps an accurate record of each occasion an individual pupil is given medication. This includes the name of the staff member giving medicine, child's name, date and time and dose of medicine. This record is kept by the shelter team in a secure location.
- Shelter staff also monitor and record any other significant medical events.

7. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

The following roles and responsibilities are used for this policy at this school. These roles are understood and communicated regularly.

Employer

This school's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all children). This responsibility extends to those staff and others leading activities taking place off-site, such as visits.
- Ensure health and safety policies and risk assessments are inclusive of the needs of children with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- Provide indemnity for staff who administer medication to children with medical conditions.

Headteacher

This school's headteacher has a responsibility to:

- Maintain an exemplary standard of collaborative working with the school team
- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including school staff, SENCo, mums, dads and carers, governors, Health Visitors, and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place, using Children's IHPs.
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all staff, including supply teachers and new staff, know the medical conditions policy
- Monitor and review the policy at least once a year, with input from children, mums, dads, carers, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of this policy.

All staff at this school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand this policy
- Know which children in their care have a medical condition and be familiar with the content of the child's IHP.
- Allow immediate access to each child's emergency medication
- Maintain effective communication with mums, dads and carers, including informing them if their child has been unwell at school
- Ensure a member of staff takes children's medication with them when they go on a school visit.

- Be aware of children with medical conditions who may need extra social support
- Understand the common medical conditions and the impact it can have on pupils
- Ensure no child with medical conditions is excluded from activities they wish to take part in.
- Ensure children have the appropriate medication or food with them during any physical activity and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- Maintain communication with families when children have been unwell
- Be aware that medical conditions can affect a child's readiness for learning
- Regularly record children's physiological need and medical events.
- Refer concerns to the Leadership Team or SENCo, in a timely way.

SENCo

The SENCo at this school has a responsibility to:

- Co-ordinate the completion of IHPs
- Liaise with other professionals as necessary
- Help update the school's medical conditions policy and medical training plan
- Help co-ordinate regular training for school staff in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training.
- Ensure there is a system for all school staff, especially temporary or supply staff (and volunteers if and when appropriate), to be aware of the children's medical conditions at any one time at this school.

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- Ensure all First Aid boxes are kept stocked with appropriate materials.
- When necessary ensure that an ambulance or other professional medical help is called.

Local Health Visitors, doctors and specialist healthcare professionals:

Individual Health Visitors, doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- Complete the children's IHP provided by mums, dads and carers
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Ensure children have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual children with medical conditions (with the consent of their parents)
- Understand and provide input in to this policy.

Mums, Dads and Carers

The mums, dads and carers of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date IHP for their child
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in visits.
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their name.

The policy will be available on the school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

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