

Slaithwaite CE J & I School



Medical Policy

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Supporting children with medical needs at Slaithwaite CE J & I

The Governors, Headteacher and staff of Slaithwaite CE J&I wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.

We have adopted the ChYPS policy and guidance *Supporting Children and Young People with Medical Needs* and outline below the detailed arrangements for implementing the policy in our school.

The Headteacher accepts responsibility for members of staff giving or supervising pupils taking prescribed medication or carrying out prescribed procedures during the school day where those members of staff have volunteered to do so. She will ensure that members of staff receive adequate information, instruction and training to ensure their competency to carry out their roles safely and effectively.

The acceptance of this responsibility is within the context of the previously mentioned policy. The Headteacher or her delegate will consider, in each case, the nature of the medication to be administered, any potential risks and all other relevant information before deciding in a particular case that medicine can be administered. Where there is concern that the student's needs cannot be met, the Headteacher will seek further advice from medical professionals and appropriate LA Officers.

The Headteacher will ensure that appropriate aspects of this policy and guidance are communicated to all relevant parties including staff, parents, students and others.

Roles and responsibilities

Roles and responsibilities will be in accordance with the previously mentioned policy . We have set out school duties briefly below:

the designated teacher with responsibility for children with medical needs is Our Headteacher. Her role includes:

- ensuring Health Care Plans are in place where necessary, and are reviewed regularly
- liaising with Health Professionals and parents
- overseeing the role of the ANT Admin Officer

- Co-ordinate necessary training of staff in all related matters and ensure training records are kept up to date using school systems

Other staff members with specific duties are our ANT admin officer her role is outlined below:

- Ensuring all information on the medical needs of children is kept secure, and up to date, in the SIMs database
 - Administration of medicines as agreed with parents/families, and the maintenance of necessary records
 - Safe storage of medicines
 - Communication, with parents, to ensure adequate supplies of medicines in school
 - Communication with parents to ensure that parents have completed the necessary authorisation forms, and the record keeping
 - Assist, as necessary with pupil self administration of medicines
 - Provide information and guidance to staff who are taking school visits, and if necessary liaise between home and school to ensure that staff are prepared to deal with any necessary medical need or issue
 - Safe disposal of any excess medicines, in line with guidance given
- a. Other members of staff with specific duties are : The Senior LTSA who will cover for ANT Admin in the event of short term absence, and the Head who will ensure appropriate cover is in place should both of the above be absent or in the case of a long-term absence.

Detailed organisation/arrangements

The arrangements and detailed procedures are set out in the main policy document. We have detailed the specific school arrangements briefly below.

1. **Administration of non prescription medicines.** We would not administer, or supervise the administration of non-prescription medicines unless supplied by parents. These would be administered in doses as indicated on the container. If a student needs to take a non-prescription medicine a written instruction from parents is required on a *Parental and school agreement to administer medicine form* (appendix 2)
2. **Administration of prescription medicines.** Only essential medicines should be brought into school. That is, only if it would be detrimental to a student's health if they were not administered. The school will only accept medicines prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber, and then only if it is in its original container. The school will also not change the dose from that outlined on the container, unless authorised in writing by the prescribing doctor. The school encourages families to administer the prescribed medicine in out of school hours whenever this is possible, and not detrimental to the health of the student. A *Parental and school agreement to administer medicine form* is used to record the agreement between home and school to administer the medicine. In the case of asthma and ADHD, there are separate forms to be used where administration of medication is necessary - *Asthma inhaler consent form* (Appendix 3) Staff may indicate their willingness to administer medication though it must be made clear that they are not required to do this. Otherwise this will be

undertaken by designated support staff who have been trained as necessary. The school keeps a record of the names of persons who administer medicine. If a pupil refuses to take medication, staff should not force them to do so. The student will be reasoned with and the reason for refusal of medication will be recorded. The school will inform the student's parents as a matter of urgency. If necessary, the school will call the emergency services.

- 3. Emergency procedures - detailed arrangements, roles and responsibilities.** If in doubt, staff are advised to seek support from the ANT Admin Officer who will contact Emergency services, arrange first aid support and make arrangements for parents to be contacted, otherwise staff are to seek emergency support through contact with SMT support. Whilst waiting for help the member of staff should move other children away from the scene as appropriate. If the casualty is fitting the staff present should try and ensure that objects around the casualty which could cause injury are removed. If the casualty is unconscious they should be placed in the recovery position, ensuring that tight collars are loosened to aid breathing.

If a hospital visit is necessary a member of staff will accompany the student until such a time as parents arrive.

- 4. Food management - re food allergies and intolerances.** Even in its most severe form, allergies and severe allergic reactions (anaphylaxis) are very definitely manageable. All students with a diagnosed severe food allergy must have an individual health care plan. Food/meal arrangements must be covered when the plan is drawn up. The health care plan must be drawn up at a meeting involving a senior manager and the parents and meal arrangements should be discussed at the same time.

We recommend that students with severe food allergies bring a home packed lunch. Where parents wish their children to be provided with school meals, a meeting takes place between the school and the parents. The school is responsible for arranging this meeting. At the meeting, the parents are given a copy of the catering providers food allergies/allergens policies and procedures and made fully aware of them. They can use this information to make an informed choice about whether or not they wish their child to receive meals. If the decision is made to provide meals, then the health care plan must clearly set out what the arrangements are. The parents must agree to the terms and conditions by signing their child's health care plan.

A critical element of managing the risk from food allergens is ensuring that the appropriate "emergency arrangements" are in place, are noted in the health care plan and that staff are aware of the arrangements. This is absolutely essential. These should be in place regardless of whether meals are provided by the school/setting.

The KMC Catering DSO position is that they have taken positive steps to reduce the likelihood that nuts will be found in recipes/menus. Nuts are not used as ingredients.

However, please note that due to production methods of suppliers of raw ingredients, it is not possible for them to guarantee the student will not come into contact with allergens.

Kitchen staff must be made aware by the Head, of the students affected by possible allergies who they provide for. The basic relevant information from the health care plan including a photo of the student is shared with the kitchen.

The school should be supplied with two epi-pens for each affected student.

5. **Safe storage of medicines.** Schools should not store large volumes of medicines. We will only store, supervise and administer medicine that has been prescribed for an individual student. Our ANT admin officer will ensure medicines are stored strictly in accordance with product instructions and in the original container in which dispensed.

Medicines must be kept in the container supplied which must be clearly labelled with the student's name, dose/frequency of administration, instructions for administration, date of dispensing, cautionary advice, expiry date.

Medicines are kept in Admin Office.

- a) Medicines for asthma, anaphylaxis, diabetes and epilepsy. These medicines may be needed in emergency situations when immediate access would be essential. In some cases students would carry their own medication e.g. inhalers for asthma, adrenaline injector pens for anaphylaxis in line with their care plan
- b) Medicines needing refrigeration. These are kept in the Staffroom.

6. **Record keeping - consent, health care plans etc** - For each student with medical needs, a file is held in the Office. This contains a copy of correspondence from parents including any agreed health care plan.

Not all students with medical needs will require an individual health plan, however all students should have a *Parental and school agreement to administer medicine form*.

When required, it should not be too onerous to develop an individual health care plan, although each plan will contain different levels of detail according to individual need. The plan should clarify the help that can be provided. It should include details of symptoms, daily care requirements, detailed emergency procedures and family/medical contact details. The parents should confirm all the medical information, in writing and, in cases of complex or serious conditions this should be verified by the GP, consultant or other medical professional also in writing. The health care plan should be developed in

consultation with the parents, a health professional, school health service and others as appropriate. For example it may be necessary to involve the catering provider in determining suitable meal arrangements for a food allergy sufferer. It may also be appropriate to involve the student.

Most pupils with medical conditions can take part in all curriculum areas and extra curricular sport. The school should be sufficiently flexible for all pupils to take part in ways appropriate to their own abilities. The health care plan should clearly identify any restrictions on the pupil's ability to take part in any activity. Guidance is available in the BAALPE publication *Safe Practice in Physical Education and School Sport*, a copy is available in the PE department.

Medic alert necklaces or bracelets are worn to alert others of a specific medical condition in case of an emergency. As these items can be a source of potential injury in games or practical activities, staff should consider whether, in certain circumstances, it would be appropriate to remove them temporarily and have them kept safe by the person in charge of the activity. In such cases, staff need to be alert to the significance of these bracelets/necklaces and be clear to whom they belong when removing and taking charge of them.

It is the role of the Head to ensure all Individual health care plans are reviewed regularly.

7. Off site activities and home to school transport Slaithwaite CE J&I encourages students with medical needs to take part in school trips, wherever safety permits. Where a health care plan is in place a copy must be obtained from the Head and taken on the trip, additional or amended risk assessments will take place where necessary. We advise staff to refer to the schools educational visits co-ordinator for advice and guidance, who will refer to Kirklees CHYPS guidance. The Head will arrange training in the administration of medicines on a as needs basis.

8. Disposal, hygiene and infection control Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Parents should also collect medicines at the end of each school year, or if they are needed during other holidays, the ANT admin officer will liaise with parents to make these arrangements.

The Office has a sharp box and this should always be used for the disposal of needles. There is also a container for blood contaminated materials and other medical waste and collection, and any possibly infected materials that can not be disposed of easily are collected by KMC Environmental Waste Services

9. Risk assessment and risk management procedures Where necessary an individual risk assessment will be carried out by the Head, Parents, student and any relevant

health care professional. The risk assessment will identify significant risks and will ensure sufficient control measures are in place. This risk assessment will inform the health care plan.

Signed **Date**
Chair governing body

Signed **Date**
Headteacher / Head of setting

Review date:

Appendix 1

Staff with specific responsibilities

First Aid trained staff up to Sept 2017

Position	Name
Headteacher	Elaine Bradley
Classroom Support & LTSA	Rachel Bulmer
Classroom Support & LTSA (Pediatric)	Pam Wood
Teacher	Paula Cherrington
HLTA (Pediatric)	Debbie Booth

Appendix 2

Parental and school agreement to administer medicine

Name of child: Class

Medical condition

I wish the school to give my child his / her medicine at am / pm

The dose is:

I agree to school staff administering medication to my child.

Signed

Date

Appendix 3

Asthma inhaler consent form

If you wish the school to administer inhalers, please complete and sign this form. The school will not give your child medicine unless you return this form, and the headteacher has agreed that school staff can administer the medicine.

Pupil Details:

Child's name:

Class:

Address:

Medication: type/ name of inhaler:

Dosage: as required

Do you wish your child:

- 1) To leave their inhaler in the office*
- 2) to keep their inhaler with them at all times*

* Please delete as appropriate

If your child has an asthma attack, and does not have their own inhaler available, do you give permission for your child to use another identical inhaler? Yes / No

We will inform you if your child refuses to take his/her medicine.

Contact details

Name: (please print)

Relationship to pupil:

Address:

.....

Contact telephone number:

I understand that I must deliver the inhaler personally (clearly marked with my child's name) to the office. I accept that this is a service which school is not obliged to undertake.

Signature: Date: