



# St Cuthbert with St Matthias CE Primary School and Nursery

## Policy on Children with Medical Conditions

Agreed by FGB: July 2016

Reviewed: Spring 2021

Next review: Spring 2022

## **TEACHERS AND OTHER SCHOOL STAFF**

Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. All other staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when the member of staff responsible is absent or unavailable. Teachers are not legally required to administer medication; this is a voluntary role.

## **INDIVIDUAL HEALTH CARE PLANS (IHCP)**

- Any pupil who has a medical need must have an individual health care plan (IHCP). It is the Head First Aider's responsibility to ensure that these are up to date.
- The main purpose of an IHCP for a pupil with medical needs is to identify the level of support that is needed at school.
- It is a written agreement between parents, staff and the school nurse to formally identify and plan the support that the school can provide in relation to the medical need.
- The plan needs to be reviewed at least annually, and parents are responsible for ensuring that the Head First Aider is updated if there is any change to the pupil's medical need.
- An individual health care plan would include:
  - details of a pupil's condition
  - special requirements, e.g. dietary needs, pre-activity precautions
  - medication that may be required at school, and any side effects
  - what to do, and who to contact in an emergency
  - Any self-management issues that have been agreed (for example, pupils for whom it is agreed can take responsibility for their own inhaler, would be documented in the IHCP.)
- All staff must take responsibility for familiarising themselves with these, so that they are clear on their own responsibilities in relation to the IHCPs.
- A summary of the pupils with IHCPs will be kept on the "Staff T" drive in the First Aid folder, and updated when needed by the Head First Aider.
- Care plans will be displayed outside the current classroom of the child and in the medical room. The SENCO and Head teacher will also have copies of care plans.

## **MEDICATION MANAGEMENT**

Medication to be given at school can only be given with written consent from the child's parents. Medication that pupils may need at school falls into three categories; prescribed, non-prescribed and emergency medicine. Parents need to ensure that medication at school is in date.

### Prescription medicine

This refers to medicine that has been prescribed by a medical professional, so there is a specific instruction to give it at a certain time or for a certain symptom. Prescribed medication is either time-limited, or regularly reviewed by medical staff. Examples include antibiotics, asthma treatment, insulin injections.

Parents are responsible for liaising with the School Nurse if their child has been prescribed medication. An agreement will be reached about what can be safely managed at school in relation to this. An IHCP will be written for children whose medical need is long lasting (e.g. asthma).

For short term medicine administration, parents will write a letter to give their consent for any trained first aider to administer the medication. This will indicate the length of time the medicine is needed for, and after this time, parents would need to write a new letter if the medication is needed again.

Parents are responsible for ensuring that the school have sufficient supplies of the prescribed medicine.

### Non-prescription medication

This refers to medicine that is not prescribed by a medical professional, but that parents have decided to give their child to help symptoms. This will usually be a “one-off”. Most commonly, these are analgesic medicines (pain killers).

If a parent feels that their child will need a certain non-prescribed medication, at the beginning of each day they must speak to the Head First Aider. The school will not administer any non-prescribed medication without a doctor’s letter specifying the exact dosage and exact times when a particular medicine should be administered or keep any non-prescribed medication on site.

If the parent feels that a child needs non-prescribed medication during the day, the parent must arrive at an appropriate time, agreed with the Head First Aider, during the school day to administer the medication. Cough lozenges will not be allowed to be taken at school.

Non-prescribed medicine will not be left at the school.

### Emergency medication

This refers to medicine that is prescribed by a medical professional, to be given in an emergency situation. These may well not be used during the pupil’s school career, but it is necessary to have them available at school, in case they are needed.

If a child is prescribed an emergency medication, it is the parent’s responsibility to inform the School Nurse. A meeting will take place to agree an Individual Health Care Plan, and parents will provide written consent that school staff can administer this medication if it is required, and if they are competent in administration.

This care plan must then be reviewed annually by parents, the Head First Aider, the SENCO and the school nurse.

All staff, and the patient when old enough, should know where their medication is kept. It must be easily accessible to all staff.

### **Responsibilities of staff leading school trips**

Staff organising outings and visits must make arrangements for taking any necessary medication or any additional safety measures e.g. take bum bags and zip wallets as well as a risk assessment.

Staff supervising excursions should be aware of any medical needs and relevant emergency procedures.

The Head First Aider can assist with planning any trips; it is the responsibility of the staff member leading the trip to liaise with the Head First Aider, who can help with planning and preparing any medication/equipment to take.

The staff member must take responsibility for ensuring that medications are kept safely by an adult during the trip, and are returned to the medicine cupboard on return.

### **Responsibilities of staff leading sporting activities**

Any restrictions on a pupil’s ability to participate in PE should be included in their individual health care plan, or in a letter from parents.

Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

### **Illness resulting in absence from school**

Parents are to be reminded of the school policy on short term illness:

If a child cannot come to school because of illness, parents should telephone the school office, if possible before 9 a.m. A child should not return to school after an infectious illness unless passed fit by the family GP. Ill children should not be sent to school, to prevent cross-infection.

### **Action taken to treat illness whilst at school**

In an emergency a child will be taken to the Accident and Emergency department at the Chelsea and Westminster Hospital.

In such an event the school will endeavour to contact the parents first.

If a child seems ill and the Head First Aider is present, an assessment will be done of their physical health.

Children showing signs of infection, or who are too unwell to continue at school for the day, will be sent home.

If the child has no temperature and there are no other obvious symptoms they will be encouraged to stay at school until the usual time for collection.

## **Appendices – Staff Guidelines**

### **RECORD KEEPING – GUIDELINES FOR STAFF**

Accident/Illness forms, for the Early Years and Years 1 – 6, are kept in (5 folders in the medical room, which record:

- Year R & N
- Year 1 & 2
- Year 3 & 4
- Year 5 & 6
- Head injuries

These can be completed by the member of staff who is taking responsibility for treating the child. First Aiders are responsible for carrying out First Aid on pupils in the school.

Parents will be informed of their child's ill health. All treatment given at school will result in an Accident and Incident form being completed, and a copy of this will either be given directly to parents/carers at the end of the day, or put in the child's book bags.

The First Aider takes responsibility for deciding whether a parent should be informed by telephone at the time about their child's ill health. Parents should be contacted if:

- The symptoms complained of are continuing, despite treatment, or if there are any concerns about ongoing illness at home.
- There is any concern from the Head First Aider or teaching staff about the symptoms, however minor.
- There are injuries that have caused marks on the child's face, or are more severe than a slight graze.
- Children sent home

### **GUIDELINES FOR SPECIFIC MEDICAL NEEDS**

#### **Asthma**

Children with asthma must have immediate access to their reliever inhalers when they need them. Inhalers should also be available during physical education and sports activities or school trips.

If agreed specifically with the Head First Aider, pupils will be allowed to keep possession of their own inhalers. Parents and pupils must be informed that disciplinary action may be taken if these are used in an irresponsible way by the pupils.

### **Anaphylaxis**

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. In its most severe form the condition can be life-threatening, but it can be treated with emergency medication.

This may include antihistamine, adrenaline inhaler or adrenaline injection, depending on the severity of the reaction.

For those children who need them, parents must ensure that the school has two "in date" EpiPens. These are stored in the child's class room and medical room medicine cabinet.

Children will be unable to remain in school or participate in educational visits unless the school have two EpiPens, which are in date.

Further information for staff about anaphylaxis is available in the staff room.

### **INSTRUCTIONS FOR CONTACTING AMBULANCE SERVICES**

1. Dial 999 and ask for ambulance
2. Be prepared to give the following information
  - School telephone number: 020 373 8225
  - School address: St Cuthbert with St Mathias CE Primary School
  - Exact location of pupil requiring assistance
  - Name of pupil
  - Your name
  - Brief description of symptoms (reiterate that this is a child, and it is an emergency)
3. Contact parents
4. Record timings of phone calls, and when situation is safe, ensure that a record of the incident is documented in the first aid records.

### **MEDICATION MANAGEMENT – GUIDELINES FOR STAFF** **Medication Storage and Access**

Any medication must be stored in the medicine cupboard in the medical room, or, if instructed by pharmacy, in the medicine fridge. Spare EpiPens (adrenaline) must be stored in the medicine cupboard in the medical room.

The medicine cupboard in the medical room and the fridge in the staffroom must be kept locked at all times. The keys will be kept in the medical office, on the shelf next to the medicine cupboard, and staff will be made aware of where they are kept. It is the responsibility of staff members using the cupboard and fridge to ensure that they are locked securely following use.

Pupils of appropriate age must be told where their medication is stored, and how they can request medication from staff members.

Parents must ensure that the school has been given medication that is in date. Any pupils with out of date emergency medication will not be allowed to attend school until medication is provided that is in date.

Parents are to be reminded that it is often possible for medication to be prescribed in dose frequencies which enable it to be taken outside school hours. They should be encouraged to ask the prescribing doctor about this.

### **Medication Administration**

All medication administered at school must have a written consent letter from the parents.

All medicine that is brought into school must be clearly labelled with the patient's name on it. Prescribed medication must have a pharmacy label attached indicating the prescription, or a doctor's letter.

If a child requests medication, staff must check the following on the medication itself, and the form:

- The child's name
- The medication, and the method of administration
- The amount of medication that is prescribed
- The expiry date of the medicine
- That the permission letter from parents gives full details

Staff should not administer medication if there is any lack of clarity for the above points.

The staff member administering medication is to sign on the child's grid that the medication has been given.

### **Disposal of Medicines**

Parents are required to dispose of any medication that is no longer needed, or has expired. This must be done on a termly basis, apart from emergency medication, that can be kept at school for the academic year if parents wish.

If medication is not collected by parents, the Head First Aider will make arrangements for it to be disposed of in a local pharmacy.