

September  
2018

# Supporting Pupils with Medical Conditions

Adopted by Governors:	16 <sup>th</sup> October 2018
Signed	 Mrs F Boulton, Chair of Governors
For review:	July 2020

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**BALDWINS GATE CE (VC) PRIMARY SCHOOL**

# Supporting Pupils with Medical Conditions

Baldwins Gate CE (VC) Primary School is an inclusive school which encourages and supports pupils with medical needs to allow them to access all areas and aspects of the school curriculum. This policy adopts the recommendations and guidance as outlined in the Department for Education's document entitled "Supporting pupils at school with medical conditions" (December 2015).

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf)

**Aim:** School follows the school's LEA admissions code regarding children with medical conditions and adheres to Staffordshire County Council's Health & Safety guidance.

## Responsibility

It is the responsibility of the governing body to ensure that the legal requirement of the duty is met. This is a statutory duty.

It is the responsibility of all staff to ensure diligence and care in ensuring that the medical needs of all children, both physical and mental, are met and that all curriculum areas and activities are fully accessible to all children. The headteacher is responsible for the monitoring of the policy, procedures and practice. Staff involved in the support of medical needs will be required to attend all meetings associated with the child's needs.

## Training

Name	Responsibility
Mrs C Lowe	Need identification and training
Mrs S Riley	Sourcing and booking training
All staff	Responsible for alerting headteacher of training need of lapses relating to medical and health & safety training
All staff, governors and volunteers have access to generic training.	

## Current Qualifications

Mr J Smith	First Aid at Work	Review November 2020
Mrs V Danks	First Aid at Work	Review November 2020
Mrs J Stonier	Paediatric First Aid	Review February 2021
Mrs J Burke	Paediatric First Aid	Review February 2021
Miss S Gardner	Paediatric First Aid	Review November 2019
Miss D Green	Paediatric First Aid	Review November 2019
Ms M MacBryde	Paediatric First Aid	Review September 2019
Mrs V Danks	Paediatric First Aid	Review November 2020
Mr J Smith	Paediatric First Aid	Review November 2020
Mrs A Salter	Paediatric First Aid	Review November 2018

## List of Annual Training

Annual training provided by School Nurse:

Administering medication/Asthma/Epipen/Midazolam Buccal (seizure management).

## **Identifying Medical Needs**

- Annual information is gathered and medical needs of pupils identified.
- Care plans for those pupils identified are produced in collaboration with parents and are discussed with all staff.
- Care plans are kept on file in the school office. A summary sheet is provided to each classroom.
- Care plans co-ordinated by Mr J Smith with parents and are signed off by the school nurse.
- Several children require specialist support and outside agencies are involved in the production of their care plan.
- Care plans are reviewed annually (unless an amendment is required during the academic year) and retained in the school office.
- Children with specialist needs are identified in the school's Fire Safety and Emergency Evacuation procedures and have individual Personal Emergency Evacuation Plans (PEEPs).
- Staff are made aware of care plans and class teachers receive a summary sheet for their retention containing photographs of individual pupils.
- Kitchen staff are given a list of pupils with food allergies.

## **Curriculum**

Every effort is made to ensure that every child has access to all curriculum areas although some activities are adapted to meet the child's needs.

## **PE**

All PE lessons are inclusive. Adaptations are made and every effort is made to ensure that the skills/learning needs of the child are met.

## **Out of School Activities**

All children have access to out of school activities. One to one or parental support may be required dependant on a review of the medical need.

## **Trips**

All children who have a care plan, including asthmatic children, are identified on the risk assessments. Their individual needs are risk assessed and considered.

## **Medical Needs/Learning**

All children with medical needs are also part of a class overview document. Where applicable both learning and medical factors are included in personalised plans – EHC and IEP.

The PLP considers the child as a learner and how, through intervention and support, their needs can be addressed.

The impact of their medical need is considered and adjustments made accordingly.

Where children have a period of absence or are hospitalised, an individual plan will follow to address both physical and learning needs. This responsibility lies with the class teacher/headteacher.

### **Meeting Needs – Health Care Plans (HCP)**

**Aim:** To ensure that all children with medical conditions are supported in both physical and mental terms, so that they can play a full and active role in all aspects of school life.

### **Involvement in Health Care Plans – Implementation**

**Pupils:** Where possible, dependent upon maturity and understanding, pupils will be consulted and contribute where possible.

**Parents:** Parents should be fully involved in the plan and its review. They should carry out any resulting actions and provide up to date information.

**Health Care Professionals:** Physiotherapists and other professionals contribute to the plan and its implementation.

**School Nurse (Health and Wellbeing Service):** Advise and support to both staff and parents on Health Care Plans is available from the School Nursing hub reviews plans. School nurses also liaise with outside medical agencies to provide advice/support.

### **School Staff**

School staff have a duty to support pupils with medical conditions. Relevant training is given. School staff can choose not to administer medicines.

### **Headteacher**

The Headteacher is responsible for developing partnerships with all concerned in the plan, that staff training is current and relevant, that sufficient staff are trained and that HCP's are formulated, implemented and monitored.

### **Emergency Procedures**

Emergency procedures for children with medical conditions are included in all HCPs.

Emergency evacuation procedures for pupils with a medical need is included in the school's procedures for fire and emergency evacuation.

### **Insurance and Liability**

**Employers' Liability Insurance**

**Policy holder:** Staffordshire County Council

**Insurance Provider:** QBE Insurance (Europe) Limited

**Policy No:** Y097981QBE0118A

**Date:** 1<sup>st</sup> May 2018 to 30<sup>th</sup> April 2019

### **Managing Medicines in School**

The school annually reviews its Managing Medicines in School policy and protocols (copy attached as Appendix 1).

Managing Medicines training completed with School Nurse and reviewed annually.

### **Medical Information for Staff, Volunteers and Students**

Staff, volunteers and students are asked to complete a registration form which includes medical information.

# Managing Medicines in School

Baldwins Gate CE (VC) Primary School

September 2018

Dear Parents and Carers

We would like to remind parents of the procedures/protocol regarding medicines in school.

- Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- We can only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.
- We cannot accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- All medicine should be handed to a member of staff for appropriate storage. Medicine should not be left in school bags.
- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. **Medication which is to be administered three times a day should not need to be sent into school as it can be given at breakfast time, after school and at bedtime.**

## Short-Term Medical Needs

- If your child needs to take medication during the school day you must complete Form 3B available from the school office.

## Long-Term Medical Needs

- It is important that we have sufficient information about the medical condition of any child with long-term medical needs and will work with parents to develop a written health care plan. Care plans are reviewed on an annual basis and parents are asked to ensure school is kept up to date should anything change.
- A letter from your doctor may be required for medication on a long term prescription.

## Asthma

- Children with Ventolin inhalers in school must have a spacer device available to use with their inhaler.

## Sickness and Diarrhoea

- A child who has sickness or diarrhoea should remain absent from school for 48 hours following the last bout of sickness or diarrhoea. This 48 hour rule is essential in order to protect other children or staff from contracting a bug. Unfortunately, this may mean that a child misses a school event.

If you suspect your child is unwell, please do not send him/her to school until they are well enough to cope with a normal school day, which includes outdoor play.

Thank you for your co-operation.