

Hollywood Primary School

Policy of Medicines and Health Needs of Children in School

Updated May 2018

Our school is an inclusive community that welcomes and supports pupils with medical conditions. Our school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can :

Be healthy

Stay safe

Enjoy and achieve

Make positive contribution

Achieve economic well being once they leave school.

Our school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

Our school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

Our school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

Our school understands that every child has the right to the best possible health. Article 24 and every child with a disability has the right to live a full and decent life with dignity and as far as possible, independence and to play an active part in the community. Article 23

The named member of school staff responsible for this medical conditions policy and its implementation is: Miriam Schwartz.

1. Policy Framework

Our school is welcoming and supportive of pupils with medical conditions. It provides children with any medical condition the same opportunities and access to activities (both school based and out – of – school) as other pupils. No child will be denied

admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made.

Our school will listen to the views of pupils and parents.

Pupils and parents feel confident in the care they receive from our school and the level of that care meets their needs.

Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The whole school and local health community understand and support the medical conditions policy.

Our school understands that all children with the same medical condition will not have the same needs.

Our school recognises that duties in the Children and Families Act (England Only) relate to children with disability or medical conditions and are anticipatory.

Our policy is shared with all members of staff , school nurse services and governors

Our DSL lead and Medical lead keep records of all staff training. Ms Schwartz ensures that all new members of staff attend and receive all relevant documentation.

2. Individual Care Plans

All care plans are put into place after liaison and communication between the school, parent /carer, outside agencies, school nurse and child. A multidisciplinary approach is required. A care plan details exactly what care a child needs in school, when they need it and who is going to give it.

All staff are made aware of any information which would impact on the child's learning, behaviour or classroom performance.

At our school we have four different types of care plans.

1. Allergy / medical needs (RED)
2. Intimate care plans (White)
3. Epilepsy (Yellow)
4. Diabetes (provided by the hospital specialists)

All medical conditions and allergy care plans are completed by our school nurse after a referral is completed. Ms Schwartz will discuss with teachers, parents and carers. These are updated as and when required.

White intimate care plans must be completed in school for children who require toileting support. These are updated as and when required by the class teacher/TA but checked on a regular basis by Ms Schwartz. These are kept in the class care plan folders after agreement from the parents/carer.

Children who require daily medication for Autism or long term illness must complete all consent forms and a register form must be attached. All tablets must be kept in safe custody.

Care plans and records are kept in 3 main folders which are situated in the office, medical station and staffroom. These are kept up to date by Ms Schwartz and are updated each year or as required.

A copy of all care plans are also kept in blue folders in every classroom. These are cleared and updated at the end of each academic year. These blue folders also hold documentation for a child's individual needs. For example: Asthma record sheets.

The Lodge

Our Resource Base follow the same policy as in mainstream.

The Lodge have one central record folder which is updated by the class teacher/TA.

Ms Schwartz regularly liaises with all staff to make sure all records are kept up to date. The class teacher and TA keep all the Intimate care plans up to date as and when required. These are reviewed twice a year unless changes are needed sooner.

The same Intimate care plans are also documented in mainstream reception and updated as required. It is the class teacher/TA to keep these up to date. A transition meeting will occur when a child from our lodge is ready to spend time in our mainstream classes.

3. Parental Responsibilities and management of Oral or Inhaled Medicines.

It is the parents / carers responsibility to provide any medication which is required in school.

All medication should be prescribed by a doctor, school nurse or a pharmacist.

It must be in its original labelled packaging and dated. Parents / carers must fill in a permission form which clearly states family details, dosage and instructions for administration.

Where possible all medication should be administered at home. This will be encouraged where possible.

Sometimes it is necessary for children to take medicines during school hours. All medication must then be handed over to the school office who will then place it into safe custody along with the documentation in the staffroom. The class teacher will be informed.

If medicine needs replenishing this should be done in person by the parent or carer. Parents are responsible for ensuring that information on medication is accurate and up to date, that medication has not reached its expiry date and that equipment and devices are cleaned and kept in working order.

Children do not bring in their own medication. All medicines that need to be given whilst a child is in school care must ONLY be given by a named member of staff when prior written consent has been given.

Staff who are parents or relatives of children within school must NOT medicate their own child without informing their class teacher or named medical person. A permission slip should be filled in and placed in the folder in the staff room. All permission slips are stapled to a register form.

Emergency Medication

All emergency medication is kept either in the staffroom safe custody fridge / cupboard or our safe custody box in our fully equipped medical room.

Our school makes sure that all staff understand what constitutes an emergency.

Parents are asked to collect / take home all medication at the end of each term.

It is the staff responsibility to check expiry dates.

Staff will be made aware of details of insurance covering the event of an accident or error in the administration of medicines. Our headteacher will make staff aware of any changes to our school insurance policy.

Arrangements for administration of medicines during out of school activities / educational visits are made between the class teacher and parents/ carer. Risk assessments must be completed. All medication must be taken in safe boxes and in the original packaging. All paperwork should be attached and completed. This should have all details attached. First Aid kits must be fully equipped and taken on every

trip. Pupils may carry their own emergency medication with them if they wish where this is appropriate.

Medication arrangements must be added to all risk assessments.

All children should have access or have a clear knowledge where their medication is stored.

Ms Schwartz / class teachers will inform all dinner supervisors of any medical needs. All dinner supervisors must read the care plans and fill out all relevant documentation with support from Ms Schwartz and Mrs Dixon. All relevant or new information will be given at regular meetings and in writing. Ms Schwartz will arrange training as required and assist at the medical station.

All our dinner supervisors are basic first aid trained and will have completed a one day course.

Administration of medication

Our school understands the importance of medication being taken and care received as detailed in all care plans or consent forms.

Our school ensures staff are trained to administer medication and that the needs of the child are met. This includes escort staff for home to school transport if necessary.

It is the school's governing bodies responsibility that the appropriate level of insurance and liability cover is in place.

Our school will dispose of needles and any other sharps in line with local policies. Sharps boxes are kept securely within school when required.

Our school should only administer prescribed medication after written consent while respecting the child's confidentiality.

Once a child from the Lodge is ready to take part in our mainstream community, a named person shall administer agreed medication in line with this policy and record as stated. This will be the responsibility of the mainstream class teacher who registers that child on a daily basis. A full transition meeting must be held with teacher, parents and class TA to make sure all paperwork is up to date and stored correctly.

Asthma and the Administration of Inhalers

This school welcomes all children with asthma and will encourage and help children with asthma to participate fully in all aspects of school life. As a school we recognise that immediate access to inhalers is vital.

We ensure that other children understand all about asthma so that they can support their friends and so that children with asthma can avoid the stigma sometimes attached to this condition..

As a school we shall work in partnership with all parties concerned to ensure the successful implementation of our school policy.

All our staff complete an Asthma awareness training on a yearly basis.All staff are encouraged to attend.

All inhalers within school should be kept in their original box packaging. Instructions on the prescribed labelled are followed or instructions from the family GP. Advice is sought from our school nurse if we have any queries. All Asthma registers are kept in every care plan folder in each classroom. All Asthma plans must be completed with parents signature.

As a school we hold a spare emergency inhaler in our safe custody box.This will be checked and renewed by Ms Schwartz as and when needed.

An awareness card is displayed at the front of each classroom.It is the responsibility of the class teacher / TA to inform any new staff / supply staff who may be teaching in that classroom. During transition time there should be a medical meeting held. This should display the childs initials only.

It is the parents/carers responsibility to keep inhalers upto date and in school. At the end of every term all expiry dates are checked.

It is also the responsibility of parents/carers to ensure that their child understands that it is their responsibility that they carry their own inhaler when required.

Our school only have BLUE inhalers with spacers kept in school.

A record of all our children who need an inhaler is kept and updated regularly by Ms Schwartz.This changes often therefore discussions with all members of staff is important.

All inhalers are to be taken to every out of school activity and be taken to every PE lesson by the child.

Our school inhaler for emergencies only. This should not be used regularly on a child who may have forgotten an inhaler or not brought one into school. Parents will be informed if this is the case.

Epipen Care

Our staff train each year and can administer an EpiPen in an emergency situation following a care plan in place. A school emergency EpiPen is stored in our safe custody box.

This is available for both staff or a child in an emergency situation. This should only be used at the same time as calling 999 for an ambulance.

Ms Schwartz will check the expiry dates and renew as needed. Ms Schwartz is responsible for updating all staff training on a yearly basis. This is completed by the Schools Health Service.

Diabetes Care

Our school believes that every child with Type 1 diabetes deserves to have the same education as every other child in our care.

No child will be excluded from any part of our curriculum.

Every child with Type 1 diabetes should have access to extracurricular activities, including overnight stays.

Paediatric diabetes team members will ensure named staff are trained in Type 1 diabetes and the care needed for the individual child.

No parent should be relied on to go into school to treat their child's diabetes.

Every child with Type 1 diabetes should be allowed to inject insulin in public or in private, depending on their wishes. Supervision will be given by a named member of staff.

Each child with Type 1 diabetes will have a care plan completed by the paediatric diabetes team.

It is the parents//carers responsibility to provide update information to the school and keep medical supplies up to date.

Our school understand that not all children with Type1 diabetes have the same needs. Each child should be treated as an individual.

Our school ensure that a minimum of four staff at any one time are fully child to treat a named child. Plans are made in the absence of the main named TA/Teacher.

Our staff will communicate with parents//carers daily and as required by phone or text. Each day a diary will be completed and a copy of this is kept within school.

A child with Type 1 diabetes will never be left alone during a hypo or be prevented from eating/drinking what is necessary to treat a hypo.

As a school we support every child when a child needs to take a blood test. Support will be given when calculating the amount of insulin needed and checked by the named adult.

In the case where a child may have tests alternative plans should be made.

A full transition meeting will be held at the end of every year and new named staff will be trained.

As a school we will not penalise any child for poor attendance.

As a school we will take the time to listen to each child and their views regarding their care.

Additional Medical Training

Our staff will also complete a basic awareness training session each year for Asthma, Diabetes, Epilepsy and Allergies. These are given by our School Health Service.

All staff are given the opportunity to complete defibrillator training .

First Aid / Emergency treatment

Our school prides itself that we have a high number of staff first aid trained every 3 years. We are aware of many medical conditions and understand the duty of care that we have towards our pupils in an emergency.

Our trained staff are displayed around our school pictorially for all the children to see.

Ms Schwartz will ensure that all training is kept up to date. Where necessary in service training will be given. Ms Schwartz is committed to sharing all new documentation / policies and procedures with all staff. This is completed during staff meetings and dinner supervisor meetings. Ms Schwartz informs our Deputy Head/DSL lead of all training given for data purposes.

All care plans state clearly what to do in an emergency and it is the school responsibility to inform all supply staff or new staff of all first aid / medical needs within the class.

Our school have a trained member of staff on duty at every break time. This member of staff makes themselves available at our first aid station. Key stage one staff take a medical box outside with them at all times .

Our school use a helping hand system for extra support. These are red hands which are carried by all staff. These have areas or names on them so that another member of staff can be collected for extra support. Ms Schwartz ensures that all the children are aware of our helping hand system . Ms Schwartz teaches the reception children every year on their arrival of all medical procedures and our helping hand system.

Our first aid station is well equipped with all emergency first aid equipment and documentation. First aid procedures are also displayed pictorially .

Defibrillator

An emergency defibrillator is situated on the corridor wall near our first aid station for all to access. Clear instructions are on hand and training to staff is given by the charity CCSHF. A monitoring checklist is to be completed daily by a member of staff on door duty. Ms Schwartz will ensure that the equipment inside is kept up to date and that the battery is changed in sufficient time. When an adult is administering CPR and requires support a child may use our helping hand system or collect the defibrillator an ambulance must be called immediately. Procedures must be followed as displayed.

All year groups should have their own first aid kits for quick response. All our learning groups within school hold first aid bags with kit inside for minor injuries.

Documentation of accidents and injuries/ Record Keeping

At our school we document all accidents and ask if children have any medical conditions on the enrolment days.

All new medical needs are referred to the school health service team.

Ms Schwartz meets with the school nurse every two weeks for updates and referrals. The school nurse offers support to staff, children and parents on an appointment basis.

The school makes sure that the pupils confidentiality is protected and the school seeks parental/ carers permission before sharing any medical information with other parties.

Bump notes

For all minor injuries a white form is to be completed and sent home.

All injuries which appear more serious and which may need further treatment are documented on a green form where a carbon copy is kept in school. The top hand written copy is sent home.

A record book is also kept as a log of attendance to first aid. This should be completed after each incident.

Our school have clear emergency plans on hand at every phone station within school. This gives clear guidelines to all staff for if an ambulance needs to be called. In this instance a member of staff will wait on Pickenham Road and another with the child.

Our office must be informed and be given clear details. Parents must be contacted first or at the same time.

Our school have first aid trained staff who are insured to drive injured / sick children home or to a hospital after parental / Headteachers consent. Two members of staff should be with the child at all time.

For all head injuries a green form must be completed and support from Ms Schwartz should be given. Our school always contacts the parent/ carer via a phone call or text which will state the nature of the injury and if their child is deemed well enough to stay in school. Consultation between staff and parent / carer will take place before a child is sent home.

Our school will never leave a injured child on their own. Every child must be escorted until emergency medics arrive or a parent / carer. All documentation must be on hand and yellow bags must be used for any soiled clothing.

Where hospital treatment is needed our form completed must be sent to the Birmingham Education Office and a copy is to be kept in school.

Lunchtime Accidents and Sickness

Our dinner supervisors are all basic first aid trained. Basic first aid bags are taken onto the playground for quick response.

A trained member of staff is on duty at our station where more serious injuries/ sickness is dealt with.

Extra support is given by Ms Schwartz, Mrs Dixon and Mrs Brown. All documentation procedures are followed.

All white bump notes are given to the class teacher at the end of every lunch time . It is the teachers responsibility to ensure all bump notes go home.

The whole School environment

Our school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility.

Our school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities.

All our staff are aware of the potential social problems that pupils with medical conditions may experience and use knowledge alongside our school bullying policy to help prevent and deal with any problems.

Our school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical sessions.

Our school staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware to take special precautions to prevent any possible triggers for a pupil's medical condition.

Our school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child.

All school staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absence relates to their medical condition.

Our school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with all relevant parties required.

Pupils at this school learn what to do in an emergency and adopt the helping hand system and receive first aid training on an awareness day/first aid week.

Returning to school following a period of illness / treatment

Our school works in partnership with all relevant parties including the pupil, parent, school's governing body, all school staff, catering staff, healthcare professionals to ensure that the return to school is planned, implemented and maintained successfully.

Infection Control

Our school follows the Guidance on infection control in schools and other childcare settings written by the Health Protection Agency 2010.

Policy review

This policy shall be reviewed on a yearly basis or updated when and as required.