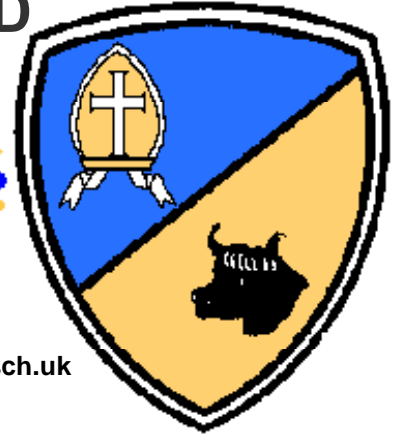


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SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Date of Policy: 2016

MISSION STATEMENT

At St. Luke's CE Primary School we are:

Following in God's way

Learning day by day

Working with one another

Caring for each other

Safeguarding and the support of pupils with medical conditions is embedded in our school ethos and shared and accepted by all staff, pupils, governors and the school community

Introduction

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

This policy outlines the responsibilities and procedures for supporting pupils at St Luke's C E Primary School who have medical needs.

Parents and guardians

- Parents, as defined in the Education Act 1994, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are actually unwell.
- Parents are responsible for providing the headteacher with sufficient information about their child's medical condition and treatment or special care needed at school.
- With the Headteacher, they should reach agreement on the school's role in helping their child's medical needs.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the School Health Service can often provide additional assistance. However, ideally, the headteacher should seek a

parent's agreement before passing on information about their child's health to other school staff.

- Parents religious and cultural views should always be respected.

The Governing body

The governing body has a duty to ensure that their insurance arrangements provide cover for staff to act within the school of their employment; that the procedures outlined in this policy are followed; that the policy is updated in line with legislation; and that any necessary training is made available to staff.

The Headteacher

The headteacher is responsible for implementing the governing body's policy in practise and for developing detailed procedures. When staff volunteer to give pupils help with their medical needs, the headteacher should agree to them doing this, and must ensure that staff receive proper support and training where necessary. Day to day decisions about administering medication will normally fall to the headteacher. The headteacher is also responsible for making sure parents are aware of the school's policy and procedures for dealing with medical needs. The headteacher is responsible for arranging back up cover when the members of staff responsible for a pupil with medical needs are absent or unavailable.

All School Staff

Staff who care for or supervise pupils with medical needs in any school situation should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication, they may only do so if they have had the appropriate training. Medication will only be administered in the presence of 2 members of staff and will be recorded in the office medicines file.

Other health professionals

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The local health authority
- The school health service
- The school nurse
- The general practitioner (with the consent of the child's parent)
- The community paediatrician
- The child's specialist medical team

Short term medical needs

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours. For example, where medication is prescribed less than four times a day, it will be expected it will be administered at home, unless the child attends the evening session of afterschool club or a medical practitioner has prescribed it to be taken at specific times.

School staff will not give non-prescribed medication to children. In exceptional circumstances, under the direction of a medical practitioner or a child's specialist medical team, and the local authority health and safety team, non-prescription drugs may be administered so long as they form part of the child's personal healthcare plan. In the case of children suffering regularly from acute pain, such as a migraine, the parents will authorise and

supply appropriate prescribed painkillers together with written instruction about when the child should take the medication. A member of staff will supervise the pupil taking medication and keep a log of all medication taken and notify the parents in writing on the day painkillers are taken. Painkillers will not be administered until the child has been in school for a minimum of 4 hours. When parents supply prescribed painkillers, they must do so within 24 hours of the drugs being prescribed, in the original container, with the original pharmacy dispensing label (or in the case of the drugs being prescribed on a Friday, they must be supplied to school by 09:00am on the following Monday).

Long term medical needs

The school needs to have sufficient information for any pupil with long term medical needs. The school will then draw up a written health care plan for such pupils, involving the parents and relevant staff and health professionals.

Individual health care plans

These enable the school to identify the level of support that is needed at school. Those who may need to contribute to the plan are:

- The headteacher
- The parent or guardian
- The child (if sufficiently mature)
- Class teacher
- Teaching assistant
- School staff who have agreed to administer medication or be trained in emergency procedures
- The school health service, the child's GP or other health care professionals
- Child's specialist medical team

The plan will detail:

- the provision that needs to be made to accommodate the child's medical condition
- what constitutes an emergency for the child, and actions to be taken
- what regular medication the child takes, both in and out of school
- where appropriate, the emergency rescue medication the child is prescribed and who is responsible for administering it
- who is responsible for the child's care in school
- the staff training that is required to manage the child's condition, when it has taken place, who completed the training, and the regularity of training
- details of the medical professionals involved in the child's care
- parents/guardians contact information
- review dates for the plan

Administering medication

- No pupil will be given medication without a parent's written consent. This consent will also give details of the medication to be administered, including:
 - Name of medication
 - Dose
 - Method of administration
 - Time and frequency of administration
 - Other treatment
 - Any side effects

School will provide written consent for agreeing to administer the medication and staff will complete and sign record sheets each time they give medication to a pupil stating the dosage and administration which will be witnessed by a second adult.

If pupils can take their medication themselves, staff will supervise this, bearing in mind the safety of other pupils. Written parental consent is necessary for this.

Staff who have had training will be able to administer medication

Refusing medication

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parent or guardian as a matter of urgency. If necessary, the school will call the emergency services.

School trips

Staff supervising excursions should be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek medical advice from the school health service, the child's parents or the child's GP/specialist medical team.

Sporting activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. 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 should be aware of relevant medical conditions and emergency procedures.

Confidentiality

The school will treat medical information confidentially. The headteacher will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff, they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Storing medication

- The parent or child will be asked to bring in the required dose each day, in its original container. It must have its original pharmacy dispensing label with the name of the pupil, the name and dose of the drug and the frequency of the administration
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container
- Where medication requires refrigeration it will be kept in the dedicated secure medicine fridge
- Pupils should know where their medication is stored
- Other medicines are kept in a secure place not accessible to pupils

Disposal of medicines

Parents must collect medicines held at school at the end of each term. Parents are responsible for the disposal of date-expired medicines.

Hygiene/infection control

Staff should follow basic hygiene procedures.

Where appropriate staff should use:

- protective disposable gloves
- protective disposable masks
- protective disposable aprons
- antibacterial absorption material to absorb bodily fluids
- yellow contaminated waste disposal bags
- disposable cloths

Staff should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment, and take into account the safety of others in the local environment.

Emergency procedures

Allocated staff have regular training in First Aid and know how to call the emergency services.

If the emergency services are called the child's parents/guardians will be informed as soon as the emergency call has been made. Priority will be given to summoning help to preserve life.

A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parent or guardian arrives. In such circumstances a copy of the child's data sheet and where appropriate, a healthcare plan will be given to the emergency services

Administration of medication in epilepsy and febrile convulsions, and anaphylaxis procedure

The administration of medication for these conditions requires specific training and procedures.

Administration will only be in extreme circumstances where:

- recommended by the child's healthcare team/physician
- not doing so would endanger the life of the child
- training has been given by the healthcare team
- it forms part of the child's personal healthcare plan and is reviewed regularly

Administration will be supported by the school's intimate care policy.

In these extreme situations it is the parent/guardians responsibility to provide rescue medication and ensure that it is replaced as required.

School will follow the recommendations of the healthcare team/physician with regard to frequency of training.

Approved By:

Date:

Date of Review:



INVESTOR IN PEOPLE

