



Monks Orchard Primary School Medical Needs & First Aid Policy 2016



Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education (DfE 2014).

This policy has been written to ensure the procedures for administering medicines and providing first aid are in place and reviewed annually.

There are an increasing number of children attending mainstream schools with medical conditions and this policy states the approach that Monks Orchard Primary School will take to ensure that children with medical needs are properly supported so they are able to access education.

The Headteacher has responsibility for ensuring implementation of this policy.

Supporting pupils within the school community

Children and young people with temporary or recurring medical or mental health needs are valued as full and participating members of the school community. In September 2014 a new duty was introduced for governing bodies to make arrangements to support pupils at school with medical conditions, in terms of both physical and mental health, to enable them to play a full and active role in school life, remain healthy and achieve their academic potential. Schools have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. These may be required by pupils for regular medication or the occasional dispensing of medicines. The school's co-ordinator for children with medical needs will have overall responsibility for ensuring that this policy is regularly reviewed and fully implemented.

At this school, the coordinator for pupils with medical needs is the Inclusion Manager. Office staff are aware of the medical needs of pupils and administer medicines as required.

Admission

As a Local Authority maintained primary school, admissions are organised and controlled by The London Borough of Croydon. Children with medical needs are considered for admission to the school on exactly the same basis as children without medical needs. Disabled pupils have access to most areas both inside and out of the school, as a result of ramps, dropped curbs, adequately sized classroom doors, and disabled toilets (See School Accessibility Plan).

Prior to starting school parents/carers of children with medical needs may be invited to meet the Inclusion Coordinators in order to discuss whether the provision at Monks Orchard Primary School is appropriate to meet the child's needs. If a child is already attending the school and a new diagnosis is given, a meeting with the parents and Inclusion Coordinators will be arranged. Where appropriate, an Individual Healthcare Plan may be drawn up.

Individual Healthcare Plans

Individual Healthcare Plans (IHCP) can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are helpful for long-term and complex medical

conditions, although not all children will require one. Appendix A is the IHCP form and Appendix B provides a flow chart for developing an IHCP.

At this school the individuals responsible for drawing up IHCPs will be: *The Inclusion Manager and a representative from the school nursing team.*

Plans will be reviewed at least annually or earlier if the child's needs change. They will be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan will be linked to the child's statement or Educational Health Care Plan (EHCP) where they have one.

When drawing up an IHCP the following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, and expectations of their role, cover arrangements for when they are unavailable and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional.
- Who in the school needs to be aware of the child's condition and the support required.
- Written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g. risk assessments.
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements. Other pupils in the school should know what to do, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Emergency Procedures

In case of an emergency the school will call an ambulance and parents or carers.

The ambulance (or other emergency service) should be directed to: Monks Orchard Primary School, The Glade, CR0 7UF, Main school office or other area of school as indicated by person contacting the emergency service.

Staff should not take pupils to hospital in their own cars. An appropriate member of staff should accompany the pupil to hospital and wait with them until the parents/carers arrive.

The Governing Body will:

- Ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. No child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.
- Take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. They will often be long-term, on-going and complex and some will be more obvious than others. The governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Ensure that their arrangements give parents confidence in the school's ability to support their child's medical needs effectively. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, increase their confidence and promote self-care. In line with their safeguarding duties, governors will ensure that arrangements will not place other pupils at risk or accept a child in school where it would be detrimental to the child and others to do so.
- Ensure that the arrangements are put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Governing bodies should ensure that written records are kept of all medicines administered to children.

Headteachers have overall responsibility for the development of Individual Healthcare plans.

The Headteacher will:

- Ensure that policies are developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensure that all staff who need to know are aware of the child's condition.
- Ensure that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.
- Contact the school nursing service (mainstream schools) or special school nursing service (special schools) in the case of any child who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse.
- Make sure that the school is appropriately insured and that staff are aware that they are insured to support pupils in this way.

School staff:

- May be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Should be aware of the needs of any pupils they have who have an IHCP.

Pupils will:

- Give information about how their medical condition affects them, if age appropriate.
- Be involved in discussions about their medical support needs and contribute as much as possible to their IHCP.
- Comply with what is written in the IHCP.

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs. **See appendix D**
- Notify the school that their child has a medical condition.
- Be involved in the development and review of their child's IHCP.
- Carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

School nurse or other qualified healthcare professionals will:

- Notify the school when a child has been identified as having a medical condition who will require support in school. Wherever possible, they will do this before the child starts at the school.
- Support the staff in forming an IHCP.
- Provide training to school staff to administer the following medications:
 - Epipen (for allergies)
 - Buccal Midazolam (for epilepsy)
 - Inhalers (for asthma)

The school nursing service has a duty phone number for enquiries relating to training or health care plans and can be contacted on 020 8274 6391 (North Team) or 020 8714 2580 (South Team).

At this school, the allocated school nurse/qualified healthcare professional is provided by Croydon Health Service Team.

GPs, paediatricians and other healthcare professionals will:

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing healthcare plans.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, diabetes, epilepsy or other health needs as appropriate).

Staff training and support

Staff will receive training on the implementation of medications as appropriate, for example epi-pen training. This training will be regularly reviewed. Support for writing of IHCPs will be sought from the school nursing service.

Managing medicines on school premises

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Medicines may be prescribed by a doctor even though they are well enough to attend school. If medicines have been prescribed every effort to take them at intervals out of school hours should be made. When this is not possible the school will only accept prescribed medicines that are in-date, labelled (with the child's name and instructions for administration, dosage and storage) and provided in the original container as dispensed by a pharmacist. A 'Permission for Prescribed Medication in School' (**appendix C**) form **MUST** be completed before any medication is administered. Teachers and other school staff have no obligation to give medicines to children at school. They will do so to co-operate with parents in the best interests of the child, but only on the basis that they, the school, and the LA will not be held responsible for any problems which may result from their so doing. Where parents' expectations appear unreasonable, the head shall seek advice from the school nurse or doctor, the child's GP or other medical advisers.
- The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted and the parent informed. If medication is not given for any reason, for example a child refusing, a record will be kept and the parent notified.
- No child will be given paracetamol or aspirin for headaches or other pains. In the approved Code of Practice of the First Aid at Work Regulations, the Health and Safety Executive states that first aid at work does not include giving tablets or medication to treat illness and such items should not be kept in the first aid box.
- All medicines will be stored safely in the school office. Children will know where their medicines are at all times and be able to access, inhalers and epi-pens will be kept in the class and other prescribed medication will be kept in the office.
- A record of all allergies of the child is maintained.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal.

Day trips, residential visits and sporting activities

The school will encourage all pupils to participate in trips and visits and will make reasonable adjustments to enable pupils with medical conditions to participate. Teachers are aware of how a child's medical condition may impact on their participation, and endeavour to create enough flexibility for all children to participate according to their own abilities. The schools will make arrangements for the inclusion of pupils in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible. Risk assessments will be carried out to

ensure that all are able to participate safely. Medications that are needed for pupils will be taken on the visit and administered in accordance with the prescribed medication in school information. For residential visits it may be necessary to complete further medical consent forms. Individual healthcare plans will be taken on day and residential visits as necessary.

Inhalers, antibiotics and other medications

Parents/ carers must complete a 'permission for prescribed medication to be administered in school' form and return it to the office. This form must clearly state the required dosage. It is the responsibility of the parent/carer to ensure that all medication is in date. Inhalers will be kept easily accessible in classrooms. All medication must be collected at the end of the school year.

Nut allergies/anaphylaxis procedures

Medication for the treatment of nut and other allergies will be kept in easily identifiable containers in the classroom and dinner hall. Each container is clearly labelled with the child's name and class.

Sun screen

All pupils are encouraged to apply sun screen before coming to school.

Complaints

Should parents be dissatisfied with the support provided to their child they should discuss their concerns directly with the school. If for whatever reason this doesn't resolve the issue, they may make a formal complaint via the school's complaints procedure.

Liability and indemnity

Governing bodies should:

- Ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk
- Insurance policies should provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any healthcare procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with.
- In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Supporting pupils through periods of absence from school

For some pupils, their health condition will require them to have an extended period of time out of school. The school will do all that it can to ensure that such children are supported through their period of absence from school and sensitively re-integrated once they are well enough to attend.

The school's co-ordinators for children with medical needs will take an active and continuing role in their educational, social and emotional progress. The school will at

all times aim to work in partnership with parents to ensure the best possible outcomes and a return to school as soon as possible.

Where a child's health condition requires an extended period of absence from school, the school may need to seek the assistance of the Springboard Service. Staff at the service, including hospital tutors, will support pupils who are temporarily unable to attend classes on a full time basis. These pupils may be:

- (a) Children who have been deemed by a medical practitioner as being too ill to attend the school for more than 15 days or who have conditions which lead to recurrent absences from school which becomes significant in the longer term.
- (b) Pupils with mental health problems who are unable to attend school.

Some children with medical conditions may have a disability. Where this is the case the school will comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

The school will continue to maintain a contact with a pupil who is unwell and will contribute to their academic and reintegration plans in order that they may enjoy a continuous level of education and support from the school during their period of absence. Reintegration back into school will be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.

This policy will be reviewed regularly and will be accessible to parents/carers via the school website and a hard copy will be available on request.

First Aid in School

The First Aid Team

The school have a number of staff trained in First Aid and Paediatric First Aid. This list is reviewed on a regular basis to ensure staff training is reviewed. First aiders can be identified by wearing a green lanyard.

First Aid Boxes

First Aid boxes are located in:

- The small office behind the main office
- The lunchtime First Aid station in the infant and junior playground
- There is a dedicated First Aid room in the main building
- There are first aid provisions in each school building

First Aid Procedures

In the case of a pupil accident, the procedures are as follows:

- The member of staff on duty calls for a first aider; if the child can walk, takes him/ her to a first aid post and calls for a first aider.
- The first aider administers first aid and records the details in the treatment book.
- If the child has had a bump on the head, they must be given a "bump on the head" note.
- Full details of the accident are recorded in our accident book
- If the child has to be taken to hospital or the injury is 'work' related then the accident is recorded and reported to the Local Authority Health & Safety Team and the Governing Body.

- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), then as the employer the Governing Body will arrange for this to be done.

School Insurance Arrangements

This is via the Risk and Insurance SLA with the Local Authority.

School Visits

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre. In the case of **day visits** a trained First Aider will carry a travel kit in case of need.

Accidents/illnesses requiring Hospital Treatment

If a child has an incident, which requires urgent or non-urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive treatment. When an ambulance has been arranged, a staff member will stay with the pupil until the parent/carer arrives, or accompany a child taken to hospital by ambulance if required.

Parents/carers will then be informed and arrangements made regarding where they should meet their child. It is vital therefore, that parents provide the school with up-to-date contact names and telephone numbers.

Defibrillators

There is a defibrillator located in the school office. All qualified First Aid staff have been trained and are able to use this.

Date ratified by the governing body: April 2016

| Version | Date | Nature of change & Action |
|----------------|-------------|--|
| 1 | April 2016 | Policy approved by FGB |
| 2 | July 2017 | Addition of First Aid procedures in school pages 7 & 8 Addition of Appendix D on advice from School Nurse Removal of any names within the policy |
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Date of next review: July 2018

Appendix A

Individual Health Care Plan

| | |
|---|--|
| School | |
| Pupil Name & Address | |
| Date of Birth | |
| Class | |
| Medical Diagnosis | |
| Triggers | |
| Who Needs To Know About Pupils Condition & What constitutes an Emergency | |
| Action to Be Taken in Emergency and by whom | |
| Follow Up Care | |
| Family Contacts Names Telephone Numbers | |
| Clinic/Hospital Contacts Name Number | |
| GP Name Number | |

| | |
|--|--|
| Description of medical needs and signs and symptoms | |
| Daily Care Requirements | |
| Who is Responsible for Daily Care | |
| Transport Arrangements <i>If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles</i> | |
| School Trip Support/Activities Outside School Hours (e.g. risk assessments, who is responsible in an emergency) | |
| Form Distributed To | |

Date _____

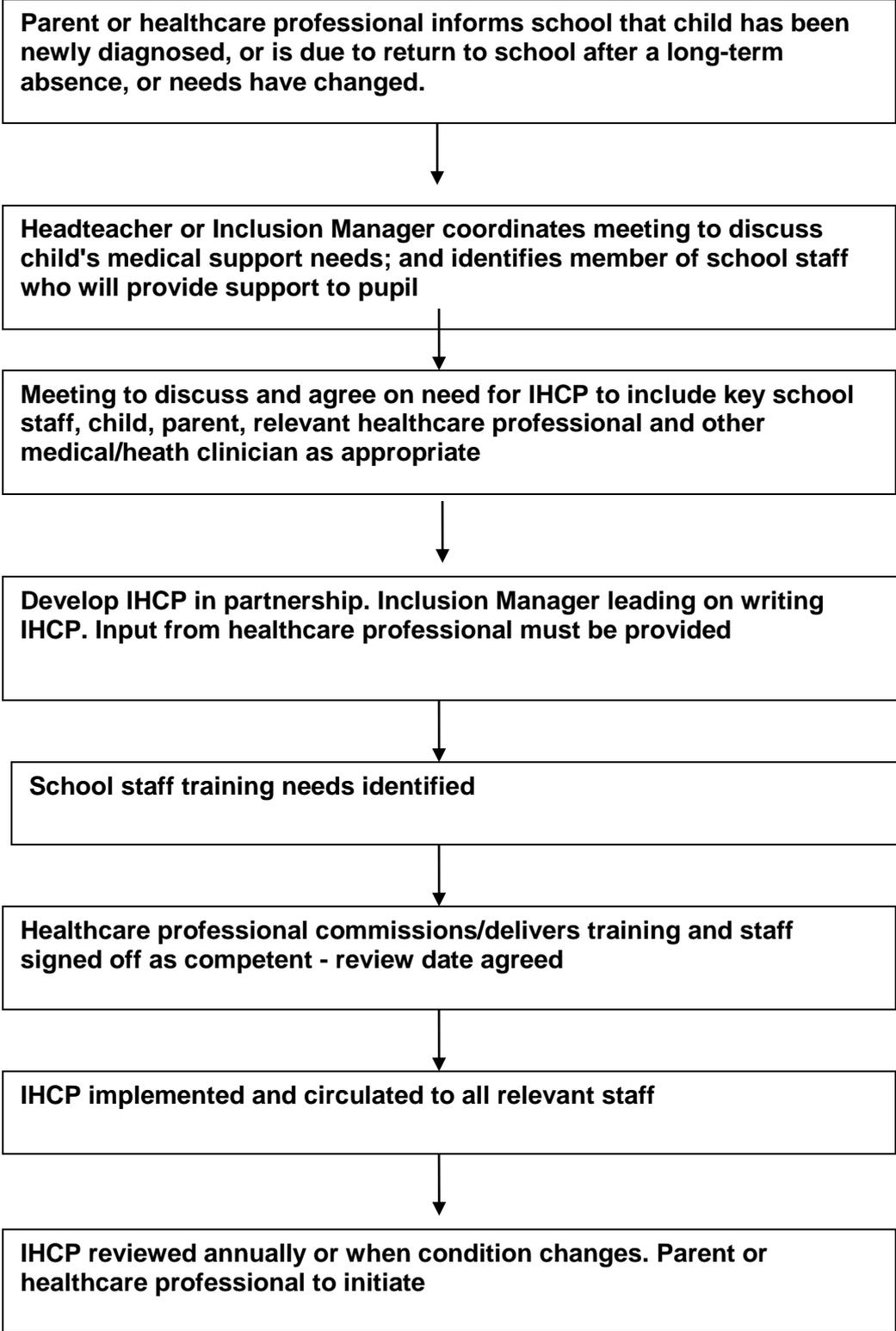
Review date _____

This will be reviewed at least annually or earlier if the child's needs change
Arrangements that will be made in relation to the child travelling to and from School. *If the pupil has life-threatening condition, specific transport healthcare plans will be carried on vehicles*

Signed (Parent/Care) _____ Date: _____

Signed (Inclusion Coordinator) _____ Date: _____

Appendix B Flow chart for developing an Individual Healthcare Plan



**Appendix C Permission for Prescribed Medication in School
(one form to be completed for each medicine)**

The school will not give your child medicine unless you complete and sign this form.

Name of child _____

Date of Birth _____/_____/_____

Medical condition or illness _____

Medicine: To be in original container with label as dispensed by pharmacy

Name/type and strength of medicine _____
(as described on the container)

Date commenced _____/_____/_____

Dosage and method _____

Time to be given _____

Special precautions _____

Are there any side effects that the
School should know about? _____

Self administration Yes/No (delete as appropriate)

Procedures to take in an emergency _____

Parent/Carer Contact Details:

Name _____

Daytime telephone no.

Relationship to child _____

Address _____

I understand that I must deliver the medicine safely to school office
The above information is, to the best of my knowledge, accurate at the time of writing and I
give consent to **appropriately trained** school staff administering medicine in accordance with
the school policy. I will inform the school immediately, in writing, if there is any change in
dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____

Print Name _____

Date _____

**PLEASE RETURN THIS FORM TO THE SCHOOL'S MAIN OFFICE WITH THE
PRESCRIBED MEDICINE(S)**

Appendix D

MEDICAL CONDITION / ALLERGY / DIETARY REQUIREMENT INFORMATION

NAME OF CHILD: _____ **CLASS:** _____

MEDICAL CONDITION

We have been informed by the School Nurse that any medical condition now needs to be supported by evidence from a medical practitioner or your GP Doctor. Therefore, if your child has a medical condition, please attach the evidence to this form.

Medical Condition:

Allergy:

Advice of Treatment:

In the case of asthma inhalers:

Medication: _____

Dosage: _____ How often to be taken: _____

Any other information about your child's condition:

Doctor's Name, Address and Telephone Number:

FOOD ALLERGIES/DIETARY REQUIREMENTS (IF ANY)

Signed: _____ Dated: _____
Parent/Carer