

**Weston Primary School**

**Medical Conditions in School Policy**

2022

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| Approved by Governing Body: | 9th November 2022 |
| Next review due: | November 2024 |

# **Policy Statement**

At Weston Primary School we are an inclusive community that aims to support and welcome pupils with medical conditions.

We aim to provide all pupils with all medical conditions the same opportunities as others at school.

We will help to ensure they can through the following:

* Weston ensures all staff understand their duty of care to children and young people
* All staff feel confident in knowing what to do in an emergency.
* This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
* Weston understands the importance of medication being taken as prescribed, including inhalers, insulin, antibiotics etc
* All staff understand the common medical conditions that affect children at this school. This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
* Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP).
* This policy is followed and understood by our school community, the Local Authority and NHS Halton.

# **An inclusive community that aims to support and welcome pupils with medical conditions**

This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

Weston aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

* be healthy
* stay safe
* enjoy and achieve
* make a positive contribution
* achieve economic well-being.

Pupils with medical conditions are encouraged to take control of their condition.

Weston aims to include all pupils with medical conditions in all school activities.

Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

All staff have access to information about what to do in an emergency.

Weston understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive regular updates. The Headteacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide the updates if the School requests

The medical conditions policy is understood and followed by the whole school and local health community.

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Weston aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

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* enjoy and achieve
* make a positive contribution
* achieve economic well-being.

# **Clear communication plan, for staff, parents/carers and key stakeholders**

Pupils are informed and reminded about the medical conditions policy:

* + through the school’s pupil representative body
  + in personal, social and health education (PSHE) classes

Parent/carers are informed about the medical conditions policy:

* + by including a policy statement in the schools’ prospectus and signposting access to the policy
  + at the start of the school year when communication is sent out about Individual Health Plans+ in the School Newsletter at intervals in the year
  + when their child is enrolled as a new pupil
  + via the school’s website, where it is available all year round

School staff are informed and regularly reminded about the school’s medical conditions policy:

* + through the staff handbook and staff meetings
  + through scheduled medical conditions updates
  + through the key principles of the policy being displayed in several prominent staff areas at this school
  + all supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
  + Staff are made aware of Individual Health Plans as they relate to their teaching/supervision groups.  This is a role for the designated person.

# **Emergency procedures for the most common serious medical conditions in school**

Relevant staff at Weston are aware of the most common serious medical conditions at this school.

Staff at Weston understand their duty of care to pupils both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.

Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency.  Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.

The action required for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens in the school staff room, and electronically.

Weston uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.

Weston has procedures in place so that a copy of the pupil’s Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives.  This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the schools senior management and/or the schools critical incidents team.

# **Administration of medicines in school**

Administration – emergency medication

This school will seek to ensure that pupils with medical conditions have **easy access to their emergency medication.**

Weston will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

Administration – general

This school understands the importance of medication being taken as prescribed.

All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication.  Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil’s parent.

Weston will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.

All staff in this school have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.

In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.  This will be agreed in the Individual Health Plan.

Parents/carers at Weston understand that if their child’s medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.

All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service.  This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil’s, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises.  In such circumstances, pupils will be subject to the school’s usual disciplinary procedures

# **Storage of Medication in school**

Safe storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place.  Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is accessible only to those for whom it is prescribed

Safe storage – general

Weston has identified members of staff who ensure the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only named staff have access.

The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).

The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil’s name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.

All medication is supplied and stored in its original containers. All medication is labelled with the pupil’s name, the name of the medication, expiry date and the prescriber’s instructions for administration, including dose and frequency.

Medication is stored in accordance with the manufacturer’s instructions, paying particular note to temperature.

Some medication for pupils at Weston may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils or lockable as appropriate.

All medication (including blue inhalers) is sent home with pupils at the end of the school term.

It is the parent/carer’s responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

Safe disposal

Parents/carers at this school are asked to collect out-of-date medication.

If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired.  This check is done at least 3 times a year and is always documented.

Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child’s GP or pediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil’s parent.

Collection and disposal of sharps boxes is arranged with the local authority’s environmental services.

# **Record keeping**

Enrolment forms

Parents/carers at this school are asked if their child has any medical conditions

If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil’s parents/carers to complete.

Individual Health Plans

*Drawing up Individual Health Plans*

Weston uses an Individual Health Plan for children with complex health needs to record important details about the individual children’s medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required.

Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school:

The child has

* Type 1 diabetes
* gastrostomy feeds
* a tracheostomy
* anaphylaxis
* a central line or other long term venous access
* Severe asthma that has required a hospital admission within the last 12 months

epilepsy with rescue medication

An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent:

* + at the start of the school year
  + at enrolment
  + when a diagnosis is first communicated to the school
  + transition discussions
  + new diagnosis

It is the parent’s responsibility to fill in the Individual Health Plan and return the completed form to the school nurse. If the school nurse does not receive an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned.  If an Individual Health Plan has not been completed, the school nurse will contact the parents and may convene a TAC meeting or consider safeguarding children procedures if necessary.

The finalised plan will be given to parents/carers, school and school nurse.

This school ensures that a relevant member of school staff is present, if required, to help draw up an individual health plan for pupils with complex health or educational needs.