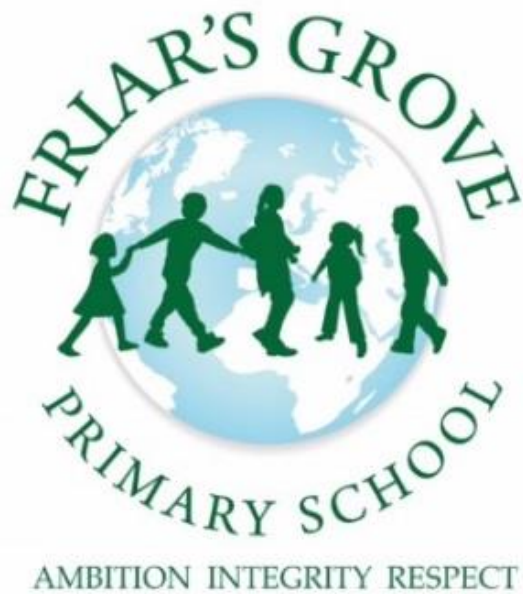


# Supporting Children with Medical Conditions at Friar's Grove Primary School



Reviewed: February 2023

Next review: February 2025

Friar's Grove Primary School aims to provide an environment for all children that will enable them to fully access all areas of the curriculum. Therefore, appropriate adjustments and extra support is provided to ensure that pupils with medical conditions are able to participate fully in school activities.

## Roles and Responsibilities

### Governing Body

- The Governing Body must 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.
- The Governing Body should ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need.
- The Governing Body must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.
- The Governing Body should ensure that Individual Healthcare Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption.

### School

- All school staff need to be aware of all children with medical conditions in the school. Photographs of all children with medical conditions are displayed in the staffroom.
- All staff working with children who have a Healthcare Plan will have access to their plans.
- It is the responsibility of staff receiving medicines to ensure that they have been labelled correctly and that an appropriate form has been completed by the parent/carer. All medicines must be administered in accordance with the written instructions of the parent/carer.
- Current permission forms should be kept in the 'Managing Medicines in Schools' file in the school office, and doses recorded where necessary.

## Parents/Carers

- Parent/Carers keep a child that is unwell at home. Children experiencing episodes of sickness or diarrhoea should be kept at home for 48 hours after the last event.
- Parents/Carers will inform the school about any medical conditions and medication required while at school.
- Parents/Carers will notify school of any changes in their child's condition/medication needs.
- Parents will complete all necessary paperwork relating to their child's medical needs.
- Parents/Carers will provide medicines in the original container, labelled with the child's name and dosage.
- Parents/Carers are involved in the development and review of their child's Individual Healthcare Plan.

## Children

- Some children, with written permission from their parents, will be able to administer their own medication under the supervision of an adult.
- Asthma inhalers are kept in the school office unless a parent specifically requests their child's inhaler is to be kept in the classroom.
- Children are involved in discussions about their medical support and contribute to the Individual Healthcare Plan.

## Staff Training and Support

- All staff responsible for administering medication will be asked to familiarise themselves with the 'Supporting Pupils at School with Medical Conditions' (September 2014). This document is held in the school office.
- All staff working with children with medical conditions need to have relevant training to deal with specific conditions.
- The school will provide relevant paediatric first aid training for specific members of staff.
- Training for specific medicines eg EpiPen dispensing will be provided by the School Health Team.
- Training for specific equipment eg hoist will be given to staff.
- Specialised training will be provided in conjunction with Healthcare Professionals where necessary.

## Record Keeping

- All children with a serious medical condition will need a Healthcare Plan (IHP) drawn up with the school and parents/carers.
- Parents and Healthcare Professionals will agree when a HP is appropriate. The Headteacher will make the final decision about whether a HP is required.
- Individual Healthcare Plans will be reviewed annually to ensure they hold up to date information.
- Reminder sent to parents annually to update the school office of any changes to children's medical records.
- All medication that is administered in school must be logged in the record books which are kept in the School Office.
- All first aid incidents are logged in the record books which are kept in the School Office and at the KS1 and KS2 first aid stations.
- Parents/Carers should be informed if their child has been unwell at school or if a minor incident has occurred. Parents will be informed by phone of any head bump injury.

## Prescribed medications

- Parents are encouraged to attend school to dispense medicine during the school day where this is at all possible.
- Prescription medicines that cannot be dispensed with dosage frequencies outside of school time will be administered by agreement of the Headteacher after completion of the necessary consent form by the parent/carer. The labelled medicine should be provided to the school in its original container, clearly labelled with the child's name, the correct dose, the expiry date and the written instructions provided by the subscriber.
- All medicines are held in the school office or, if required, in a secure school fridge.
- Asthma inhalers need to be clearly labelled with the child's name, and stored safely in the school office. It is the responsibility of the parent/carer to ensure these remain in date. A register of inhaler users will be kept in the school office.
- Allergies - anaphylactic shock – Epi-pens should be provided to the school by the parent/carer, in a box with the child's name, date of birth and colour photograph clearly displayed. It is the responsibility of the parent/carer to ensure that these medicines remain in date. A copy of the child's NHS individual Management Plan together with the parent/carers' consent form should be included within the box. The box will be kept in the school office.

- When a medicine has been administered, this needs to be logged in a record book which is kept in the school office.
- All unused medications need to be sent home at the end of the course to be disposed of safely by parents/carers.

### Emergency Procedures

- All staff will be aware of emergency procedures relating to specific children with medical conditions.
- Emergency procedures for children with Individual Healthcare Plans (IHP) will be shared with relevant staff.
- An ambulance will be called in all emergency situations.
- A member of staff will accompany a child to hospital in the event that a parent/carer is unable to do this. They will remain with the child until the parent/carer has arrived.

### Day trips, residential visits and sporting activities

- Parents/carers of children with inhalers will need to ensure that their child has an inhaler with them if required.
- All other medicines will need to be held by a designated member of staff, who should have copies of the appropriate permission forms.
- Separate permission forms are provided for trips where the pupil is away from home overnight. These will include the administering of mild pain killers or 'travel-sickness' tablets and other medications required where necessary.
- It is the responsibility of the parent to provide adequate medication for all day and residential trips.
- Additional risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. Advice will be sought from parents/carers and relevant Healthcare Professionals to ensure pupils can participate safely.
- The school will consider what reasonable adjustments need to be made to enable children with medical needs to participate fully and safely on visits and sporting activities according to their own abilities.
- All children will be included in all visits and sporting activities with any reasonable adjustments being made, unless evidence from a clinician such as a GP states that this is not possible.