

St. Peter's R.C. Primary School

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Hawkins St
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Growing together in Christ.

"We are a Catholic School. Our special purpose is to live, learn and work together in the presence of Christ."

MEDICAL NEEDS POLICY

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 responsibilities and procedures for supporting pupils at St. Peter's R.C. Primary School who have medical needs.

Parents and guardians

- Parents are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are acutely 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.
- Parents are responsible for keeping their children at home for the recommended number of hours after a period of infectious illness. This period varies according to disease and precise details are available from the school office.
- With the Headteacher or Inclusion Manager, parents should reach agreement on the school's role in helping their child's medical needs.
- The HeadTeacher should seek parents' agreement before passing on information about their child's health to other school staff.
- Parents' religious and cultural views should always be respected.

The Head Teacher

- The HeadTeacher is responsible for implementing the policy in practice and for developing detailed procedures.
- When a member of staff volunteers to give pupils help with their medical needs, the HeadTeacher should agree to their 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 responsible for arranging back-up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable.

Teachers and other school staff

- Teachers who have pupils with medical needs in their class 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 appropriate training.

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 parents)
- the community paediatrician

Short term medical needs

- At times, it may be necessary for a child to finish a course of medication at school. However, parents will be encouraged to administer the medicine outside school hours.
- School staff will not give non-prescribed medication.

Long term medical needs

The school needs to have sufficient information of 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 health professional.

Individual health care plans (Form 1)

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 head teacher
- the parent or carer
- 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.

Administering medication (Form 2)

- The majority of medicines prescribed to a child should be administered by the parents. When speaking to doctors parents should ask for a dosage which fits around the school day i.e. 3 times a day, before school, after school and in the evening. The school will only administer medicines to children if they are part of an agreed long term care plan. Medicines which are not prescribed will not be administered. Children should not bring any form of medicine into school without permission.
- No pupil will be given medication without the parent's written consent (Form 2) and in agreement with the Headteacher. 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
- Staff will complete and sign record medical record sheet each time they give medication to a pupil. In such circumstances, wherever possible, the dosage and administration will be witnessed by a second adult (Medical File).
- 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 parents 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. In some circumstances a parent or family carer might need to accompany a particular pupil in order to meet their medical needs. 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.

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 or games 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. All teachers have a record of pupils' medical needs at the front of their registers, so that they are kept fully aware of relevant medical conditions and emergency procedures.

Confidentiality

The school will treat medical information confidentially. The head 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.

Strong medication

- Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled 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.
- Pupils should know where their medication is stored.
- **Asthma Inhalers** are stored in class where children have immediate access to them. They should be clearly labelled with their name. Young children may need help with their inhaler but it is essential that children with asthma should take charge of and be able to use their inhaler from an early age.
- All parents need to complete a School Asthma Card to provide staff with information.
- The school has emergency blue inhalers in school. These will only be given to a child to use if:
 - Their inhaler has run out or is broken
 - They have forgotten to bring their inhaler to school
 - Parents must give permission for their child to be given an emergency inhaler
 - Parents will be informed if their child has had to use the emergency inhaler in school
- 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 the course. Parents are responsible for disposal of date-expired medicines.

Hygiene/infection control

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

Emergency procedures

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

In the case of an emergency a pupil taken to hospital from school by ambulance will be accompanied by a member of staff until the pupil's parents arrive. All parents and carers complete the Emergency Medical Treatment consent form as part of the induction process.

Administration of rectal diazepam in epilepsy and febrile convulsions, insulin for diabetes and the anaphylaxis procedure

Designated staff will have regular training in the administration of medication for these medical conditions where appropriate e.g. epi-pen training.

Epi-pens for severe allergic reactions

- The school has emergency epi pens in school. These will only be given to a child to use if:
Their epi – pen is broken
They have forgotten to bring their epi-pen to school
Parents must give permission for their child to be given an emergency epi-pen
Parents will be informed if their child has had to use the emergency epi-pen in school

Policy Review

This Policy will be reviewed Annually.

Contacting Emergency Services – this form is kept in clear view in the main office.

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number **01254 691745**
2. Give your location as follows: **St. Peter's RC Primary School, Hawkins Street, Blackburn, Lancs,**
3. State that the postcode is; **BB2 2RY**
4. Give exact location in the school (i.e outside Reception playground)
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

FORM 1 - Healthcare Plan

Name of School: **St. Peter's R.C. Primary School**

Child's name;.....

Class ;.....

Date of Birth;

Child's Address;

Medical Diagnosis or Condition;

.....

Date;

Review date;

CONTACT INFORMATION

	NAME	HOME NO.	MOBILE NO.	WORK NO.
1ST CONTACT				
2ND CONTACT				
CLINIC/HOSP CONTACT		N/A	N/A	

Describe medical needs and give details of child's symptoms:

.....
.....
.....

Daily care requirements: (e.g. before sport/at lunchtime)

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.....

Describe what constitutes an emergency for the child, and the action to take if this occurs:

.....
.....
.....

Follow up care:

Staff member responsible in an Emergency:

St. Peter's R.C. Primary School

Headteacher: Mrs A. O'Neill
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Parental Agreement for School to administer medicine. Long Term Medical Needs.

Please Note. The school will only administer medicines to children if they are part of an agreed long term care plan.

Name of Child		
Date of Birth		Class
Medical Condition or illness		
Name/type of Medicine (as described on the container) State any side effects		
Date dispensed		
Expiry date		
How much to give		
When to be given		
Any other instructions		
Daytime telephone number of emergency contact		
Has the Headteacher agreed to administer the medicine?	Yes	No

I give consent to the school to administer medicine.
 I understand that I must deliver the medicine personally to the school.
 I accept that this is a service that the school is not obliged to undertake.
 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.

Signed (parent) Print name

Date

Signed (Headteacher) Date