

## **Managing First Aid and Medical Conditions Policy**

Policy written by: Laura Phillips

Date: October 2018

Next review due: October 2019

### **Managing Medical Conditions in School**

Duncombe Primary School wishes to ensure that pupils with medical conditions receive appropriate support and care at school. This policy is written with regard to Section 100 of the Children and Families Act 2014. We aim to support children and ensure that we pay attention to the social and emotional aspects of their medical condition. We will ensure that no child experiences bullying or social isolation because of their condition.

The school governing body will ensure that arrangements are in place to support pupils with medical conditions in school. The governing body will review the arrangements each year.

### **What is a medical condition?**

In this policy we refer to short-term illnesses and chronic medical conditions. The school will have in place individual support plans for pupils who have a medical diagnosis which requires medical intervention and/or medicine whilst in school. The plan will include relevant and up-to-date information about the child, the medical condition, and how the condition should be managed and monitored in school. The key roles and responsibilities are set out in appendix two. The day-to-day responsibility for children and young people rests with the headteacher and the designated members of staff who have daily contact with the individual pupils. Parents will be given clear information about who is responsible in the school and who to contact to ask questions or give information.

The school will not have plans in place for pupils who have short-term illnesses such as coughs, colds and common childhood diseases. The school will have a medical plan in place for all children who have a medical diagnosis of:

- Asthma
- Breathing difficulties
- Epilepsy
- Seizures
- Diabetes
- Heart condition

- Liver and kidney conditions
- Cancer or any other serious medical condition

### **Procedure when the school is notified that a pupil has a medical condition**

Duncombe will arrange a meeting with the parents as soon as possible after the school has been informed. The information may come from the parent, the school nurse, a health visitor or other medical professional. The SENCO or Medical Officer will invite the parents, the school nurse and any other relevant health professionals to the meeting. At the meeting the SENCO or Medical Officer will gather all the relevant information including, diagnosis, signs and symptoms and treatment plan. The meeting will also cover the emotional needs of the child or young person and include emotional support / counselling as appropriate. The school will consult with parents about how much information can be shared with the child's class and peer group. The plan will be put in place and the relevant members of staff will be trained within four weeks of the first notification. The headteacher will be kept informed of the operational implications of the health care plan.

### **The School's Right to Challenge**

The school will listen to children and parents but may challenge and ask for a second opinion if there is doubt or dispute about a child's medical condition. The headteacher/SENCO will consult with the local education authority and the NHS paediatrician based at the Northern Health Centre, Holloway Rd, London N7. The local education authority will also be asked give advice if there is a dispute between the parents and the school. Appendix one is a list of key contacts in Islington.

### **Staff Training**

- Teachers and support staff will receive training about individual pupils
- Medical conditions which will be organised by the school SENCO and Medical Officer
- The School Business Manager will be responsible for monitoring and reviewing the quality of staff training
- New members of staff will receive relevant and up-to-date information about managing medical conditions in schools
- Temporary and supply staff will be given information by the Medical Officer about individual children or young people who are likely to become ill and/or require medical intervention

### **Individual health Care Plans**

- Both the SENCO and Medical Officer will write individual plans in partnership with the parent and relevant health care professionals
- The plan will be shared with relevant members of staff and reviewed annually or as appropriate if there are significant changes.

- The plan will include details about the child's condition, treatment, symptoms and warning signs.
- The plan will be kept in the School Office/Class Folder and not put on display unless this is agreed with the parents
- Information about the child's medical condition will be displayed in the Staffroom the permission from the parent will be given on the Healthcare plan.

## **Medicines in Schools**

- **This applies to all pupils including those who do not have an individual health care plan**
- if medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which will be renewed annually
- no pupil will be given medicine without the parental consent unless there is a clear and dire emergency and ambulance / emergency personnel are in attendance
- prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with dosage instructions
- parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions
- at the end of the school year in July the school will return all medicines in store to the parents
  - Asthma pumps will be stored in each child's classroom
  - EPI-Pens will be stored in the School Office along with Cetirizine
- A written record will be kept by in each class folders and be counter signed monthly by the Medical Officer
- the school will not be held responsible for any side-effects due to the correct administration of prescribed drugs

## **Arrangements for children who are competent to manage their own medicine in school**

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the headteacher who has a duty to ensure the safety of all children and young people.

## **Record keeping**

Duncombe Primary will keep written records of all medicines administered to children. The record will be kept in the medical folders and include date, time, dosage and name of the member of staff who administers the medicine.

## **Unacceptable Practice**

It is unacceptable at Duncombe Primary to:

- prevent pupils from easily accessing their inhalers and medication
- prevent pupils from drinking or eating if needed to manage their medical condition
- assume that every pupil with the same condition needs the same treatment
- ignore the views of the child or their parents; or ignore medical evidence unless there is good reason to challenge those views
- exclude pupils from lunchtime or after-school activities because of a medical condition
- prevent pupils from participating, or create barriers to normal school activities including day trips and school journeys
- leave children who are ill unattended

## **Medical Emergencies at Duncombe Primary**

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children including those with health care plans

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

## **Day trips, residential visits and sporting activities**

Duncombe Primary will make every effort to ensure that all children are included in the full range of school activities. The school will make sure that reasonable precautions are taken to safeguard children's health and carry out risk assessments for trips and school journeys which take into account the individual child's needs. Parents will not be required to accompany their children on school trips or journeys unless this is a normal activity.

## **Liability and indemnity**

The governing body will ensure that an appropriate level of insurance is in place and appropriately reflects the level of risk for individual members of staff working with individual children. All Islington schools (not academies or free schools) are covered by the Islington Council policy with Zurich.

## **Complaints**

At Duncombe Primary we will work with parents to ensure that children and young people with medical conditions are treated fairly and in a way that will promote good health outcomes.

All complaints should be made under the school's Complaints Policy. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.



## Appendix One Key Contacts in Islington:

Condition / concern	Organisation	Contact
HIV / AIDS	Body and Soul	Emily Kerr-Muir <emily@bodyandsoulcharity.org>
Asthma	Whittington Hospital	Colette Datt, Allergy / Asthma Nurse <a href="mailto:colette.datt@nhs.net">colette.datt@nhs.net</a>  Nickola (Nikki) Rickard, Asthma Nurse for Schools <a href="mailto:nickola.rickard@nhs.net">nickola.rickard@nhs.net</a>
Healthy Weight	MoreLife	Lucy Dayus <a href="mailto:Lucy.Dayus@more-life.co.uk">Lucy.Dayus@more-life.co.uk</a>
Healthy Weight	My Team (Health and Wellbeing Team)	Marjon Willers: Specialist Dietitian for Schools and Children's Centres <a href="mailto:Marjon.willers@nhs.net">Marjon.willers@nhs.net</a>
Mental Health	CAMHS	Anna Picciotto, CAMHS Lead for Schools ( <a href="mailto:a.picciotto@nhs.net">a.picciotto@nhs.net</a> )
Immunisations	Whittington Health	Christine Ogundele ( <a href="mailto:christine.ogundele@nhs.net">christine.ogundele@nhs.net</a> ) Immunisations Specialist Nurse
Female Genital Mutilation	LBI	Heather Vacciana, Anti Bullying Co-or & DV Preven. Officer. <a href="mailto:Heather.vacciana@islington.gov.uk">Heather.vacciana@islington.gov.uk</a>
Diabetes	Whittington Hospital	Roma Romano-Morgan, lead paediatric diabetes specialist nurse <a href="mailto:roma.romano-morgan@nhs.net">roma.romano-morgan@nhs.net</a>
Allergies	Whittington Hospital	Dee Brown, Clinical Nurse Specialist Paediatric Allergy & Asthma <a href="mailto:dee.brown3@nhs.net">dee.brown3@nhs.net</a>
Constipation	Darent Valley Hospital, Dartford & Gravesham NHS	Sandra Hanson – specialist nurse for childhood constipation <a href="mailto:sandra.hanson1@nhs.net">sandra.hanson1@nhs.net</a> / <a href="mailto:sandra.hanson@dvh.nhs.uk">sandra.hanson@dvh.nhs.uk</a>
Smoking	Smoke Free Islington, Whittington Health	Marina Chrysou ( <a href="mailto:m.chrysou@nhs.net">m.chrysou@nhs.net</a> ) or Nicola Brooms ( <a href="mailto:nicola.brooms@nhs.net">nicola.brooms@nhs.net</a> )



## Appendix Two

### Key roles and responsibilities

#### 1.1 The Local Authority (LA) is responsible for:

Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

1.1.2 Providing support, advice and guidance to schools and their staff.

1.1.3 Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

#### 1.2 The Governing Body is responsible for:

1.2.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Duncombe Primary.

1.2.2 Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.

1.2.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

1.2.5 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

1.2.6 Ensuring that written records are kept of any and all medicines administered to individual pupils.

1.2.7 Ensuring the level of insurance in place reflects the level of risk.

#### 1.3 The Headteacher is responsible for:

1.3.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Duncombe Primary.

- 1.3.2 Ensuring the policy is developed effectively with partner agencies.
- 1.3.3 Making staff aware of this policy.
- 1.3.4 Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5 Making staff who need to know aware of a child's medical condition.
- 1.3.6 Developing Individual Healthcare Plans (IHCPs).
- 1.3.7 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9 Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10 Contacting the school nursing service in the case of any child who has a medical condition.

**1.4 Staff members are responsible for:**

- 1.4.1 Taking appropriate steps to support children with medical conditions.
- 1.4.2 Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3 Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5 Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

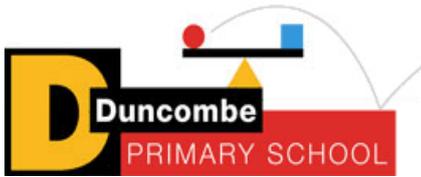
**1.5 School nurses are responsible for:**

- 1.5.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2 Liaising locally with lead clinicians on appropriate support.

**1.6 Parents and carers are responsible for:**

- 1.6.1 Keeping the school informed about any changes to their child/children's health.
- 1.6.2 Completing a parental agreement for school to administer medicine form before bringing medication into school.

- 1.6.3 Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4 Collecting any leftover medicine at the end of the course or year.
- 1.6.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6 Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.



## Individual healthcare plan

Name of school/setting

Child's name

Date of birth

Child's address

Medical diagnosis or condition

Review date

SEE SIMS

### **Clinic/Hospital Contact**

Name

Phone no.


### **G.P.**

Name

Phone no.


Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

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Arrangements for school visits/trips etc

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



**Parental agreement for setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

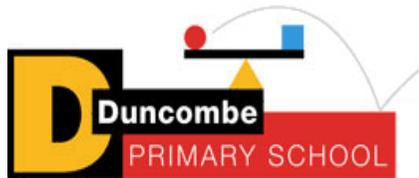
**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

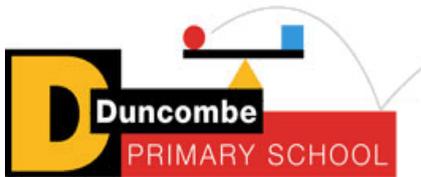
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_



## Record of medicine administered to all children

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name



**Staff training record – administration of medicines**

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

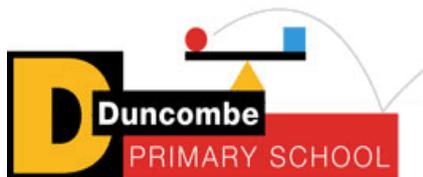
Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_



## Contacting Emergency Services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

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

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone