



KIRKBY & GREAT BROUGHTON CHURCH OF ENGLAND  
VOLUNTARY AIDED PRIMARY SCHOOL

**School Medical Policy**  
**Summer 2020**

*Love of Learning. Love of Life. Love of one another.*

At Kirkby and Great Broughton CE VA Primary School we want everyone, pupils & adults, to flourish through a:

*Love of learning. Love a life. Love of one another.*

Our vision is underpinned by our Christian values of Love (John 15 v12), Friendship (Luke 6 v31) and Forgiveness (Colossians 3 v13).

### **Rationale**

Kirkby and Great Broughton School welcomes and supports children with medical and health conditions. We aim to include all children with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

**In addition to this school policy we also use the more detailed North Yorkshire 'Guidance for Supporting Children and Young People with Medical Conditions in School Feb 2015'.**

### **Planning Ahead**

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions
- Ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- Having record keeping procedures in place for administering medication.
- Having storage facilities in place for medication
- Having identified a suitable area within school for undertaking health care procedures.
- Having suitable toileting facilities for children which are clean, safe and pleasant to use.
- Having flexible policies which take into account medical conditions, e.g. we do not refuse access to the toilet at any time to any child with a medical condition that requires this.
- Following the guidance provided by the Local Authority in 'Supporting Children and Young People with Medical Conditions in School'.

### **Emergencies**

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

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the telephone at the school office. This procedure is revisited annually at whole school staff meetings.

If a child needs to be taken to hospital, an ambulance and parents will be telephoned and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the ambulance at casualty. The member of staff will stay with the child until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a child to hospital in their own car unless it is an absolute necessity.

### **First Aiders**

We have trained first aiders on site at all times throughout the school day, who are aware of the most common serious medical conditions at this school. Training is refreshed every three years.

### **Procedures to be followed when school is notified that a child has a medical condition:**

1. Seek further information from parents and health professionals
2. Determine whether an individual Healthcare Plan or a Risk Assessment is required
3. Arrange a meeting to develop the Individual Healthcare Plan
4. Arrange any staff training
5. Implement and monitor Individual Healthcare Plan

### **Staff Training**

Staff who support children with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual Healthcare Plans. The Headteacher is responsible for ensuring staff are suitably trained by liaising with the relevant health care professional. Any member of staff who is trained but feels unable to carry out these duties competently, (e.g. due to having an injury/condition themselves or due to further training being required), must report this as soon as possible to the Headteacher who will make appropriate arrangements.

The Headteacher keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures (see **Working Together**).

Staff who complete records are shown by the Headteacher how these are to be completed and managed. The Headteacher ensures this on a termly basis.

Arrangements for induction of new staff are detailed in the Staff Induction Policy.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the Headteacher will determine this.

### **Whole School staff awareness training**

We aim for all staff to receive basic awareness training in the following more common conditions:

- Asthma
- Epilepsy
- Allergic reaction
- This training is delivered by the school nurse and updated as required.

### **Staffing**

The Headteacher is responsible for ensuring that all **relevant** staff will be made aware of a child's condition as soon as possible.

Any supply teacher / covering staff will be informed by the class teacher.

Children with Individual Healthcare Plans have staff named in their plan who have been trained to undertake the procedures in the plan. The Headteacher ensures there are enough staff named to cover for absences and to allow for staff turnover.

### **Administration of medication at school**

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a child's health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will only accept **non prescribed** medication if it is included in an Individual Healthcare Plan **or** if we have a **written** procedure in place for that type of medication which has been authorised by NYCC Insurance.
- We will not give **Asprin** to any child unless it is prescribed.
- We only give medication when we have written parental permission to do so.
- Medication will be stored in the fridge, unless specifically directed not to be stored in the fridge.

### **Administration of medication - general**

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically contracted to do so or it is in their job description
- For medication where no specific training is necessary, any member of staff may administer prescribed to pupils but only with a parent's written consent.
- Some medicines require staff to receive specific training on how to administer it from a registered health professional.

### **Staff Trips**

Staff organising our school trips ensure:

- They plan well in advance
- They seek information about any medical health care needs which may require management during a school trip. This is specifically relevant for residential visits when children may require medication / procedures that they would not normally require during the daytime.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some children may require an individual risk assessment due to the nature of their medical condition.

### **Safe Storage - general**

- The Class Teacher ensures the correct storage of medication at school. These will be stored in the fridge located in the staff room, if not suitable for storing in refrigerated conditions, these will be stored above the microwave in the staff room.

- Parents are responsible for ensuring that medication stored in school is not out of date.

### **Refusal**

If a child refuses to take their medication, school staff will note this on the administration of medication record. Parents will be informed as soon as is reasonably possible so that they can make alternative arrangements.

### **Accepting Medicines**

- The staff member accepting medicine, along with the parents, ensures that all medication brought into school is clearly labelled with the child's name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet.
- Medicines should be passed from the parent to the school office and collected from the school office.

### **Safe Disposal**

- Parents are asked to collect out of date medication
- If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal

### **Record Keeping**

<b>Name of Record</b>	<b>Location of Record</b>	<b>Who completes it?</b>	<b>Who quality assures it and how often?</b>
<b>Individual administration of medication record - for child who has frequent and regular medication</b>	<b>Staff Room</b>	<b>Class Teacher or Class TA administering medicine</b>	<b>Health and Safety Governor Termly</b>
<b>Staff Training Log - including First Aid</b>	<b>School Office</b>	<b>Headteacher</b>	<b>Health and Safety Governor Termly</b>
<b>School Medical Register</b>	<b>School Office Class Registers</b>	<b>Headteacher</b>	<b>Health and Safety Governor Termly</b>

All these records will be kept securely and in accordance with NYCC's Records Retention and Disposal Schedule. All electronic records will be password protected.

### **Enrolment Forms**

We ask on our enrolment form if a child has any medical / health conditions and request updates annually.

### **Individual Healthcare Plans**

- For children with more complex medical needs, we use Individual Healthcare Plans to record important details. Individual Healthcare Plans are held in the School Office in accordance with data protection. They are updated when, and if, there are

significant changes and also annually reviewed with parents and health care professionals.

- Individual Healthcare Plans are shared, with parents' permission, with NYCC risk management and insurance.
- The Headteacher is responsible for ensuring any Individual Healthcare Plans are developed.
- The Headteacher is responsible for checking Individual Healthcare Plans on a term basis to ensure they are up to date and being implemented correctly.

### **School Medical Register**

We keep a centralised register of children with medical needs. The Headteacher has responsibility for keeping the register up to date.

### **Asthma**

- School staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation.
- School has an asthma policy in place which details how asthma attacks are managed. This plan is displayed in prominent locations in school
- Children who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions. Names of children advised by parents as having asthma on the Enrolment Form are identified on the School Medical Register.

### **Working Together**

A number of people and services may be involved with a child who has a medical condition, e.g. parents, children themselves, Healthy Child Nurse, Specialist Nurse, Community Nurse, etc.

We seek and fully consider advice from everyone involved and from the Local Authority to assist us in our decisions around a child's medical needs.

We aim to maintain regular contact with our Healthy Child Nurse who may inform us of any children who have health conditions that we are not already aware of e.g. where a child has developed a new condition.

We work together to identify needs, identify training, draw up Individual Healthcare Plans, identify staff competency in procedures, etc. However, the Headteacher and Governing Body take overall responsibility for ensuring a child's needs are met in school.

We work together to ensure our policy is planned, implemented and maintained successfully.

### **Headteacher**

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties, including the child, school staff, special educational needs coordinators, pastoral support, welfare officers, teaching assistants, Healthy Child Nurse, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.

- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare Plans.
- Ensure child's confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure all supply staff and new teachers know and implement the medical conditions policy.
- Update the medical policy at least one a year according to review recommendations and recent local and national guidance and legislation.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure Individual Healthcare Plans are completed and reviewed annually.
- Check medication held in school termly for expiry dates and dispose of accordingly.
- Inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping.
- Work together to quality assure staff competency in specific procedures.
- Regularly remind staff of the school medical policy and procedures.

### **School Staff**

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement the medical policy.
- Know which children in their care have a medical condition.
- Allow all children to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure children who carry their medication with them have it when they go on a school trip or out of the classroom, e.g. to the church hall for P.E.
- Be aware of children with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

### **Teaching Staff**

Teachers at this school have a responsibility to:

- Ensure children who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a child's learning and provide extra help when needed.
- Liaise with parents, health care professionals and special educational needs coordinator if a child is falling behind with their work because of their condition.

### **First Aiders**

First Aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

## **Special Educational Needs Coordinator**

Has the responsibility to:

- Help update the School's Medical Policy
- Know which children have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements in exams or coursework.

## **Children**

Have the responsibility to:

- Treat other children with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another child is not feeling well. We remind all children of this regularly within their own classes.
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication).
- Ensure a member of staff is called in an emergency situation.

## **Parents**

Are expected to support their child by:

- Telling school if their child has or develops a medical condition.
- Immediately informing the School Office in writing if there are any changes to their child's condition or medication.
- Ensuring that they or their emergency representative is contactable at all times.
- Administering medication out of school hours, wherever possible.
- Undertaking health care procedures out of school hours, wherever possible.
- Ensuring they supply school with correctly labelled, in date medication.
- Contributing to the writing of Individual Healthcare Plans / Intimate Personal Care Plans as appropriate.
- Completing the necessary paperwork, e.g. request for administration of medication.
- Ensuring medication kept in school is within its expiry date.
- Collecting any out of date or unused medicine from school for disposal.
- Keeping their child at home if they are not well enough to attend school or are infectious to other people.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist health care professional.

Parents who do not provide this support should be aware that we may not be able to fully support their child's medical condition in school.

## **School procedure to be followed on being notified of a child's medical condition:**

Notification of a child's medical condition may come via a number of routes, e.g. by parents, Healthy Child Nurse, admission forms, etc. Whatever the route, the Headteacher must be informed as soon as possible.

The Headteacher must then:

- Seek further information about the condition.
- Determine with the support of parents and relevant health professionals whether an Individual Healthcare Plan is required.
- Identify any medication or health care procedures needed.

- Identify any aspects of a child's care they can manage themselves
- Identify which staff will be involved in supporting the child.
- Identify what, if any, training is needed, who will provide this and when.
- Identify which staff need to know the details of the child's medical condition and inform them as appropriate.
- Ensure parents' written permission is received for any administration of medicine.

### **Acceptable and Unacceptable Practice**

School staff should use their discretion about individual cases and refer to a child's Individual Healthcare Plan, where they have one.

However, it is generally not acceptable to:

- Prevent children from accessing their inhalers or other medication
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child and their parents.
- Ignore medical evidence or opinion although this may be challenged.
- Send children with medical conditions home frequently or prevent them from staying from normal school activities, e.g. lunch - unless it is specified in the child's Individual Healthcare Plan.
- Send an ill child to the school office or medical room without a suitable person to accompany them.
- Penalise the child for their attendance record if their absences relate to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition.
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues.
- Prevent child from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring the parent to accompany the child.

### **Data Protection**

We will only share information about a child's medical condition with those staff who have a role to play in supporting that child's needs. In some cases, e.g. allergic reactions, it may be appropriate for the whole school to be aware of the needs. In other cases, e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

### **School Environment**

We will ensure that we make reasonable adjustments to be favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

### **Physical Environment**

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs, e.g. improved physical access, improved toilet facilities.

### **Education and Learning**

We ensure that children with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.



Teachers and support staff are made aware of children in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and P.E. staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for children with medical conditions to have special education needs (SEN). The school's SEN coordinator consults the child, parents and pupil's healthcare professional to ensure the effect of the child's condition on their school work is properly considered.

### **Insurance**

The Headteacher is responsible for ensuring staff are insured to carry out health care procedures and administer medication. A copy of the NYCC insurance policy is made available to all staff involved via the School Office, as required.

Additional insurance may need to be taken out for specific procedures and the Headteacher will ensure relevant staff are able to access a copy of the insurance policy.

### **Complaints**

For details on how to make a complaint around medical issues in school, please follow our school complaints procedure available on the school website.

### **Home to School Transport**

Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

### **Dignity and Privacy**

At all times, we aim to respect the dignity and privacy of all children with medical conditions. We do this by only sharing information with those who have a role in directly supporting the child's needs. We are considerate when giving or supervising medication and managing health care needs.

### **Distribution of the School Medical Policy**

Parents are informed about this School Medical Policy via the school's website, where it is available all year round.

School Staff are informed and reminded about this policy:

- At scheduled medical conditions training
- At school training days
- At whole school staff meetings

### **Policy review**

This policy will be reviewed every three years or earlier if required.

Date of Policy: <b>May 2020</b>	Approved by: <b>Full Governing Body &amp; Staff</b>	Next review date: <b>Summer 2023</b>
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