

Supporting Pupils with Medical Conditions

St Saviour's Church of England Primary School

**Supporting Pupils with
Medical Conditions
Policy**

Supporting Pupils with Medical Conditions

St Saviour's Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 - "Supporting pupils at school with medical conditions" under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and disabilities, also including those pupils with medical conditions.

Supporting Pupils with Medical Conditions

1) Key roles and responsibilities

a) The Local Authority (LA) is responsible for:

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (ICP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

b) The Governing Body of St Saviour's Primary School is responsible for:

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.

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c) The Headteacher is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures of St Saviour's Primary School.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff that need to be aware of a child's medical condition.
- Developing ICP's
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver ICP in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/ care
- Considering the purchase of a defibrillator.

d) Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. *A first-aid certificate is not sufficient.*
- Knowing where controlled drugs are stored.
- Taking account of the needs of pupils with medical conditions in lessons.
- Monitoring medication expiry dates and amounts of medication left
- Inform or direct parent/carers on where to get all relevant forms regarding the administering of medicines in school or notification that medication has ended.

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- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

e) School nurses are responsible for:

- Collaborating on developing a ICP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement a ICP and then participate in regular reviews of the ICP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.
- Support parent/carers with care plans

f) Parents and carers are responsible for:

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's ICP
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Carrying out actions assigned to them in the ICP with particular emphasis on, they or a nominated adult, being contactable at all times.
- Proof from GP or Nurse to state that the child no longer has a medical need.

g) Pupils are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their ICP
- Complying with the ICP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

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2) Training of staff

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical Conditions' Policy as part of their induction.
- The clinical lead for each training area/session will be named on each ICP.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical conditions supported, training undertaken and a list of teachers and or teaching assistants qualified to undertake responsibilities under this policy.

3) Medical conditions register /list

- Schools admissions forms should request information on pre-existing medical conditions (Appendix 2). Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the ICP and also to share information for recording attendance.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class teacher should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare ICP and train staff if appropriate.

4) Individual Care Plans (ICP)

- Where necessary (Headteacher will make the final decision) an ICP will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- ICP s will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying ICP s as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and instructions may be displayed. More discreet location for storage such as Intranet or locked file is more appropriate. ***P.S However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.***
- Information relating to food allergies is displayed in the Kitchen for all kitchen staff with photographs of the children.
- ICP's will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

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- Where a pupil has an Education, Health and Care plan or special needs statement, the ICP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the ICP identifies the support the child needs to reintegrate.

5) Transport arrangements

- Where a pupil with an ICP is allocated school transport the school should invite a member of Fox Transport who will arrange for the driver or escort to participate in the ICP meeting. A copy of the ICP will be copied to the Transport team and kept on the pupil record. The ICP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.
- For some medical conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.
- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

6) Education Health Needs (EHN) referrals

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.

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In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

7) Medicines

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form. (Appendix A)
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered. Expiry dates are recorded on the medical needs register
- Medications will be stored in classrooms i.e. inhalers and Epi-pens.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils who have been encouraged by the health team to start learning how to access or apply their medication will do so with supervision.
- Parent/Carers must inform the school if the GP, Nurse or Specialist advises them that their child no longer requires medication by completing a form. (Appendix B)
- School staff will only administer prescribed medication, non-prescribed medication must administer by the child's parent/carer.

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- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room
- St Saviour's Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the ICP which will include informing parents.

8) Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

9) Day trips, residential visits and sporting activities

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician or health care professional states it is not possible.
- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day ICP requirements for the school day.

10) Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is unacceptable in St Saviour's Primary School:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the staff room or school office alone or with an unsuitable escort if they become ill.
- Not notifying parents/carers at least 2 weeks prior to the child's medication expiring.

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- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

11) Insurance

- Teachers and support staff who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the LA/school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Insurance documents are displayed in the School Business Manager's office and main reception.

12) Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

13) Definitions

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. *Being 'unwell' and common childhood diseases are not covered.*
- 'Medication' is defined as any prescribed or over the counter treatment.
- 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A 'staff member' is defined as any member of staff employed at St Saviour's Primary School.

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First Aid Policy

St. Saviour's is committed to ensuring the safety of all pupils. We recognize that a normal part of learning is to get hurt through play, exploring the environment and trying out new physical skills. We aim as adults to manage as many hazards as we can whilst recognizing that children will take risks as part of learning.

The Headteacher will accept responsibility in principle for any member of staff who is trained in administering or supervising prescribed medication/treatment during the school day. Staff who have volunteered to assist in the administration of medication/treatment, or have these responsibilities as part of their job description, have received appropriate training through the school health service. All support staff have had first aid training. There is a trained first aider in every classroom, on every trip, on duty at every playtime.

The school will make every effort to ensure that at least one trained member of staff is available in school every day. In the event of an emergency leading to no trained staff member being available the school has made the following arrangements:

- Either a senior member of staff (who has volunteered to do so) will administer medication and/or Parents/carers will be asked to cover this absence.

It is the school's responsibility to inform the parents/carers of the alternative arrangements to be made.

The Headteacher or Deputy Headteacher or member of the Senior Leadership team **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a major injury or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break
- Burns
- Stings i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of staff **MUST BE CONSULTED** to treat pupils who are known to have specific illness i.e. pupils known to have allergic reactions/ pupils with epi pens in school - irrespective of the type of illness or injury sustained. Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

Consultations from the designate member of First-Aid staff do not need additional recording in the accident file in the event of minor incidents which may be treated with Pastoral care.

Examples of these are:

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- Minor cuts or grazes
- Pupils who feel - or who are actually - sick
- Minor bumps to the head - i.e. pupils colliding in the playground
- Minor marks to the body (bruises), skipping rope burns etc
- Soiled clothing/mud on clothes etc

Classification for incidents such as these is 'PASTORAL CARE' FIRST-AID

EPIPENS

There are a number of pupils in school requiring 'epipens'. The administering of epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first. Please ensure you are familiar with the use of epipens and/or symptoms of anaphylactic shock.

Pupils with specific needs:

Details of pupils with specific needs i.e. severe allergies/epipens etc may be found at the front of each class list in the medical folder in the main office. Please take time to familiarize yourself with the pupils concerned and their individual potential need. Each class has a medical bag and first aid kit. Each medical bag has details of the children requiring medical assistance in that class. IHC plans are contained in the bag. These are updated by the school nurse and parents.

Incident reporting:

All incidents requiring first aid (whether minor or major) must be recorded in the school first aid folder. All major incidents, knocks to the head, possible sprains or breaks or incidents requiring hospital **MUST** be referred to the Headteacher and Deputy. The Tower Hamlets accident form must be completed with a detail of the incident and a photograph of the child and where the accident took place. This is situated by the school office.

In the event that a child had a broken or sprained limb irrespective of where or how it happened, a risk assessment has to be completed upon their return to school so that we can keep them safe. To ensure compliance with our Health and Safety and Insurance policies, Joy Clarke, INCo, will distribute the risk assessment along with the accident form to the class teacher and relevant staff. A record will be kept by Mrs Clarke, the School Business Manager and Health and Safety lead.

Serious accidents are reported to the Local Authority and the London Diocesan Board, Insurance policy.

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Treatment:

School has a ready supply of minor first aid equipment. These may be found in each classroom, and the main office.

Food Allergies:

Kitchen staff and lunch supervisors are aware of any food allergies in the school. Allergy Alerts of the children are put on the display board where the food is served in the kitchen and staffroom.

Risk assessments for medication at St. Saviour's Primary School have been completed, to ensure compliance with our Health and Safety and insurance policies. Bridget Clark and Joy Clarke, hold these assessments.

The Headteacher may refuse to agree to the administration of medicines if the procedures in this policy are not followed, as this would be in breach of our school and LEA health and safety policies. In the case of any dispute the schools usual complaint procedures should be followed.

The named first aiders at St Saviour's Primary School are:

Pauline Briscoe, Mark Ali, Cheryl Wood, Eve John, Rachel Sablon. Karen Milton-White, Caroline Davidson, Kim Simpson, Jill Gosling: Lindsay Nunn, Olivia Walker, Bobi Wren, Nicola Golding-Hewlett, Nicholas Porter

Additional First aiders: Fiona Williams and Keith Solly,

Agreeing to medication requests

Medication will only be accepted in school with written instruction from the GP or parent/carer, this must be signed by the parent/carer. Where the medication required is complex there should be an individual health care plan. In the case of long term medication the signature must be renewed at least annually. These documents will be stored with the young person's medical records.

Medication will only be accepted in school if it is not possible for it to be correctly administered outside the school day. Parents/carers are expected to ask their GP whether this would be possible, before requesting that the school administers the medication.

Register of medicines/medical needs

The school retains a register of pupils receiving medication or with specific medical needs. Parents/carers are able to request to see the entry for their own child.

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A summary of the register is held in each class register.
The school nurse will check the register termly.

Parents/carers' responsibilities

Medication will only be accepted in school if it is in a container that clearly demonstrates it has been prescribed by a doctor. This container should only be given to (named members of staff and their locations). The provision of a suitable container is a parental responsibility.

Any protective clothing or specialist equipment is checked weekly by Rachel Sablon

Parents must ensure medication is labelled with the following information:

- Pupil name and class
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements
- Date of expiry
- Any protective clothing or specialist equipment required

It is the responsibility of the parent/carer to notify the school of changes in medication, or dosage. This should be done in writing, which must be handed to Clare Paris or Rachel Sablon. Parents/carers of children requesting that St. Saviour's Primary School administers/supervises medication for their child are given a copy of this policy. Parents/carers are expected to comply with the policy. If the guidance is not followed the school will not be able to administer/supervise medicines safely.

Storage of medicines in school

All medicines will be stored appropriately. This will normally be in a medicine cabinet/fridge in the main office. Asthma inhalers, epi pens, glucose tablets and other emergency medicines should be in school at all times and accompany children on all off-site activities in appropriate containers (including school trips and swimming). Mobile containers for these medications should be provided by parents/carers/GPs.

Administration of medicines

Pupils will be encouraged to administer their own medication under adult supervision.

Each administration of medicine will be recorded in the medicines register. It should be signed. If a child receiving medication becomes ill their parents/carers will be contacted. Parents/carers must ensure emergency

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numbers are available. If a child is extremely ill staff will dial 999 and then contact parents/carers.

Emergency Procedures

In an emergency any member of senior staff, including the school administration officer should dial 999 immediately. The call must be logged in the medicines register. As soon as the call has been made parents should be contacted. If parents have not arrived a senior member will accompany the child to hospital, if necessary.

Refusing Medication

If a pupil refuses medication they will not be forced to take it. The school will inform parents as a matter of urgency if this occurs. Failure to take medicine must be recorded.

Errors/incidents

If there is an accident in giving medication, or an extreme adverse reaction, or the agreed procedures are not followed this must be recorded through the school incident procedures. The time of the incident should be recorded.

Parents/carers should be advised as soon as possible. The time that they are informed should be recorded.

All such incidents and the action to be taken to avoid repeat incidents must be reported to the governing body, as a confidential item. A log of the incidents and copies of the forms should be kept in the medication register.

If more than 4 incidents occur in a 2 year period the advice of the LEA should be sought.

Disappearance of medicines

In the event of medicines going missing, or being stolen the Headteacher will be notified immediately and should contact the LEA for advice. If theft is clear the Police should immediately be informed.

Disposal of medicines

Unwanted, unused or outdated medicines must be returned to parents/carers, who should sign for their receipt.

In the event that parents/carers cannot be contacted the medicines will be given to the school nurse who will sign for their receipt and arrange disposal.

Published: March 2020

Agreed by Governors:

Review Date: May 2021

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St. Saviour's C of E Primary School Medication/Medical Needs Register

The St. Saviour's C of E Primary School medication/medical needs register contains 4 elements:

1. A copy of the school policy and any supporting documents
2. The signed registration forms from parents/carers, each countersigned by the responsible member of staff. These can be completed by a parent/carer or a health official but must be signed by the parent/carer.
3. The record of medication/treatment administered
4. A record of checks made by the school nurse and any incidents reported to the governing body.

A summary of those children on the register is contained in each class register

St. Saviour's C of E Primary School Medication Registration Form

Name:	Class:	Date of birth:
Child's Address:		GP name: Address: Tel:
Description of needs: (Medication Name, Medication Form e.g tablets, liquid)		
Medication/treatment required		Dosage:
Date of dispensing:		Storage requirements:
Expiry date:		Is the pupil able to self-administer? Yes/No
Protective clothing/specialist equipment requirements:		
Possible side effects		Action to be taken if side effects occur
Emergency contact numbers for parents/carers (Must include work and mobile contact numbers if available)		Alternative contact person for emergencies Contact details Relationship to child
Any other relevant information:		
<p>I have read, and agree with, the school policy on medical needs. The medication for my child cannot be provided outside the school day and I therefore request support from the school. 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.</p>		

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1 copy to be kept in pupil's file, 1 copy in medical needs register

Parent/carer's signature.....
Please also print name
date.....

Any school comments

School agreement signature.....
Please also print name
date.....

Record of medicine administered to an individual child

Name of school/setting

Name of child

Date of birth

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine Expiry date

Quantity returned

Dose and frequency of medicine

Name of staff members (at least 2) who have agreed to, and been trained to,
administer/ supervise medication

Staff signature:

Date

Time given

Dose given

Name of member of staff Staff initials

Date

Time given Dose given

Signature of parent:

Name of member of staff Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

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Date
 Time given
 Dose given
 Name of member of staff

Staff initials

Date
 Time given
 Dose given
 Name of member of staff

Staff initials

Record of school nurse checks

School Nurse Log - to be completed termly

Date	Comments/issues	Signature

As the policy should be reviewed bi-annually only 6 checks should be signed by school nurses.

Log of incidents raised with governors

Date of incident	Date raised at governing body	Action taken

If more than 4 incidents are raised with the governing body in a 2 year period the advice of the LEA should be sought.

Log of medicines disposed of

Medicine	Pupil Name	Action taken	Signature

xxxxxxx Primary School
 Healthcare Plan for a Pupil with Medical Needs

Name of school/setting Child's name Group/class/form
 Date of birth

Child's address
 Medical diagnosis or condition Date
 Review date

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Family Contact Information 1

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Family Contact Information 2

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

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

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

Daily care requirements

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

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

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Staff training record - administration of medical treatment

Name:	
Type of training received:	
Date training completed:	Training provided by:
I confirm that has received the training detailed above and is competent to carry out any necessary treatment.	
Trainer's signature: Date:	
I confirm that I have received the training detailed above.	
Staff signature: Date:	
Suggested review date:	

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St. Saviour's C of E Primary School Asthma Policy

St. Saviour's C of E Primary School recognises that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

The school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, Tower Hamlets LEA and our pupils. Supply teachers and new staff are also made aware of the policy. Asthma training is held for staff once a year.

Medication

Immediate access to reliever inhalers is vital. Children are expected to have their reliever inhaler in school at all times, they must also be taken with the child for all off-site activities (including swimming and trips). All inhalers must be labelled with the child's name by the parent.

Full guidance on administering medicines is found in our "Meeting medical needs policy"

All school staff will let children take their own medication.

Record keeping

At the beginning of each school year, or when a child joins the school, parents are asked if their child has asthma, and any medication details. Parents are asked to notify the school if these details change (the medication registration form should be completed). This information is kept in the medical needs/ asthma register. Class teachers keep the register of children with asthma, and the information is available for all staff in the class team. A copy of the medical needs/asthma register for each class is included in the class register.

The Curriculum

All pupils are expected to take part in all activities, which are adapted to meet individual needs as appropriate, unless alternative arrangements have been agreed as part of an individual programme.

Teachers are aware of which children have asthma from the medical needs register. Students with asthma are encouraged to participate fully in PE. They are expected to keep their inhaler with them if PE is an off-site activity. Staff provide a safe place to keep inhalers during activities when they cannot be carried. Pupils should use inhalers as needed during PE lessons.

The school environment

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The school does all that it can to ensure the school environment is favourable to children with asthma. The school does not have pets and has a non-smoking policy.

Supporting a pupil having an asthma attack

Asthma attacks

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows the procedure below, which is clearly displayed in all classrooms:

1. Ensure that the reliever inhaler (usually blue) is taken immediately
2. Stay with the child, remain calm and provide reassurance
3. Help the child to breathe by ensuring tight clothing is loosened
4. If necessary allow the child to go to a quiet room for recovery with supervision at all times
5. Allow children who have a nebuliser to access this in accordance with their care plan

After the attack

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities.

The child's parents must be told about the attack

Emergency procedure

The school's trained first aiders are:

Pediatric First Aiders:

They will call the child's parents urgently if:

- The reliever has no effect after five to ten minutes
- The child is either distressed or unable to talk
- The child is getting exhausted
- They have any doubts at all about the child's condition.

If the parent is unobtainable, staff will follow the school's emergency 999 call procedures and once this call has been made will contact the child's parents. The reliever should continue to be given until help arrives.

Supporting Pupils with Medical Conditions

Dear Parent,

Re: The School Medicines Registration Form (Asthma)

We take our responsibilities to pupils with asthma very seriously. We have an established School Asthma Policy for use by all staff.

We are asking all parents of pupils with asthma to help us to complete a School Medication Registration Form for their son and/or daughter. Please take this card to your doctor/nurse for completion and return it to me at the school.

The card will help school staff to ensure that pupils with asthma receive the best possible treatment at all times.

The School Medicines Registration Form should be updated regularly, clarifying whether or not the treatment has changed. I look forward to receiving the completed form.

Thank you for your co-operation in this important matter.

Yours sincerely,

Fanoula Smith

Headteacher

Supporting Pupils with Medical Conditions

Dear Parent,

Re: The School Medicines Registration Form

We take our responsibilities to pupils with medical needs very seriously. We have recently reviewed and updated our First Aid and Meeting Medical Needs Policy for use by all staff.

We are asking all parents of pupils with medical needs - those requiring medication during the day to help us to complete a School Medication Registration Form for their son and/or daughter. Please complete this medication Registration Form and return it to me at the school.

This will help school staff to ensure that pupils requiring medication receive the best possible treatment at all times.

The School Medicines Registration Form should be updated regularly, clarifying whether or not the treatment has changed. I look forward to receiving the completed form.

Thank you for your co-operation in this important matter.

Yours sincerely

Fanoula Smith

Headteacher

Supporting Pupils with Medical Conditions

Dear Parent,

Re: The School Medicines Registration Form

We take our responsibilities to pupils with medical needs very seriously. We have recently revised and updated our First Aid and Meeting Medical Needs Policy for use by all staff.

Where possible medication should be administered by parents outside the school day.

If your child is on medication that needs to be taken during the school day you will need to complete a School Medication Registration Form. The school will not administer any medication without the form. This is to ensure your child receives the best possible treatment at all times.

The school will only administer prescription medication and this will be on agreement from staff.

Yours sincerely,

Fanoula Smith

Headteacher

Supporting Pupils with Medical Conditions

1

- Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.

2

- Headteacher or delegated SLT member co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.

3

- Meeting held to discuss and agree on the need for IHP to include key school staff, child, parent and relevant healthcare professionals and other medical/health clinician as appropriate (or to consider evidence provided by them).

4

- Develop IHP in partnership. Agree who leads on writing it. input from healthcare professionals must be provided.

5

- School staff training needs identified

6

- Healthcare professional commissions and/or delivers training.
- Staff signed off as competent - review date agreed.

7

- IHP implemented and circulated to all relevant staff.

8

- IHP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate.

Supporting Pupils with Medical Conditions

Appendix A

St Saviour's Primary School

Request form for parents to complete if they wish the school to administer medication for short term medical conditions/illnesses.

Details of pupil

Surname :

Forename:

Address :

.....

Class.....

Condition/Illness :

Medication

Name/Type as detailed on container :

Date dispensed : How long required : Days

Dosage and method :

When required to be taken :

Any side effects :

Contact details

Name and relationship to child :

Contact telephone number :

I understand that I must deliver the medicine personally to the Headteacher or office staff and accept that this is a service which the school is not obliged to undertake.

Signed :..... Date :

Supporting Pupils with Medical Conditions

Appendix B

St Saviour's Primary School

Medical needs notification form for children who no longer require medication in school.

I have been advised by the (GP, Nurse or Specialist) at the (Surgery or Hospital)

Name of medical professional and place.....

Date of when you were informed that the child no longer required medication:

.....

Child's name.....Class.....

Write the name below of the medication and the professional's reason(s) for why the child no longer requires the medication(s)

.....

Parent/Carer signature.....

Print name.....

Date.....

Please hand this form back to the office where it will be kept in your child's medical file for the school's record.