



George Spicer School Policy for Supporting Children with Medical Conditions

Aims:

- To ensure that pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Staff

At George Spicer the Assistant School Business Manager is responsible for the overall responsibility for Managing medical needs in the school.

At George Spicer we have 3 Welfare Assistants: Mrs Mandy Cassidy and Ms Victoria Barker

These Welfare Assistants are responsible for the day-to-day care of staff and pupils in regards to Welfare and First Aid at George Spicer.

They also have the responsibilities for:

- Ensuring staff have sufficient training in regards to first aid and use of the epi-pen.
- That all staff are aware of any medical conditions children may have.
- That individual healthcare plans are monitored and reviewed at least annually
- That transition, in regards to medicines, between schools are carried out.
- That if a child's needs change, then the measures above are adjusted accordingly.

Where children with medical needs join George Spicer mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that a child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be on scholar pack, the classes pastoral register and their individual file. Please also refer to the Asthma policy (appendix 3) and the Auto injectors policy (appendix 4)

Individual Healthcare Plans (IHPs)

The following information should be considered when recording on the Individual Healthcare plans (appendix 1):

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- The level of support needed in emergencies

- What to do in an emergency and who will be contacted.
- Who will provide support, confirmation of any cover requirements if appropriate.
- Who in the school needs a copy of the care plan and if whole school needs to be alerted a wall care plan is produced (appendix 2)
- A mention of the child's special educational needs if there are any.
- Children who just have asthma will complete the Asthma information form (Appendix A in the Asthma policy)

Medication:

Prescribed Medicines

- Medicines should only be sent in to school when absolutely necessary.
- Welfare staff will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration.
- We will not accept or administer medicines that have been taken out of their original container.
- We would encourage parents and carers to administer medicines that should be taken three times a day to be taken in the morning, after school and at bedtime. Prescribed medicines that need to be taken more frequently can be administered in school once the parent has completed the Request to administer medicines form (appendix 1A)
- Medicines will be kept in a high or locked cupboard or in a fridge in the Medical Room.
- No child should be given without written permission from parents or carers.
- A record will be kept each time a child is given medication in school.
- Parents of children who go on school residential and outings should inform school of any necessary medication a child may need, give written consent using the residential medical form given when attending the residential and follow the other guidance in this policy.

Non Prescribed Medicines

- Staff should never give a non-prescribed medicine to a child; these should be administered before or after school by parents.

Self-Management

- Children who are able to take responsibility for managing their own medicine will be encouraged to do so, eg. those children who suffer with asthma. However staff will always supervise such children and a specific asthma plan is written for each child.
- Children with asthma should have their inhaler with them when taking part in sporting activities such as swimming.

- Please see the school's asthma policy (Appendix 3)

Refusing Medicine

- If a child refuses to take their medicine, staff should not force the child to do so but immediately inform their parents.

Returning Medicines

- If a child finishes their medication and it is no longer needed then parents will sign the IHP page saying that the medication is no longer needed accompanied by a letter from the doctor where appropriate.
- At the end of the academic year all creams, medicines etc. will be returned home with the exception of asthma pumps, which are still within date.

Staff Training

- All Teaching Assistants will have first aid training and this will be refreshed every 3 years.
- There will be at least 3 members of staff at Kimberley Gardens with specific Paediatric training, this will also be refreshed every 3 years.
- All staff will have Epi-pen training and this will be completed yearly.
- Where children come in with an identified medical need such as diabetes, the relevant staff will be trained accordingly.

Roles and Responsibilities

Supporting a child with a medical condition is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Body

- Must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions.
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Assistant Business Manager

- Should ensure all staff are aware of this policy and understand their role in its implementation
- Should ensure all staff who need to know are informed of a child's condition.
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured.
- Is responsible for the development of IHPs
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.

School Staff

- Any staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nurses

- Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- May support staff on implementing a child’s IHP and provide advice and liaison

Other healthcare professionals

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school
- May provide advice on developing healthcare plans
- Specialist local teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Pupils

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

Parents

- Must provide the school with sufficient and up-to-date information about their child’s medical needs
- Are the key partners and should be involved in the development and review of their child’s IHP.
- Should carry out any action they have agreed to as part of the IHP implementation.

Notes

At George Spicer Primary School we also follow Enfield councils guidance on managing medicines in schools (appendix 5)

Policy approved by Governing Body: (Chair of Governors)

Date:

This policy will be reviewed annually

The next policy review is April 2021