



## **Definition**

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities which they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

## **School Ethos**

The Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements to support pupils with medical conditions. Individual healthcare plans will normally specify the type and level of support required to meet the medical needs of such pupils. Where children and young people also have SEND, their provision should be planned and delivered in a co-ordinated way with the healthcare plan. Schools are required to have regard to statutory guidance

Where pupils are disabled the Governing body complies with the Equality Act 2010. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

## **All pupils with medical conditions will have access to and enjoy the same opportunities as other children.**

However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

## **Our Aims**

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support, showing understanding of how the medical condition impacts on their school life.
- To keep, monitor and review appropriate records

## **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan

- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

### **Entitlement**

Townsend Primary School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of pupils with medical conditions.

### **Expectation of Townsend Staff**

- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil, to support the healthcare plan
- Any member of school staff may volunteer or be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Although administering medicines is not part of teachers' professional duties, they can provide other support and should take into account the needs of pupils with medical conditions that they teach
- All staff will be trained in implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- Transitional arrangements between schools will be completed in such a way that Townsend Primary will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare.
- Healthcare plan will be reviewed annually alongside Healthcare professionals

### **Expectations of Parents/Carers**

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child.

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible

### **Expectations of pupil**

- Pupils, depending on age and development, will often be best placed to provide information about how their medical condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.
- Townsend will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)

### **Role of the School Nurse/Medical professionals**

Should (where possible) notify the school before the child starts at the school.

The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class mates).

- They should have the lead role in ensuring that pupils with medical conditions are properly supported in schools, including supporting staff on implementing a child's plan.
- They should liaise with lead clinicians on appropriate support for the child and associated staff training needs – there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school, in how to cope with emergencies.
- School nurses should work with head teachers to determine the training needs of school staff and agree who would be best placed to provide the training. The school nurse or other suitably qualified healthcare professional should confirm that school staff are proficient to undertake healthcare procedures and administer medicines.
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professional

### **How policy will be implemented**

#### **Identification of Pupils with Medical conditions**

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in the school office and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers and First Aiders annually.

#### **In an emergency**

In a medical emergency, teaching assistants and lunchtime staff have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Time of occurrence
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions. (collected from the school office)

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

**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 Townsend Primary School, Townsend Street, London SE17 1HJ
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

**Administration of medicines (see appendix for all forms)**

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit a **written permission slip** (appendix A) before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A **risk assessment** (appendix B) may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see end of Policy). Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school reception office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the school office fridge. Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities. All medicines must be clearly labelled. Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Business Manager's office. Access to these medicines is restricted to the named persons. Epi-pens are kept in locked cupboards in relevant children's teaching areas. In the case of Epi-Pens all staff have access to the key which is clearly labelled and accessible.

Staff will record any doses of medicines given in the Medicine book. Children self-administering asthma inhalers do not need to be recorded.

All pupils with asthma will have a completed **Asthma Card** (appendix C) Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.

**Epi-pen** – Any member of staff can administer an epi-pen in an emergency.

The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a child who may require an epi-pen. Advised medicine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents should be contacted after this call has been made.

### Complaints

Should parents be unhappy with any aspect of their child's care at Townsend Primary School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Townsend Primary School Complaints Procedure.

### Trained Staff

**School First Aiders** (full certificate) are:

Name of Staff	Role in school	Expiry date
Nicola Thomson	Nursery	21 <sup>st</sup> July 2019
Janet Thomas	Year 1	3rd October 2017
Violet Reid	Year 1	21 <sup>st</sup> July 2019
Beverley Madden	Year 5/6	3rd October 2017
Hazel Peart	Year 5/6	21 <sup>st</sup> July 2019
Julie Palmer	Meals Supervisor	21 <sup>st</sup> July 2019
Lisa Dennis	Meals Supervisor	21 <sup>st</sup> July 2019
Tina McHugh	Meals Supervisor	21 <sup>st</sup> July 2019
Chloe Smith	Learning Mentor	29 <sup>th</sup> July 2019
Donovan Murray	Sports Coach	29 <sup>th</sup> July 2019

### Paediatric First Aid:

Name of Staff	Role in School	Expiry date
Nicola Thomson	Nursery	21 <sup>st</sup> July 2019
Janet Thomas	Year 1	3rd October 2017
Violet Reid	Year 1	21 <sup>st</sup> July 2019
Beverley Madden	Year 5/6	3rd October 2017
Hazel Peart	Year 5/6	21 <sup>st</sup> July 2019
Julie Palmer	Meals Supervisor	21 <sup>st</sup> July 2019
Lisa Dennis	Meals Supervisor	21 <sup>st</sup> July 2019
Tina McHugh	Meals Supervisor	21 <sup>st</sup> July 2019
Chloe Smith	Learning Mentor	29 <sup>th</sup> July 2019
Donovan Murray	Sports Coach	29 <sup>th</sup> July 2019

### Named people for administering medicines:

Anne Stonell - Headteacher

Rose Robinson – School Business Manager

Fatima Ruksana – Administration Assistant

## Role of Governors

Governing bodies will monitor the effectiveness of the implementation of the policy annually by ensuring that the policy includes the following details.

Who is the named person who has overall responsibility for policy implementation,	Headteacher – Anne Stonell
Who is responsible for ensuring that sufficient staff are suitably trained,	Headteacher – Anne Stonell SBM – Rose Robinson
A commitment that all relevant staff will be made aware of the child's condition,	Headteacher Acting Deputy Headteacher/SENCo Diana Katono/Judith Evans
The cover arrangements in case of staff absence or staff turnover to ensure someone is always available,	Headteacher - – Anne Stonell SBM – Rose Robinson
A briefing for supply teachers,	Headteacher - – Anne Stonell SBM – Rose Robinson
Risk assessments for school visits and other school activities outside of the normal timetable	Headteacher - – Anne Stonell SBM – Rose Robinson
Monitoring of individual healthcare plans.	Headteacher – Anne Stonell SENCo – Judith Evans
Risk Assessment of School visit and Trips	Headteacher – Anne Stonell Trips coordinator – Fatima Ruksana Class Teachers
Monitoring of Individual Healthcare Plans	Headteacher – Anne Stonell SENCo – Judith Evans School Nurse

The Governing Body of Townsend Primary School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. Insurance arrangements, which cover staff providing support to pupils with medical conditions (Policy held by School Business Manager, Rose Robinson)



# Townsend Primary School

## Appendix A – Parental Agreement for administering of 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	Mrs Katono		
Name of school/setting	Townsend Primary School		
Name of child			
Date of birth			dd/mm/yy
Class			
Medical condition or illness			
<b>Medicine</b>			
Name/strength of medicine <i>(as described on the container)</i>			
Expiry date			dd/mm/yy
Dosage and method			
Timing			
Special precautions/other instructions			
Are there any side effects that the school/setting needs to know about?			
Self-administration	YES	NO	(please circle)
Procedures to take in an emergency			
<b>NB: Medicines must be in the original container as dispensed by the pharmacy</b>			
<b>Contact Details</b>			
Name			
Daytime telephone no.			
Relationship to child			
Name and phone no. of GP			
I understand that I must deliver the medicine personally to	Rose Robinson - SBM Fatima Ruksana – Admin Assistant Carole Gardner – Admin Officer (Mon & Weds only)		

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) \_\_\_\_\_

Date \_\_\_\_\_



# Townsend Primary School

Appendix B – See Educational Visits Risk Assessment Form

Appendix C – Asthma Card updated yearly (or as and when needed) School Office to send out at the start of each academic year.

## **Appendix D record of medicine administered to an individual child**

Name of school/setting	Townsend Primary School		
Name of child			
Date medicine provided by parent	/	/	dd/mm/yy
Group/class/form			
Quantity received			
Name and strength of medicine			
Expiry date	/	/	dd/mm/yy
Quantity returned			
Dose and frequency of medicine			

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

Signature of parent \_\_\_\_\_

Date	/	/	/	/
Time given				
Dose given				
Name of member of staff				
Staff initials				
Date	/	/	/	/
Time given				
Dose given				
Name of member of staff				
Staff initials				

**C: Record of medicine administered to an individual child (Continued)**

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			



# Townsend Primary School

## Appendix E – Training Staff Record

Name of school/setting	Townsend Primary School			
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 \_\_\_\_\_



# Townsend Primary School

## Procedure for the Implementation of a Health Care Plan

