



## Moordown St John's CE Primary School

# Supporting Pupils at School with Medical Conditions Policy

**"A Christian community where commitment to  
educational excellence changes lives"**

**Article 4:** The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.

**Article 32:** You have the right to protection from work that harms you, and is bad for your health and education. If you work, you have the right to be safe and paid fairly.

**Article 33:** You have the right to protection from harmful drugs and from the drug trade.

**Article 36:** You have the right to protection from any kind of exploitation (being taken advantage of).

**Article 37:** No one is allowed to punish you in a cruel or harmful way.

**Article 39:** You have the right to help if you've been hurt, neglected or badly treated.

Date Approved and Signature: *A Swain*  
Chair of Directors

20 September 2018

Review Date: September 2021

# Moordown St. John's CE Primary School

## Supporting Pupils at School with Medical Conditions Policy

### Rationale

As a Church of England Primary School, we seek to further the work of Christ by expecting, nurturing and demonstrating the Fruits of the Spirit (Galatians 5) in our day to day lives. The Fruits of the Spirit include Love, Joy, Peace, Goodness, Kindness, Patience, Gentleness, Faithfulness and Self-control.

### First Aid and respecting Children's Rights

At Moordown St. John's we also aim to honour and fulfil the United Nations Convention on the Rights of the Child.

'Rights' are things every child should have or be able to do. All children have the same rights. These rights are listed in the UN Convention on the Rights of the Child. Almost every country has agreed to these rights. All the rights are connected to each other, and all are equally important. Sometimes, we have to think about rights in terms of what is best for children in a situation, and what is critical to life and protection from harm. As children grow, they have more responsibility to make choices and exercise their rights.

This policy refers directly to the following articles:

*(Taken from the UN Rights of the Child in 'Child Friendly speak')*

- **Article 4:** The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.
- **Article 32:** You have the right to protection from work that harms you, and is bad for your health and education. If you work, you have the right to be safe and paid fairly.
- **Article 33:** You have the right to protection from harmful drugs and from the drug trade.
- **Article 36:** You have the right to protection from any kind of exploitation (being taken advantage of).
- **Article 37:** No one is allowed to punish you in a cruel or harmful way.
- **Article 39:** You have the right to help if you've been hurt, neglected or badly treated.

SUCCESS (Skills, Understanding, Creativity, Curiosity, Enjoyment, Spirituality, Security) is at the centre of our school's ethos and identity.

### **S U C C E S S**

**S** – **Skills** that embed knowledge for a life full of learning and healthy relationships

**U** – **Understanding** how knowledge and concepts can be applied and built upon to achieve deep learning

**C** – **Creativity** to use skills and knowledge imaginatively to express oneself and solve problems

**C** – **Curiosity** to explore, investigate and understand the world

**E** – **Enjoyment** of life and of learning

**S** – **Spirituality** where faith is nourished, respected, challenged and lived

**S** – **Security** in themselves and who they are to reach their full potential

At Moordown St. John's, within the Christian context that underpins our school's ethos, we aim to create a safe environment where the pupils feel secure, protected and happy. In fostering security, confidence and independence, we are helping to prevent any child being placed at risk of significant harm. We respond to injury when necessary with effective first aid.

## **INTRODUCTION**

**First aid is emergency care given to an injured person to minimise injury and future disability until professional medical care is available. All members of staff are expected to use their best endeavours at all times, particular in emergencies, to secure the welfare of the pupils in the same way that parents might be expected to act towards their children.**

Moordown St. John's Primary School has recognised the importance of providing effective safety procedures to deal with matters pertaining to First Aid, which are to cover the initial treatment of any injury or illness at school.

There is an explicit duty to provide first aid for employees and a common law duty of care owed to pupils.

This policy should be read in conjunction with the: Inclusion suite of policies, Safeguarding and Child Protection and Health and Safety policies.

The legislation most directly impacting upon the organisation and management of school first aid arrangements is the Health and Safety (First Aid) Regulations 1981.

## **ROLES AND RESPONSIBILITIES**

The following roles assigned to the following staff:

### **Headteacher -**

- Ensures that all staff are aware of the policy for supporting pupils with medical conditions and that they understand their role in its implementation.
- Is aware of children with special medical conditions.
- Ensures that sufficient numbers of staff are trained and available to implement the policy and deliver it
- Ensures that all staff are appropriately insured and that staff are aware that they are insured to support the child.

### **Inclusion Leader -**

- Makes sure that the school nursing team are contacted in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Ensures all staff are aware of children with health care plans
- Arranges training for members of staff dealing with specific children who have health care needs, in conjunction with the designated first aider
- Oversees the planning and delivery of health care plans

## **School Designated First Aider -**

- provides support to pupils with medical conditions, including the administering of medicines (although they cannot be required to do so as administering medicines is not part of their professional duties - the needs of pupils with medical conditions is always taken into account)
- Receives sufficient and suitable training and achieves the necessary level of competency before they take on responsibility to support children with medical conditions.
- Provides advice to parents about medical issues in school where appropriate
- Ensures all teachers involved with a child with medical needs receives written advice about any issues pertinent to their role

## **School Nurse -** The Clinical Commissioning Group states that:

“every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts school. They would not usually have an extensive role in ensuring that schools are taking the appropriate steps to support children with medical conditions, but may support staff on implementing child’s individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs – for example there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be valuable potential resource for a school seeing advice and support in relation to children with a medical condition”

## **Pupil -**

- Where appropriate provides information about how their condition effects them and is fully involved in discussions about their medical support needs and contributes as much as possible to the development of, and comply with, their individual healthcare plan.

## **Parents -**

- Provide the school with sufficient and up-to-date information about their child’s medical needs. They may in some cases be the first to notify the school that their child has a medical condition.
- Are key partners and should be involved in the development and review of their child’s individual healthcare plan, and may be involved in its drafting.
- Carry out any action agreed to as part of its implementation, eg provide medicines and equipment and they or another nominated adult are contactable at all times. It is also the responsibility of parents to check expiry dates on medicines.

## **STAFF TRAINING AND SUPPORT**

**The Board of Directors** should ensure that it is clear how staff will be supported in carrying out their role to support pupils with medical conditions, and how this will be reviewed.

They should specify how training needs are assessed, and how and by whom training will be commissioned and provided.

Any member of the school staff providing support to a pupil with medical needs should have received suitable training. This should be logged and specialist links made to the healthcare plan. The relevant healthcare professionals should normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. The school may choose to arrange training themselves and should ensure this remains up-to-date. Furthermore, training in specific conditions experienced by some children – asthma, diabetes, epilepsy and Anaphylaxis – also forms part of an ongoing awareness-raising scheme repeated at reasonably frequent intervals. This school draws upon medical expertise as required.

## **FIRST AIDERS**

This school has trained various members of staff in “Emergency First Aid at Work” (EFAW) each of whom hold a valid certificate of competence. Also, there are a small number of staff in EYFS and Year 1 trained in Paediatric First Aid (PFA), both of these qualifications are recognised by the Health and Safety Executive. They are renewable every three years. It is recommended that the school holds 6 monthly refresher training in house and a record of training kept.

A named First Aider, Nina Laing, has a specific role in overseeing the First Aid provision not just in the school but also our swimming pool. She is also responsible for record keeping. The named First Aider ensures in case of staff absence or availability, that someone is always available.

A current list of all qualified first aiders is displayed in the Medical room, and signage located around the school in various locations.

## **FIRST AID BOXES**

In accordance with the Safety Code of Practice this school ensures that its first aid boxes are located in easily accessible places.

### **The locations of the various first aid boxes are as follows:**

- Medical Room (part of the swimming pool building) ~ Main first aid area
- Within the Hall, Kitchen area
- Within the Year 2 Entrance
- Within the Year 6 Corridor
- Within the Swimming Pool building ~ poolside

To draw attention to their positions, approved ‘First Aid box’ signs are prominently displayed.

All first aid boxes are resourced according to legislation. The reason for the limitation placed upon the contents of these boxes is so that the items can be used by anyone needing it, whether they have received first aid training or not.

Mains tap water is readily available in very close proximity to each of the named locations.

A further example of good practice is the provision of the **disposable gloves at each of the first aid box points**; in the interest of individual safety, especially with regard to the risk of HIV infection, this equipment **must** be used by **all** first aiders.

In addition to the fixed first aid boxes mentioned, this school also has a number of portable units which are required to be taken on any excursions off-site, such as games practices, inter-school fixtures and educational visits. These are stored in the Medical Room.

For our portable first aid kits, for the cleaning of wounds, it has been recommended that individually wrapped, moist cleaning wipes, along with disposable gloves, are provided, and the school's 'Designated First Aider' is required to check that sufficient stocks are available every time these kits are used.

When an educational excursion is being planned, the teacher(s) in charge are required to provide the Main First Aider with a day's notice when requesting the use of a portable first aid kit.

### **IMPLEMENTING FIRST AID**

Before any plasters are used first aiders check that the child is not allergic to plasters - if unsure micro pore is to be used.

If you suspect a fracture then an ambulance must be called. The Headteacher must be informed immediately and then the parents.

The administering of antiseptic creams etc is not permitted - only water to be used.

Cuts and grazes should be cleaned as soon as possible to stop infection these should be treated with either antiseptic wipes or gauze and clean water.

### **ACCIDENTS/ILLNESSES REQUIRING HOSPITAL TREATMENT**

If a child has an incident which requires urgent hospital treatment the school will be responsible for calling an ambulance in order for the child to receive medical treatment.

When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child. One member of staff must go with the pupil in the ambulance for safeguarding reasons if a parent is not present. The pupil's medical notes will also be taken along with parent contact details.

It is vital therefore that parents provide the school with up-to-date contact names and telephone numbers and it is the responsibility of the office staff to keep these records up to date.

**Off-site Accidents:** If injury or illness occurs whilst a pupil is offsite then the teacher in charge is responsible for contacting parents and following the procedures as outlined above. Off-site injuries or accidents should also be recorded in the school accident book.

## **MEDICATION AND DRUGS**

The school's policy regarding the administration of medicines is the subject of a strictly-controlled scheme, which is outlined in a separate leaflet, entitled; 'Medicines at School'. This also appears as a supplement to this policy. It includes a parental consent form and a sample school record form stating the amount of medication administered each day. Parental written consent is **always** sought before any medicine is administered to a child.

The Regulations specify that the administration of drugs and analgesics (pain-killers), such as aspirin and paracetamol, does not fall within the scope of first aid and therefore such drugs must not be placed in first aid boxes. They are kept in a locked drawer in the medical room.

A Medicine Consent Form **must** be completed before medication can be administered, medicines only authorised by a family doctor, can be administered to a child during the school day.

The administration of antibiotics in school will only be permitted if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

## **EPIPENS**

There are a number of pupils in school requiring 'Epi pens'. The administering of epi-pens must be carried out by the nearest trained member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered or not. All staff are familiar with the use of Epi-pens and/or symptoms of anaphylactic shock because of regular staff training. If an Epi-pen is used then the time and date administered must be noted, the Epi-pen must be kept and once professional help arrives this information and the used pen must be given to them.

## **PUPILS WITH SPECIFIC NEEDS**

Details of pupils with specific needs (diabetic/severe allergies/Epi-pens etc) will be found in the Medical room, the staff room, the school office and in relevant classrooms. The class teacher will also be informed. Class teachers will take time to familiarise themselves with the pupils concerned and their individual potential needs.

## **INDIVIDUAL HEALTHCARE PLANS**

The Individual Healthcare Plans (HCP) are drawn up in consultations with the school nurse and the parents. These are reviewed regularly – at least annually or when needs change. The (HCP) will include:

1. who is responsible for ensuring that sufficient staff are suitably trained
2. details about the child's medical condition
3. implications for the child during the school day
4. contact details for parents and any relevant professionals involved in the child's care
5. what to do in an emergency situation

## **PROCEDURES TO FOLLOW IN THE EVENT OF A NEW HEALTH CARE NEED BEING IDENTIFIED**

- The parent/carer will inform the school **in writing** of any new health care needs
- Parent/carer will also inform the school **in writing** of any changes to existing health care needs
- This information will be disseminated by the designated first aider to ALL relevant staff. This will be done verbally in the first instance and then in writing.

## **UNACCEPTABLE PRACTICES**

**As an inclusive school this school's Board of Directors considers the following practice is not acceptable.**

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, if appropriate, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their parents
- ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition, eg hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- prevent children from participating, or create unnecessary barriers to children participating, in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## **REPORTING TO PARENTS**

In the case of medications and drugs, it is this school's practice to process all completed medication consent forms received from parents of children attending this school. To complement these arrangements strict recording procedures noting the medication

administered in school are observed using a pre-printed proforma. NO medication will be administered without a consent form being signed by the person with parental responsibility.

When an accident occurs, which is not viewed as serious to the extent that it must be reported using the LA Accident Report form (refer to the school's RIDDOR policy statement), this school's practice is to issue an information slip to the child's family. In the case of a head injury a slip is always given to the pupil and if deemed necessary a call to the parents is also made.

## **COMPLAINTS**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

## **LIABILITY AND INDEMNITY**

**Statutory Requirement: The Local Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.**

Risk Protection Agency (RPA) has stated: The RPA will provide an indemnity (under Third Party Liability) if a Member becomes legally liable to pay for damages or compensation in respect of or arising out of personal injury in connection with the provision of medicines or medical procedures. Indemnity will also be provided to any member of staff (other than any doctor, surgeon or dentist while working in a professional capacity) who is providing support to pupils with medical conditions and has received sufficient and suitable training. Cover provided by the RPA will be subject to adherence with the statutory guidance on supporting pupils at school with medical conditions, December 2015

To meet the requirements of the indemnification, we will ensure that staff at the school have parents' permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

## **POLICY REVIEW**

This policy has been carefully considered and ratified by the Board of Directors at their meeting on 21 September 2018

It is customary at this school to formally review all school policies after an interval of three years. In the case of this policy, this would take place during September 2021. However, this will be brought forward, should changes in protocol be recommended by the Health and Safety Executive, the Department for Education or the Diocese.

Signed: *A Swain*  
**Chair of Directors**

Date: 20 September 2018



**PARENT/CARER  
 CONSENT FORM  
 for the administration of  
 Medicine/Treatment**



*Please print*

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

Parent/Carer Contact Number(s): .....

.....

My child has been identified as having: .....

.....

I agree to designated members of staff assisting with the administration of medicines/providing treatment to my child as directed below.

Signed: ..... (Parent/Carer) Date: .....

Name of Medicine	Dose	Frequency/Times

*\* In the case of asthma or diabetes, separate information cards are to be completed. These are obtained from the School Office.*

Special Instructions/Allergies: .....

.....

Other prescribed medicines my child is taking at home:

.....

Date received in school: .....

**MOORDOWN ST JOHN'S CE PRIMARY SCHOOL**  
Vicarage Road Bournemouth BH9 2SA



## **PROCEDURES FOR MEDICINES AT SCHOOL**



This school operates a policy whereby medicines that have been authorised/prescribed by a family doctor can be administered to a child during the school day as long as written consent has been provided by the parent/carer.

1. Please complete the 'Parent/Carer Consent Form' overleaf.
2. The form should then be handed in, together with the labelled medication, to the School Office. They will both then be passed to Mrs Laing who is in charge of all First Aid matters.
3. All medicines are held either in a locked cupboard outside the Finance Office or, if required, in the refrigerator in the Finance Office.
4. Your child will be given their medicine just before lunchtime (12 noon) when Mrs Laing takes the medicines around the school. In the case of an emergency, medicines are given immediately.
5. If there are any changes to the medication treatment programme for your child then another 'Parent/Carer Consent Form' must be completed.
6. **If the course of medication or treatment is to continue beyond the weekend, a new 'Parent/Carer Consent Form' will need to be completed at the start of the next week.**
7. If the medication has to be collected at the end of the school day, please ask at the School Office before collecting it.

*Any queries or concerns should be brought to the attention of Mrs Laing or Mr Herbert, the Headteacher.*