

Hadrian Primary School

Managing Children with Medical Needs Policy



Date: September 2023

Review: September 2026

Staff responsible:

Mr Brown Head Teacher

Mr J Brown Chair of Governors

Hadrian Primary School

POLICY FOR MANAGING CHILDREN WITH MEDICAL NEEDS

INTRODUCTION AND GENERAL PRINCIPLES

The staff and governors of Hadrian Primary School are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs.

The policy complies with the DfE 'Supporting Pupils with Medical Conditions, April 2014.'

PRESCRIBED MEDICINES

Staff will only administer medicines when it is essential, that is where it would be detrimental to a child's health if the medicine were not taken during the school day. Medicines must be in the original container as dispensed and include instructions for administration and dosage. We would expect parents to administer medicines at home in the majority of cases (3 doses a day can be before school, after school and at bedtime).

Parents/guardians are asked to fill in an 'Administering Medication' form (sample attached at the end of this policy) which can be collected from the office. No medication will be administered to a child unless this form has been completed. Written records are kept each time medicines are given. If a child refuses to take the medicine we do not force them to do so, this is also recorded. Parents are asked to come to school and administer prescribed medicines during the school day. Unprescribed medicines will not be given at school, although again, parents are welcome to visit school and administer these to their child/ren.

LONG-TERM MEDICAL NEEDS

Where a pupil has a chronic illness, medical or potentially life threatening condition, the school will initiate a health care plan to meet individual needs and support the pupil and it will contain the following information:

- Definition and details of the condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Treatment and medication
- What action to take/not to take in an emergency
- Who to contact in an emergency
- Staff training where required
- The role the staff can play
- Inclusion needs for visits and residential trips
- Consent and agreement

ADMINISTERING OF MEDICATION

If medicine needs to be administered at school, parents should complete an 'Administering Medicine' form which will include the following details:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of medication
- Any side effects
- Expiry date

The school will only administer medicines that have been prescribed by an appropriate healthcare professional. Medicines will be kept in cupboard 1 alongside instructions for administration.

MEDICAL CONDITIONS

Asthma

Inhalers need to be clearly labelled with the child's name and class. All inhalers will be kept in cupboard 1. When a child goes on an educational visit their inhaler will be taken with them.

Allergies

1. When children are admitted to the school, or when an allergy is diagnosed, parents/carers are required to give information about allergies and medication and will complete a health care plan. This is kept in the staff room and with the inclusion manager.
2. Epi pens are stored in the cupboard 1 together with the HCP and a named photograph of the child.
3. A named photograph of the child and a brief description of the allergy are displayed in staffroom. All staff are made aware of any child with an allergy.
4. Class and Senior teachers are informed about children with allergies in their class at the beginning of the school year (or on admission if during the school year). The Class and SLT ensure that Teaching Assistants are also aware.
5. Epi pens and anti-histamines are stored in clearly marked boxes in cupboard 1 and staff will have regular training on how to administer the pen.
6. Teachers ensure that the boxes are taken on any trip out of school.
7. Mrs Amar will check pens regularly and inform parents/carers if they are about to become out of date.
8. In the event of a child having an anaphylactic reaction the school will administer the Epi pen, ring 999 and then inform parent/carer.
9. Staff will have training in how to use the Epi pen.

Head Injuries

Pupils who sustain a head injury **MUST** be reviewed by a First Aider in school. If a pupil has a visible wound, swelling or adverse reaction, parents will be informed and are welcome to assess their child personally. Where there are no residual effects, the pupil can remain

in school whilst being observed. The incident must be recorded in the accident book and an head injury slip sent home.

Epilepsy, anaphylaxis and diabetes

Parents have a duty and responsibility to notify the school if their child has any of these conditions and should provide details of any treatment and support they may require in school. Relevant health care professionals will liaise between parents/guardians and school personnel to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment. An individual health care plan will usually be compiled, detailing the course of action to be taken.

EDUCATIONAL VISITS

This school actively encourages children with medical needs to participate in trips and visits. Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits. Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support pupils. Additional staff/adults will be considered for this purpose. Prior to an overnight school trip, parents must complete an up-to-date medical form about pupil's current general health and medication. Prescribed medication, Calpol and some other non-prescription medicines can be administered if parents have given written consent. Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of health care plans will be taken on all visits as well as emergency medication that may be required.

MEDICAL EMERGENCIES

All staff are aware of procedures when dealing with a medical emergency. These should be supervised by a trained First Aider. In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child to hospital by ambulance and stay until the parent arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available.

FIRST AID/TRAINING

All staff will have basic first aid training to deal with day to day issues. There are ten members of staff with First Aid at Work training and three Paediatric 1st Aid. This will be updated every three years. Training for specific needs will be organised if and when a child starts at the school.

CHILDREN WITH CHRONIC OR LONG TERM MEDICAL NEEDS

- These children will be able to easily access their medication and when appropriate be encouraged to administer it themselves.
- The school will ensure that they are not sent home frequently or prevented from staying for normal school activities unless specified in their health care plan.
- Parents will not be required to attend school to administer medication or provide medical support to their children or attend school trips etc.

COMPLAINTS

If a parent is dissatisfied with the support provided they should first discuss their

concerns directly with the school. If the situation is not resolved, they may make a formal complaint via the school's complaints procedure.