



Radley CE Primary School & Foundation Stage Unit

Supporting Pupils with Medical Conditions

School Ethos

Radley CE Primary School believes it is important to enable all pupils with short and long term medical needs to attend school and to participate as fully as possible in all aspects of our integrated curriculum. Staff that administer / supervise the taking of medicines in school do so on a voluntary basis, in order to support and meet a pupil's needs.

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Radley Primary is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and will not be refused admission or excluded from school on medical grounds alone.** 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.

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. 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. .

Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional 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
- 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

Radley Primary 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

Expectations

It is expected that:

- 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
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual
- Radley Primary 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)
- 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
- Transitional arrangements between schools will be completed in such a way that Radley 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
- 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 professionals

Procedure

The Governing Body of Radley Primary ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Information

Children with serious medical conditions e.g. epilepsy, diabetes, will have their photo on an Individual Healthcare Plan and brief description of condition, along with any other necessary information, in the staffroom. All adults dealing with the child will have their attention drawn to this information. In the First Aid Cupboard there is a list of children with asthma who keep their inhaler in school. A complete list of all children's medical conditions are kept in the class register.

In an emergency

In a medical emergency, several staff have been appropriately trained to administer emergency paediatric first aid if necessary. An up to date list of staff that have had training is available by the First Aid Cupboard and in the staff room. If possible, the school's First Aider, Mrs Tina McClean, will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

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.

Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must complete a form available from the school office giving details and permission before any medicine is administered. Medicines to be given during the school day must be in their original container with the child's name clearly marked. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Wherever possible pupils will be encouraged to self-administer medication in school, with staff acting in a supervisory role only.

If a child refuses to take medication, school staff will not force them to do so. The school will inform the child's parent if the pupil refuses their medicine.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment 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 on the 'Medication Administered in School' form, located by the First Aid Cupboard.

All medicines will be stored safely. Medicines needing refrigeration will be stored in the staffroom fridge. All medicines must be clearly labelled. Controlled drugs or prescribed medicines will be kept in the First Aid Cupboard. Access to these medicines is restricted to the named persons. Epi-pens will be kept in the First Aid Cupboard.

Staff will record any doses of medicines given on the 'Record of Medication Administered in School' form. Children self-administering asthma inhalers do not need to be recorded. 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. An inhaler for general use is kept in the First Aid Cupboard.

Complaints

Should parents be unhappy with any aspect of their child's care at Radley Primary, they should 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, concerns should be brought to the attention of the Headteacher. Should this not resolve the issue, parents should make a formal complaint using the Radley Primary Complaints Procedure.

Trained Staff

| Forename | Surname | Date of Training | Expiry Date | Paediatric | Epilepsy Medication | Epi-pen Trained ** |
|----------|------------|------------------|-------------|------------|---------------------|--------------------|
| Alison | ARNOLD * | 03/10/2016 | 03/10/2019 | Yes | Yes | |
| Nicci | GODDARD | 12/07/2017 | 12/07/2020 | | | |
| Alison | GRIMES | 13/06/2018 | 13/06/2021 | Yes | Yes | |
| Julie | ILSLEY | 03/02/2017 | 03/02/2020 | | Yes | |
| Linzi | NEAL-SMITH | 13/06/2018 | 13/06/2021 | Yes | Yes | |
| Anne | QUIGLEY | 12/12/2016 | 12/12/2019 | | Yes | |
| Jude | YATES | 06/10/2016 | 06/10/2019 | | | |

Epilepsy medication can only be administered by staff who are first aid trained.

Medications and Medical Conditions Folder are stored in the First Aid Cupboard.

***Alison Arnold is Forest School First Aid trained**

**** Currently no children on role who might require the administration of an epi-pen**