



## MANOR INFANT SCHOOL

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<b>CHAIR OF GOVERNORS &amp; HEADTEACHER TO COMPLETE</b>	<i>Chair of CoS</i> <i>To Gale</i>
<b>Review Approved (signature):</b>	
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## POLICY FOR SUPPORTING CHILDREN WITH MEDICAL NEEDS

*'Valued as Individuals, Inspired as Learners'*

**Status :** Statutory

### **PURPOSE**

To provide a clear policy that is understood and accepted by all staff, parents and children, for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

### **GENERAL PRINCIPLES**

The staff and governors of Manor Infant 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 to ensure they have full access to education, including school trips and physical education.

### **RESPONSIBILITIES**

Parents or carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school nurse or other health professionals to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent or carers' responsibility to make sure that their child is well enough to attend school.

There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their pupils and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication. Staff will have access to information on pupils' medical conditions and actions to take in an emergency. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from the relevant health professionals.

The policy of this school is to administer medication or medical care for any pupil who has a medical condition, which if not managed, could prove detrimental to their health or limit access to education. The Headteacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day only where it is absolutely necessary.

### **PRESCRIBED MEDICINES**

Prescribed medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day. Medicines prescribed 'three-times-a-day' should be administered "before school, after school and at night", so that it is administered at roughly eight hourly intervals in order to cover 24 hours. Manor Infant school recognises in extreme cases (as stipulated by a doctor in writing), and agreed by the Headteacher, that staff may administer medication following completion of the permission form (Medical treatment 1) appendix one of this policy with a supporting letter from the doctor. Without a letter from a doctor, staff will not administer three-times-a-day prescribed medicines. However, parents and carers are allowed into school to administer medication if they so desire.

Exceptions to this are pupils on health care plans who have individual medical needs and those requiring emergency medication to treat specific conditions, such as anaphylaxis or asthma exacerbations.

This school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include the pupil's name, prescriber's instructions for administration and dosage.

### **NON-PRESCRIBED MEDICINES**

Staff will administer over-the-counter remedies prescribed by a doctor. In exceptional circumstances such as residential trips, non-prescribed medicines will only be administered with the prior written permission from parents. Staff will check the medicine has previously been administered without adverse effects and the permission form (Medical treatment 1) appendix one has been completed. Staff will never administer medicines containing aspirin or ibuprofen unless prescribed by a doctor.

### **ADMINISTERING MEDICINES**

Manor Infant School recognises no child under 16 should be given medicines without their parent's written consent. Following written consent using the form (Medical treatment 1) appendix 1 any member of staff administering medicines to a pupil should check the container.

If in doubt about any procedure, staff will not administer the medicine before checking with parents or a health professional before taking further action.

A written record must be kept following administration of medicines to pupils, using form (Medical treatment 2) appendix two.

If a child refuses to take a medicine, staff will not force them to do so or covertly administer it, and will record this on form (Medical treatment 2) appendix two and parents/carers will be notified of the refusal.

### **ADMINISTRATING PARACETAMOL**

It is recommended that the school keep its own stock of Paracetamol. This reduces the risk of pupils carrying medicines and avoids confusion over what may and may not be administered.

When a child is given medicine, a written record of it must be kept. (see Paracetamol administration checklist- appendix three).

It is recommended that school should only administer Paracetamol three times in a term to an individual child. If a child requests more than this, parents should be advised to seek medical assessment, unless parents have specifically requested it because of a medical condition for a limited period of time.

The record must include:

- The name of the medicine
- The dose given, and how
- The name of the child
- The time and date it was given
- Name and signature of the person giving the medicine to the child.

The member of staff responsible for giving medicines must be wary of routinely giving Paracetamol to children. If a child complains of pain as soon as they arrive at school and asks for painkillers, it is not advisable to give Paracetamol straight away.

### **Before giving the child Paracetamol**

1. The child is first encouraged to get some fresh air/have a drink/something to eat/take a walk/sit in the shade/lie down (as appropriate) and Paracetamol is only considered if these actions do not work.
2. There must be written parental consent, with verbal consent from the parent or carer on the day.
3. Only standard Paracetamol may be administered. Combination drugs, which contain other drugs besides Paracetamol, must not be administered.
4. Follow the checklist at the end of this document.

### **Administering Paracetamol**

1. **Children can only be given one dose of Paracetamol during the school day:** If this does not relieve the pain, contact the parent or the emergency contact.
2. The member of staff responsible for giving medicines must witness the child taking the Paracetamol, and make a record of it. The school must write to the parent on the day, stating the time and the amount of the dose.
3. The child should be made aware that Paracetamol should only be taken when absolutely necessary; that it is an ingredient in many cold and headache remedies and that great care should be taken to avoid overdosing.

Manor Infant School will ensure that parents have first authorised the school in writing to provide Paracetamol occasionally to children. The name of the child, the date, time, dose and reason should still be recorded in a log. Any frequently recurring need must be reported directly to the parents.

Paracetamol must be kept in a secure place and **not** in first aid boxes. It must **not** be given:

**Following a head injury**

**Where a child is already on some other medication**

**Where a child has taken Paracetamol containing medicine within 4 hours**

### **LONG-TERM MEDICAL NEEDS**

Where a pupil has a chronic illness, medical or potentially life threatening condition, the school will liaise with a relevant healthcare professional who can provide a health care plan if needed, to meet individual needs and support the pupil. This will be drawn up by health care professionals in consultation with the child's parents or guardians and will contain the following information:

- activity precautions
- role the staff can play

All individuals will be reintegrated with a personalised plan following a long absence from school due to illness. The plan will involve external support, Emotional literacy support assistants (ELSA) and support from the Inclusion Manager.

### **RECORD KEEPING**

Parents should tell the school about the medicines their child needs to take and provide details of any changes to the prescription or the support required. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. Requests for staff to administer medication should be written on form (Medical treatment 1) Appendix one. Completed forms will be kept in the class medical folder and referred to when administering medication. Form (Medical treatment 2) appendix two must be completed by staff following administration; this will also be kept in the class medical folder.

Requests for updated medical conditions including asthma, are distributed to parents at the beginning of each school year. These are collated by the Admin Officer and recorded in each class medical folder and in the first aid room folder. All staff have access to this information and actions to take in an emergency.

Children with food allergies have their photographs and details displayed in the school kitchen to ensure that food products are safe for children.

### **STORING MEDICINES**

Medicines must be stored safely in the pharmacist's original container and clearly labelled with the child's name, the dosage and instructions for administration and be kept out of the reach and sight of children.

Non-emergency prescribed medication is stored with the consent (Medical treatment 1) appendix 1 in the school office. Medication requiring refrigeration is stored in the refrigerator in the first aid room.

Emergency medications such as Epi-pens and asthma inhalers will be readily available in a clearly labelled container in the class teacher's cupboard. Children should know where these medicines are stored; they should not be locked away.

Parents are ultimately responsible for checking expiry dates on their children's medicines and replacing as necessary. The Admin Officer will also check medication expiry dates on a termly basis.

## **DISPOSAL OF MEDICINES**

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each year. Any medicines that have not been collected will be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the safe disposal of needles and lancets.

Parents should obtain these from their child's GP and ensure safe disposal. The help desk at the city council currently undertakes this. If in doubt please ask your pharmacist for information and advice.

## **ASTHMA**

Manor Infant School recognises that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma. We encourage children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers ( the Local Authority) and pupils. Supply teachers and new staff are also made aware of this.

### **MEDICATION**

Immediate access to relieve inhalers is vital. Parents are asked to ensure that the school is provided with a labelled spare reliever inhaler and spacer. All inhalers must be labelled with the child's name by the parent. School staff are not required to administer medication to children except in an emergency. School staff who agree to do this are insured by the local authority when acting in accordance with this policy. All school staff will let children take their own medication when they need to.

### **THE SCHOOL ENVIRONMENT**

The school does all that it can to ensure the school environment is favourable to children with asthma. The school does not keep furry or feathery pets and has a non-smoking policy. Children are encouraged to leave the room and go and sit in the medical room if particular fumes trigger their asthma e.g. in art work.

The school ensures that all children understand asthma. Asthma can be included in Key Stage 1 in Science, Design & Technology and PE.

Taking part in sports is an essential part of school life. All teachers are aware of which children have asthma from the asthma register. Children with asthma are encouraged to participate fully in PE. If a child needs to use their inhaler during the lesson they will be encouraged to do so.

If a child is missing a lot of time from school because of asthma or is tired in class because of disturbed sleep and falling behind in class, the class teacher will initially talk to the parents. If appropriate the teacher will then talk to the school nurse and Inclusion Manager about the situation. The school recognises that it is possible for children to have special educational needs because of asthma.

### **ASTHMA ATTACKS**

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows the following procedure, which is clearly displayed in the Medical & First Aid Room.

- Ensure that the reliever inhaler is taken immediately
- Stay calm and reassure the child

- Help the child to breathe by ensuring tight clothing is loosened

Minor attacks should not interrupt the child's involvement in school. When they feel better they can return to school activities. The child's parents will be informed about the attack.

## **EMERGENCY PROCEDURES**

All staff are aware of procedures when dealing with a medical emergency.

These should be supervised by a trained First Aider.

All staff are aware of pupils on a health care plan and understand the need to follow agreed emergency support.

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.

During an asthma attack the child's doctor will be called urgently from the school office using the asthma register to find out the number of the child's GP if:

- the reliever has no effect after five to ten minutes;
- the child is either distressed or unable to talk;
- the child is getting exhausted;
- you have any doubts at all about the child's condition.

**If the doctor is unobtainable, call an ambulance.**

## **EDUCATIONAL VISITS**

Manor Infant 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.

Prescribed medication will be administered, providing parents have completed form (Medical treatment 1) appendix one. Parents are invited to provide written consent to enable staff to act 'in loco parentis' and administer paracetamol based analgesia/fever relief if required.

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.

## **STAFF TRAINING**

The school nurse provides training on common medical conditions when required.

Staff training is provided to support the administration of emergency medications such as Epi-pens or insulin.

The school keeps a register of staff who have undertaken the relevant training. Only staff who have received this training should administer such medications.

The school has several appointed First Aiders and Paediatric First Aiders. Training is reviewed regularly and updated every three years.

that the school has procedures to cover for staff absences/supply staff and new staff induction/training for medical issues.

Appendix 1



## **MEDICAL TREATMENT 1**

<b>NAME OF CHILD:</b>	
CLASS:	
CONTACT No FOR PARENT/CARER	
BRIEF DESCRIPTION OF MEDICAL CONDITION:	
MEDICATION:	
DOSAGE:	
FOR HOW MANY DAYS	
WHEN REQUIRED:	
<b>Any other relevant information:</b>	

**PLEASE INFORM THE SCHOOL OFFICE SHOULD THERE BE ANY CHANGE IN YOUR CHILD'S MEDICATION.**

**Signed:** ..... (Parent/Guardian)

**Date:** .....

**PLEASE PHONE THE SCHOOL AT THE REQUIRED TIME TO**

**ENSURE THAT THE DOSE HAS BEEN GIVEN**

Appendix 2



**MEDICAL TREATMENT 2**

For office only

<b>NAME OF CHILD:</b>	
CLASS:	
MEDICATION:	
Medication stored in (*Circle as appropriate)	Fridge* Locked First Aid Cabinet*

Date	Time	Dosage	Signed	Print

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Appendix 3



**Paracetamol administration checklist**

Name of School	Manor Infant School
Child's name/Date of birth	
What are the child's symptoms?	
Does the child have any known illnesses or medical conditions? If yes please state what it is.	
Is the child allergic to anything? If yes what?	
Has the child had any medicines today? If yes what?	
Offer fresh air/have a drink/something to eat/take a walk/sit in the shade/lie down	(Please circle)
Is this a frequently recurring need? (more than 3 times in a term) If so contact parents?	
Written consent from parent?	Yes/No
Verbal consent from parent today?	Yes/No
Dose of Paracetamol given	.....mg
Administration recorded in log	Yes/No
Child improved/same/worse?	(please circle)
Child back to class/sent home?	(please circle)

Staff Name (print)..... Date.....

Staff signature.....

Send a copy of this form to:

**Complete school log**

**Parents**  
**First Aid file**  
**Inform class teacher**