SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

2018 - 2019

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Supporting Pupils at School with Medical Conditions

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Thames Ditton Junior School has adopted Surrey County Council guidelines ‘Supporting Pupils with Medical Conditions, January 2016 and the School’s procedures are based on this guidance. A copy of the guidelines is available from the school office on request.

A copy of this policy is available from the school office or website (www.tdjs.org)

Statement:

Staff, while they are responsible for the care and control of pupils at Thames Ditton Junior School, are expected to take the same care that a reasonable, responsible, and careful parent would take in similar circumstances.

Governing Body responsibilities:

- Make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Ensure sufficient staff receive suitable training and are competent to support pupils with medical conditions.
- Ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

Headteacher’s responsibilities:

- Ensure all staff are aware of this policy and understand their role in its implementation.
- Ensure all staff who need to know are informed of a pupil’s condition.
- Ensure sufficient numbers of staff are trained to implement the policy and deliver Individual Healthcare Plans (IHPs), including in emergency and contingency situations, and they are appropriately insured.
- Responsible for the development of IHPs.

Parents’ responsibilities:

- At the time of their child’s admission, to provide sufficient information about their child’s medical condition and any treatment or special care needed and to keep the school informed of any new or changing needs.
- To ensure that there are clear and up-to-date contact details so that a parent, carer, or other appropriate adult can be contacted at all times.
- To ensure their child is well enough to attend school and participate in the curriculum unless their GP advises that the child should attend while still needing to take medicines or the child has a chronic condition.
- To keep the child at home for 48 hours from the ending of a bout of sickness and/or diarrhoea.
• The administration of medicine is the responsibility of the parent but school staff will normally administer prescribed medication for a long term condition e.g. asthma, and for which they have clear written instructions signed by the parent. The form for this is available from the school office.
• To hand to and collect medication from the office.
• To ensure all medication is in its original container with the pharmacist’s written instructions.
• Pupils can, with the consent of the parent, self-administer medication. This will be under the supervision of a member of staff.
• To advise the office when medication, such as inhalers, is due to go out-of-date, and collect and replace as necessary.

**Staff responsibilities:**

• Office staff will normally administer medication although this may, from time-to-time, be another member of staff. Only prescribed medication will be administered.
• The one exception to this is Calpol, which is made available by the school and can be used, for instance, to relieve headache (not associated with head injury), toothache or dysmenorrhea (painful periods). Calpol Six Plus will only be administered if the school has parental consent to do so. Parents are asked for their consent or otherwise on their child’s admission to the school.
• Staff can decline to administer medication.
• Medication is stored in a locked cupboard in the school office, with the exception of adrenaline auto-injectors, asthma inhalers and those requiring refrigeration.
• Staff are provided with information and training but if they feel unsure they should ask their line manager for support.
• To record, if required by the parents, any medication given or supervised. The records for this are kept in the school office.
• Staff will ensure all medications for children going on school trips has been collected from the school office before the trip and is returned after the trip.
• If a pupil refuses to take medication, the school informs the child’s parents as a matter of urgency. If necessary, the school will call the emergency services.

Any pupil with a medical condition requiring medication or support in school should have an IHP which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child’s medical condition and any implications for the child will be kept in the school's medical record and the child’s individual record.

**Individual Healthcare Plans (IHPs)**

The following information should be considered when writing an individual healthcare plan:

• The medical condition, its triggers signs, symptoms and treatments.
• The pupil’s resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
• Specific support for the pupil’s educational, social and emotional needs.
• The level of support needed including in emergencies.
• Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements.
• Who in school needs to be aware of the pupil's condition and the support required.
• Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self-administered (pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision).
• Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate.
• Confidentiality
• What to do if a pupil refuses to take medicine or carry out a necessary procedure.
• What to do in an emergency, who to contact and contingency arrangements.
• Where a pupil has SEND their special educational needs should be mentioned in their IHP.

Medical Emergencies:

• Staff will take immediate, appropriate action.
• If required, a member of the office team will call the emergency services giving clear information on the condition of the pupil and the location of the school.
• A member of the office team will contact the parent.
• A member of the office team will meet the emergency services and direct them to the pupil.
• If the pupil needs to go to hospital and the parent is not available, a member of staff will accompany the pupil.
• In the unlikely event of a child having to be taken to hospital by car, then a second member of staff would accompany the staff member driving.

Pupils with known medical needs:

A senior member of staff, liaising with parent, (and other professionals), will prepare a medical plan for each individual pupil.

Spare adrenaline auto-injectors (AAI):

(Adapted from the Department of Health: Guidance on the use of adrenaline auto-injectors in schools – 15th September 2017)

Thames Ditton Junior School holds two spare AAI(s) to be used for a child where both medical authorisation and written parental consent has been provided. This includes those children at risk of anaphylaxis who have been provided with a medical plan confirming this, but who have not been prescribed AAI.

The school’s spare AAI can be used instead of a pupil’s own prescribed AAI(s), if these cannot be administered correctly, without delay. This information should be recorded in a pupil’s IHP.

The school’s spare AAI is held as part of an emergency anaphylaxis kit including:

• 1 or more AAI(s).
• Instructions on how to use the device(s).
• Instructions on storage of the AAI device(s).
• Manufacturer’s information.
• A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.
• A note of the arrangements for replacing the injectors.
• A list of pupils to whom the AAI can be administered.
• An administration record.

The school’s spare AAIIs are checked on a monthly basis to ensure that the AAIIs are present and in date. This check is recorded in the administration record kept in the emergency anaphylaxis kit.

One of the school’s spare AAIIs will be taken on each residential field trips, together with a copy of the instructions on how to use the devise, manufacturer’s information and a list of pupils to whom the AAI can be administered.

**Spare salbutamol inhaler:**

*(Adapted from the Department of Health: Guidance on the use of emergency salbutamol inhalers in schools – March 2015)*

Thames Ditton Junior School holds a spare salbutamol inhaler to be used for a child for whom written parental consent has been given, who has either been diagnosed with asthma and prescribed an inhaler, or has been prescribed an inhaler as reliever.

The school’s inhaler can be used instead of a pupil’s own prescribed inhaler, if this cannot be administered correctly (for example it is broken or empty). This information should be recorded in a pupil’s IHP.

The school’s spare salbutamol inhaler is held with the emergency anaphylaxis kit and includes:

• Instructions on how to use the inhaler.
• Instructions on storage of the inhaler.
• Instructions on cleaning and storing the inhaler.
• Manufacturer’s information.
• A checklist of inhalers, identified by their batch number and expiry date.
• A note of the arrangements for replacing the asthma inhaler.
• A list of pupils to whom the asthma inhaler can be administered.
• An administration record.

The school’s spare salbutamol inhaler is checked on a monthly basis to ensure that it is present and in date. This check is recorded in the administration record in the kit.

One of the school’s spare salbutamol inhalers will be taken on each residential field trips, together with a copy of the instructions on how to use the devise, manufacturer’s information and a list of pupils to whom the asthma inhaler can be administered.

**Health professionals:**

Thames Ditton Junior School is supported by the School Health Service and other health professionals.