SCHOOL MEDICAL POLICY

Hunton & Arrathorne CP School

Date of policy	Oct 2020
Date for review	Oct 2021

General Statement

Our school welcomes and supports children and young people (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

In addition to this school policy we also use the more detailed North Yorkshire 'Guidance for Supporting Children and Young people with Medical Conditions in School Feb 2015'

Planning Ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- Ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- having record keeping procedures in place for administering medication
- having storage facilities in place for medication
- having identified a suitable area within school for undertaking health care procedures
- having suitable toileting facilities for CYP which are clean, safe and pleasant to use
- Having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any CYP with a medical condition that requires this.
- appointing a member of staff to be our Named Person for medical needs
- following the guidance provided by the Local Authority in ' Supporting Children and Young People with Medical Conditions in School ' Jan 2015

Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher / named person ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the 'phone at the school office (add any others e.g. swimming pool phone). This procedure is revisited (frequency)

at whole school staff meetings.

If a CYP needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the ambulance at casualty. The member of staff will stay with the CYP until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a CYP to hospital in their own car unless it is an absolute necessity and never unaccompanied.

First Aiders

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. All PE teachers are first aid trained. Training is refreshed (frequency)

Procedure to be followed when school is notified that a CYP has a medical condition

1. Seek further information from parents and health professionals
2. Determine whether an Individual healthcare plan or a risk assessment is required
3. Arrange a meeting to develop the Individual health care plan
4. Arrange any staff training
5. Implement and monitor Individual healthcare plan.

Staff Training

Staff who support CYP with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual healthcare plans. The Head teacher / named person is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the Headteacher / named person who will make appropriate arrangements.

The Headteacher / named person keeps a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures (see Working **Together**)

Staff who complete records are shown by the Headteacher / named person how these are to be completed and managed. The Headteacher / named person quality ensures this on half-termly basis.

Arrangements for induction of new staff are supervised by Headteacher.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the Headteacher / named person will determine this.

Whole School Staff Awareness Training

We aim for all staff to receive basic awareness training in the following more common conditions:

- asthma

- epilepsy
- allergic reaction

This training is delivered by qualified trainers and when renewing first aid training.
This is supported by having information about these conditions located in prominent positions : Office

Staffing

The Headteacher / named person is responsible for ensuring that all **relevant** staff will be made aware of a CYPs condition as soon as possible.

Any supply teachers / covering staff will be informed, as appropriate, via Class teacher passing on information/ TA sharing appropriate information/HT checking the process.

CYP with Individual Healthcare Plans have staff named in their plan who have been trained to undertake the procedures in the plan. The Headteacher ensures there are enough staff named to cover for absences and to allow for staff turnover.

Administration of Prescibed Medication at School

Wherever possible we allow CYP to carry their own medicines and relevant devices and where CYP self-administer we will provide supervision as appropriate

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a CYPs health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will not give **Aspirin** to any CYP under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.
- Where appropriate, CYP are encouraged to carry and administer their own medication with a spare being kept by the class teacher.
- Medication not carried by CYP is stored in the Office.
- Controlled drugs are stored in the Office.
- CYP who do not carry and administer their own medication know where it is stored and how to readily access it.

Administration of Non-Prescibed Medication at School

Non-prescribed medication can only be administered in a school/setting where it is absolutely essential to the CYP's health and where it cannot be taken out of the schools/settings hours.

- When non-prescribed medicine in administered it must have prior written parental consent form and a record of administration form must be kept.
- The school/setting should ensure they treat the non-prescribed medication the same as if it were prescribed i.e. checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Schools/settings should detail in their policy the circumstances in which they agree to administer non prescribed medications.
- Non – prescribed medication should be provided by the parents. Schools/setting should not routinely hold their own stocks of medication.

Administration of Medication – General

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a CYP taking medication unless they have been specifically contracted to do so or it is in their job description.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.

Some medicines require staff to receive specific training on how to administer it from a registered health professional.

CYP Who Can Manage Their Own Needs

We encourage all CYP to manage as much of their own needs as is appropriate. The Headteacher will determine after discussion with parents whether a CYP is competent to manage their own medicine and procedures. Where a CYP has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.
We aim for our CYP to feel confident in the support they receive from us to help them do this.

School Trips

Staff organising our school trips ensure:

- They plan well in advance.
- They seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when CYP may require medication / procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some CYP may require an individual risk assessment due to the nature of their medical condition.

Safe Storage – General

- The Headteacher ensures the correct storage of medication at school.
- The Headteacher ensures the expiry dates for all medication stored at school are checked half-termly and informs parents by letter in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the staff room. This area is inaccessible to unsupervised CYP.

Refusal

If a CYP refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

Accepting Medicines

The Headteacher / Mrs Godlee along with the parent/s, ensures that all medication brought into school is clearly labelled with the CYPs name, the name and dose of medication and the frequency

of dose. It must be in the original, full packaging containing the accompanying information leaflet.

Wherever possible medicines should be passed from the parent to the school office.

Safe Disposal

Parents are asked to collect out of date medication.

If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.

Disposal of medication is recorded on the administration of medication record.

Record Keeping

The following records are kept in school

Name of record	Location of record	Who completes it	Who quality assures it & how often
Whole school administration of medication record	Office	Person administering medication & person receiving medication from parent/carer	HT/Office manager/Class teacher when completed.
Individual administration of medication record - for CYP who have frequent & regular medication	N/A		
Staff training log – including first aid	Office	Office manager	HT annually
School Medical Register	N/A		

All these records will be kept securely and in accordance with NYCCs Records Retention and Disposal Schedule. All electronic records will be password protected.

Enrolment Forms

We ask on our enrolment form if a CYP has any medical /health conditions and again at regular times.

Individual Health Care Plans

For CYP with more complex medical needs we use Individual healthcare plans to record important details. Individual healthcare plans are held in the Office in accordance with data protection. They

are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.

Individual Healthcare Plans are shared on a need to know basis with staff who are directly involved with implementing them.

Individual Healthcare Plans are also shared, with parent/s permission, with NYCC risk management and insurance

The Headteacher / named person is responsible for ensuring any Individual healthcare plans are developed

The Headteacher / named person is responsible for checking Individual Healthcare plans on a (frequency) basis to ensure they are up to date and being implemented correctly.

School Medical Register

We keep a centralised register of CYP with medical needs. The Headteacher / named person has responsibility for keeping the register up to date.

Asthma

School staff are aware that, although it is a relatively common condition, asthma can develop into a life threatening situation.

We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in prominent locations in school: office; staffroom.

CYP who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.

The Headteacher and Governing body have chosen to keep emergency Salbutamol inhalers and spacers in school for use by CYP who have a diagnosis of asthma and whose parent/s have given us written permission for their CYP to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed by standard letter if their child has used the schools emergency inhaler.

The named person is responsible for managing the stock of the emergency school Salbutamol inhalers.

The emergency salbutamol inhalers will be kept in the Office along with a register of CYP whose parent/s has given permission for these to be used as appropriate.

The Headteacher / named person is responsible for ensuring the emergency inhalers and spacers are washed as necessary

School Defibrillator

As part of our first aid equipment we have chosen to purchase a defibrillator. We have notified our local NHS ambulance service of this decision and our first aiders are trained in its use. The

Headteacher / named person is responsible for checking the unit is kept in good condition. This is done on a (frequency) basis.

Working Together

A number of people and services may be involved with a CYP who has a medical condition e.g. parent/s, CYP themselves, Healthy Child Nurse, specialist nurse, community nurse etc.

We seek and fully consider advice from everyone involved and from the Local Authority to assist us in our decisions around a CYPs medical needs.

We aim to maintain regular contact with our Healthy Child nurse who may inform us of any CYP who have health conditions that we are not already aware of e.g. where a CYP has developed a new condition.

We work together to identify needs, identify training, draw up Individual Healthcare Plans, identify staff competency in procedures etc. However the Headteacher and Governing body take overall responsibility for ensuring a CYPs needs are met in school.

We work together to ensure our policy is planned, implemented and maintained successfully.

Head Teacher's Responsibilities

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including CYP, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, Healthy Child Nurse, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare plans.
- Ensure CYP confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure all supply staff and new teachers know and implement the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure Individual Healthcare plans are completed and reviewed annually.
- Check medication held in school (frequency) for expiry dates and dispose of accordingly
- Inform parents when supply of medicine needs replenishing / disposing

- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures

School Staff Responsibilities

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement the medical policy.
- Know which CYP in their care have a medical condition.
- Allow all CYP to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure CYP who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE
- Be aware of CYP with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all CYP with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure CYP have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching Staff Responsibilities

Teachers at this school have a responsibility to:

- Ensure CYP who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a CYP's learning and provide extra help when needed.
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a CYP is falling behind with their work because of their condition.

First Aiders Responsibilities

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

School Educational Needs Co-Ordinator Responsibilities

The SEN Co-Ordinator has a responsibility to:

- Help update the school's medical condition policy.
- Know which CYP have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a CYP needs special consideration or access arrangements in exams or coursework.

CYP Responsibilities

CYP have a responsibility to:

- Treat other CYP with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another CYP is not feeling well. We remind all CYP of this on an annual basis in classtime.
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

Parent Responsibilities

Parents are expected to support their child by:

- Telling school if their child has / develops a medical condition
- Immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- Ensuring that they/ their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible
- Undertaking health care procedures out of school hours wherever possible
- Ensuring they supply school with correctly labelled in date medication.
- Contributing to the writing of individual health care plans / intimate personal care plans as appropriate
- Completing the necessary paperwork e.g. request for administration of medication
- Collecting any out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school / infectious to other people
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Parents who do not provide this support should be aware that we may not be able to fully support their CYP's medical condition in school.

School Procedure on Being Notified of a CYPs Medical Condition

Notification of a CYPs medical condition may come via a number of routes e.g. by parents, Healthy Child nurse, admission forms etc.
Whatever the route the Headteacher / named person must be informed as soon as possible.

They must then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a CYPs care they can manage themselves
- Identify which staff will be involved in supporting the CYP
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the CYPs medical condition and inform them

as appropriate
- Ensure parent/s written permission is received for any administration of medication

Unacceptable Practice

School staff use their discretion about individual cases and refer to a CYP's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent CYP from accessing their inhalers or other medication
- Assume every CYP with the same condition requires the same treatment
- Ignore the views of the CYP and their parents
- Ignore medical evidence or opinion although this may be challenged
- Send CYP with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in the CYP's Individual Healthcare Plan
- Send an ill CYP to the school office or medical room without a suitable person to accompany them
- Penalise CYP for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues
- Prevent CYP from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the CYP.

Data Protection

We will only share information about a CYPs medical condition with those staff who have a role to play in supporting that child's needs. In some cases e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

School Environment

We will ensure that we make reasonable adjustments to be favourable to CYP with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

Education and Learning

We ensure that CYP with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of CYP in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for CYP with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the CYP, parents and pupil's healthcare professional to ensure the effect of the CYPs condition on their schoolwork is properly considered.

Insurance

The Headteacher is responsible for ensuring staff are insured to carry out health care procedures and administer medication. A copy of the NYCC insurance policy is made available to all staff involved via the Office.
Additional insurance may need to be taken out for specific procedures and the Headteacher will ensure relevant staff are able to access a copy of the insurance policy.

Complaints

For details on how to make a complaint around medical issues in school please follow our school complaints procedure available from our school website.

Home to School Transport

Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

Dignity and Privacy

At all times we aim to respect the dignity and privacy of all CYP with medical conditions we do this by only sharing information with those who have a role in directly supporting the CYPs needs. We are considerate when giving / supervising medication / managing health care needs.

Distribution of the School Medical Policy

Parents are informed about this school medical policy: (delete as appropriate)

- Via the school's website, where it is available all year round

School staff are informed and reminded about this policy (delete as appropriate)

- Via online school medical register
- At scheduled medical conditions training / school training days whole school staff meetings

Governing Bodies should review this policy annually

Signed:	Andrea Hayes
Date:	29.09.20

Review Date:	30.09.21