

HILLSIDE INFANT SCHOOL

SUPPORTING PUPILS WITH MEDICAL & HEALTH NEEDS POLICY

Introduction

At Hillside Infant School we are committed to upholding the rights of children.

Article 23:

A child with a disability has the right to live a full and decent life with dignity and independence.

Article 24:

Every child has the right to the best possible health.

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term. Other children have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities. This policy outlines responsibilities and procedures for supporting pupils at Hillside Infants who have medical needs.

Parents and guardians

- Parents, as defined in the Education Act 1994, are a child's main carers. They are responsible for making sure that their child is well enough to attend school. Children should be kept at home when they are unwell.
- Parents are responsible for providing the Welfare Officer and/or Inclusion Manager with sufficient information about their child's medical condition and treatment or special care needed at school.
- With the Welfare Officer they should reach an agreement on the school's role in helping their child's medical needs.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the School Nursing Team can often provide additional assistance.
- Parents' religious and cultural views should always be respected.
- Safeguarding procedures will always be followed.
- Parents are responsible for providing in-date medication.

The Headteacher

The Headteacher must ensure that teachers receive proper support and training where necessary. Day to day decisions about administering medication will normally fall to the Welfare Officer. The Welfare Officer is responsible for arranging back-up cover when the member of staff responsible for a pupil with medical needs is absent or unavailable and maintaining a list of suitably qualified staff members.

Teachers and other school staff

Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where the pupil may need extra attention. They should be aware of the likelihood of any emergency arising and what action to take if one occurs. If staff are to administer medication, they should do so following the agreed procedures.

Other health professionals

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The school nurse
- The general practitioner
- Specialist health care professionals
- Health Visitors

Short term medical needs

At times, it may be necessary for a child to finish a course of medication at school. However, where possible, parents will be encouraged to administer the medicine outside school hours. In the case of children suffering regularly from acute pain, such as migraine, the parents will authorise and supply appropriate painkillers together with written instruction about when the child should take the medication.

Parents/carers can give consent for liquid paracetamol to be administered in the event of a pupil experiencing a very high temperature or pain. A full protocol for administration is available from the welfare office. A member of staff will supervise the pupil taking medication, keep a log of all medication taken and notify the parents in writing on the day painkillers are taken.

Long term medical needs

The school needs to have sufficient information of any pupil with long term medical needs. The school will then draw up a written health care plan for such pupils, involving the parents and relevant health professional.

Individual health care plans

These enable the school to identify the level of support that is needed in school. Those who may need to contribute to the plan are

- School staff
- The parent or guardian
- The school health service, the child's GP or other health care professionals

Administering medication

No pupil will be given medication without the parent's written consent. This consent will also give details of the medication to be administered, including

- Name of medication
- Dose
- Method of medication
- Time and frequency of administration
- Other treatment

School will maintain a written record of consent for agreeing to administer the medication.

Refusing medication

If a child refuses to take medication, the school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

School trips

Staff supervising excursions should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they will seek medical advice. Reasonable adjustments will be made to ensure that all children can participate in a school trip.

Sporting activities

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a pupil's ability to participate in PE will be included in their individual health care plan. Some pupils may need to take precautionary measures before or during exercise and/or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

Confidentiality

The school will treat medical information confidentially. The Welfare Officer will agree with the parents who will have access to records and information about a pupil. If information is withheld from staff they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Prescription medication

- Where practical, the parent or child will be asked to bring in the required dose each day. When the school stores medicine it will be labelled with the name of the pupil, the name and dose of the drug and the frequency of the administration. Medication will be stored in a fridge specifically for that purpose.
- Where a pupil needs two or more prescribed medicines, each should be kept in a separate container.
- Pupils should know who to go to access medication.
- Other medicines are kept in a secure place not accessible to pupils.

Disposal of medicines

Parents are responsible for disposal of date-expired medicines.

Hygiene/infection control

Staff should follow basic hygiene procedures. Staff should use protective gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

Emergency procedures

Nominated staff have regular training in First Aid and know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff until the pupil's parents arrive.

Administration of rectal diazepam in epilepsy and febrile convulsions, and the anaphylaxis procedure

The administration of medication for these medical conditions requires specific training and procedures. A health plan detailing procedures will be provided by health professionals and training will be given as necessary.

Related Welfare Policies

ASTHMA

At Hillside Infant School we aim to enable any child that suffers from asthma to experience the minimum of discomfort. We also want to help them to become independent in coping with this illness and to raise the level of awareness of the other children and staff in the school.

We will

- ensure that only blue inhalers are brought into school, and that they are readily available to the child, by storing in the relevant classroom. All inhalers to be named.
- take any necessary medication on school outings and to PE or games lessons held outside the school building.
- ensure that staff have a clear understanding of what to do in the event of a child having an asthma attack. ENSURE TREATMENT IS TAKEN TO THE CHILD – CHILD SHOULD NOT HAVE TO WALK. Posters are displayed throughout the school.
- ensure that staff are trained in how to deal with an asthma attack by attending annual training.
- maintain an up-to-date asthma register in each class.
- keep the atmosphere in school as clean as possible by not using any that would irritate, to strictly enforce the 'No Smoking' rule everywhere on the school premises.
- Emergency asthma kits are located in the Welfare Room plus one in each year group.

HEAD LICE

- All children with long hair should have their hair tied back or plaited both for hygiene and health and safety reasons.
- Parents are encouraged to check their child's hair on a regular basis, using a fine-tooth comb and conditioner.
- Information on the prevention and treatment of head lice is available on the NHS direct website at www.nhsdirect.nhs.uk
- If a child is found to have head lice, a letter will be sent to the parents/carers of all children in that class, informing them that an outbreak of head lice has been discovered.
- The parents/carers of the child who has head lice will be contacted in person by the Welfare Officer who will ask them to check their child's hair. The Welfare Officer will recommend that the parents/carers visit the local pharmacy to discuss the appropriate treatment/
- There is no need for a child to be absent from school if he/she is found to have head lice.

EPIPEN/ANAPHYLAXIS

We will:

- Ensure staff members have adequate knowledge about allergies, anaphylaxis and the school's policy and procedures in responding to an anaphylactic reaction.
- Expect parents/carers to provide the school with an up to date treatment plan and provide the school with in-date prescribed medications.
- Ensure all school staff receive annual training from the school nursing service.
- Risk assess and manage pupils in all areas of school, including all activities and trips outside of school.
- Ensure medication is easily accessible at all times.
- Ensure staff are aware of all pupils with anaphylaxis allergies.

Updated: 20th July 2022

Approval date: 20th July 2022 (Rebecca Fennell)

Review date: July 2027 (subject to guidance changes)