



# Castilion Primary School

## First Aid Policy

### Supporting Pupils at School with Medical Conditions



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## INTRODUCTION

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 cannot 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.

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. The Head Teacher 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.

## DEFINITION

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities which they are on a course of medication for
- b) **Long-term**, potentially limiting their access to education and requiring extra care and support

## AIMS OF THIS POLICY

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits and support regular attendance;
- To explain our procedures for managing prescription medicines which may need to be taken during the school day;
- To ensure that staff and Parents/carers understand their roles and responsibilities in respect of the children's medical needs;
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order 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/parents/pupils, 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;
- To ensure the safety of all pupils.

## ENTITLEMENT

Old Bexley CE Primary School 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.

#### 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 accompany their child with a medical condition on a school trip as a condition of that child taking part.

#### LEGAL REQUIREMENTS

**THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.** All documentation related to a pupil's health and medical care **MUST** be kept until the child leaves the school.

#### PRESCRIBED MEDICINES

Medicines should only be taken into school when essential; such as an asthma pump, insulin or an auto adrenalin injector. **We do not administer any other type of medication in school.**

It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Medicines will only be accepted in the original container/packaging as dispensed by a pharmacist and should include the prescriber's instructions for administration.

#### EXCEPTIONS

Prescribed medicine will not be given:

- Where the timing of the dose is vital and where mistakes could lead to serious consequences.
- Where medical or technical expertise is required.
- Where intimate contact would be necessary.

#### NON-PRESCRIBED MEDICINES

The safe guarding of all pupils is of high importance. No child should self-medicate or have medications on them in school. Throat lozenges and cold remedies are not permitted in school.

#### REFUSAL OF MEDICINES

If a child refuses to take any medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

#### STORAGE OF MEDICINES

- All medicines should be delivered to the school office by the Parent or Carer. In no circumstances should medicines be left in a child's possession;
- Teachers and teaching assistants should not take receipt of any medicines;
- All medicines should be stored in accordance with the product instructions (paying particular attention to temperature);
- Long term medication is safely accessible to all staff and pupils
- Individual **emergency auto injector pens (Epipen/Jext)** are kept with classroom first aid kit
- Additional **emergency inhalers** are kept in the main office.

#### RECORD KEEPING

**An agreement form must be completed and signed by the parent, before medicines can be administered.** At the time of administering medicines, the member of staff must complete the medicines record sheet. No medication should be given unless it has been checked by a second adult.

#### CHILDREN WITH LONG TERM MEDICAL NEEDS

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 Nursing Service, 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; manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class friends). A healthcare plan will be written for children with long term medical needs, involving the parents and relevant health professionals.

#### CHILDREN WITH ASTHMA

Children who have inhalers should have them available where necessary. **Please see storage of medicines.** Depending on the needs of the individual, inhalers should be taken to all physical activities. Children may carry their own inhalers, when appropriate. Inhalers must be labelled and include guidelines on administration. Parents are sent an Asthma Card to complete in order to keep the school records up to date. The school holds 2 in-date emergency asthma inhalers which are stored in the office. Parents/Carers are sent a consent form which needs to be signed and returned, in order for their child to have access to it, should it be necessary. **It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged and are in date.**

#### CHILDREN WITH HAY FEVER

Medication should be taken in the morning before school starts.

## MANAGING NAPPIES/INCONTINENCE

Children in nappies must have a designated changing area, away from play facilities and from any area where food or drink is prepared or consumed. Hand washing facilities must be available in the room so that staff can wash and dry their hands after every nappy change, before handling another child or leaving the nappy changing room. Soiled nappies should be wrapped in a plastic bag before disposal in the general school waste. **Adults should wear PPE.**

### **Designated changing areas:**

- Disabled toilet outside EYFS for nappy changing and for continence issues.

### **Personal Protection Equipment supplied:**

- Disposable gloves
- Disposable wipes
- Disposable nappy sacks

### **Action to be taken when a child has soiled themselves:**

- Take child to a designated changing area

### **Encourage the child to be as independent as possible**

- Children's skin should be cleaned with disposable wipes and place in a nappy sack
- Dispose of nappy/incontinence pads in a nappy sack
- Place soiled items in the school waste bins
- Wipe changing mats with soapy water or a baby wipe after each use
- Mats should be cleaned thoroughly with hot soapy water if visibly soiled and at the end of each day
- Check weekly for tears and discard if the cover is damaged

## TRIPS AND OUTINGS

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The school visit leader will be responsible for medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication for any child that needs medication during the trip. Each class medical bag will have a 'record of administering medication' form for record keeping. Roles and responsibilities of parents/Carers as outlined below will apply.

## ROLES AND RESPONSIBILITIES

### **Parent/Carer\***

- Should give sufficient information about their child's medical needs, if treatment or special care is required
- Must keep staff informed of changes to prescribed medicines and medical needs
- Must inform staff if medication is given which will have an effect on the ability of the child to learn
- Must complete and sign the parental agreement form **before** medication is brought into school
- Must deliver medicines to the school office in person
- Keep medicines in date – particularly emergency medication, such as adrenaline pens
- Dispose of expired medication when notified by the school
- At no time should pupils be given medicines to bring in or take home from school

## Head Teacher

- To ensure that the school's policy on the Supporting Pupils with Medical Conditions is implemented
- Ensure that parents are aware of the schools' policy on Supporting Pupils with Medical Conditions
- Ensure there are members of staff within the school willing to volunteer to administer medication to specific pupils if required
- Ensure that staff receive support and appropriate training where necessary
- Ensure that medical information is stored confidentially
- To share information, as appropriate, about a child's medical needs
- Ensure that medicines are stored correctly.

## Staff

- On receipt of medicines, the child's name; prescribed dose; expiry date and written instructions provided by the prescriber should be checked
- Ensure that the Parent/Carer completes a consent form for the administration of medicines following the prescriber's instruction
- Ensure that a second member of staff is present when medicines are administered
- Complete a slip or verbally inform Parent/Carer when any medication is given
- Complete the 'administration of medicines' record sheet each time medication is given
- Ensure that medicines are returned to Parent/Carer for safe disposal via the office

## CONFIDENTIALITY

All staff will treat medical information confidentially. Information on pupil medical needs will be stored in the 'Medical Information File' on the classroom noticeboard and around the school, where deemed appropriate.

## STAFF TRAINING

Training opportunities are identified for staff with responsibilities for administering medicines or supporting pupils with medical needs. Records are kept of staff training.

## RELATED POLICIES

For more information, see the Health and Safety policy and First Aid policy.

## MONITORING

This policy should be reviewed annually in accordance with national guidance.

## DISPOSAL OF MEDICINES

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period. Written notice will be sent home and expired medicines kept in a box in the office, awaiting collection.

\*Parents, as defined in section 576 of the Education Act 1996, include any person who is not a Parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster Parent, but excludes baby sitters, child minders, nannies and school staff.