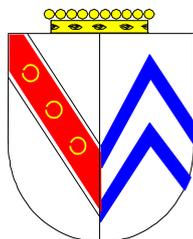


THE DAWNAY SCHOOL



SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

Reviewed by: Sonia Isard/Marie Booth

Approved by Governors: Autumn 2018

Review Date: Spring 2020

Responsibility: FGB

Status: Statutory

1. Aim

This policy has been developed following the guidelines issued from the LA for the safety and well being of the pupils and staff of The Dawnay School. It is aimed at ensuring consistent practice is followed and understood by all involved (children, staff and parents). A copy of the LA guidelines is kept in the main school office and detailed guidance for parents is also available on request.

2. Information Dissemination

The Head Teacher will be responsible for communicating the contents of this policy to the parents. The information will be conveyed through the school brochure, the school website, the induction pack and periodic reminders in newsletters.

3. Individual Pupils

Initially, it is the responsibility of the parent to inform the school of any medical issues that require treatment. The Head Teacher with the help of the office staff and class teacher will agree and record the school's role for an individual pupil's needs. A care plan will be written annually with the parents and distributed to all relevant staff. Occasional 'practice runs' will take place to ensure each person's roles are tested. The care plans will be kept in the office in a file with up to date photographs. (It is the office's responsibility to inform supply teachers of the care plans.)

4. Pupils General

- It is the parent's responsibility to keep contact details and relevant medical details up to date. These are requested on entrance to the school and updated annually.
- A designated member of the office staff will have responsibility for informing the staff at the first staff meeting of the academic year of medical information of new classes. They will also be on the cards in the office and details recorded in the front of class registers.
- Parents have a responsibility to ensure children are well enough to come to school.

5. Administration of Medicines

Medicines should only be administered when essential ie where it would be detrimental to a child's health if the medicine were not administered during the school day. The school office will only accept medicines that have been prescribed by an authorised prescriber (doctor or dentist).

Before administering a medicine staff must check:

- The identity of the child
- That there is written parental consent form for administration of medicine
- That the instructions of how to administer are understood
- That the written pharmacy label matches the child
- The medicine administration record to ensure correct time and that it has not already been given
- All necessary equipment to administer medicine is available.
- Check that medicine has not expired.

General:

- A member of Staff has the right to refuse to administer medicines to children.
- Only parents/responsible adults can bring medicine (not pupils) into school and the medicine must be in its original container. This must be handed to the office staff and the relevant form signed. The medicines are kept in the first aid room medicine cupboard in a correctly named and labelled container (or in the office fridge).
- Only trained first aiders will administer medicine to pupils.
- Staff administering medicine must complete a record of each dose.
- Children are encouraged to administer their own medicines. Children must remember to come for their medicine. However staff will try to administer medication if a pupil forgets to come to the office.
- Staff with responsibility for administering medicines must be familiar with the identity of the child receiving the medicine. If not, then a second member of staff who does know the child must be present.
- Each time staff must wash their hands before and after administering medicine.
- When necessary the Office staff should notify parents when medicines are running low.
- At the end of each academic year all medicines remaining in the School Office should be returned to the relevant parents.

Pain relief:

- If a child has earache, sore throat etc. the parent is notified and will either collect their child or give verbal permission for the school to administer 'Calpol' (paracetamol). The school will make a record of this action

Prescription medicines:

- If a child refuses to take a medicine they must not be forced to do so, but this should be recorded and the parents informed as soon as possible.
- If for any reason medicine is not administered at the times stated, the reason for non-administration must be recorded, signed and dated.
- Medicine must be administered and appropriate written records completed and signed for one child at a time before the next is seen.

Emergency medication:

- Inhalers are kept in the first aid cupboard in year group boxes. Children can have access to their inhalers throughout the school day. It is the responsibility of the organiser of school trips to ensure children have their inhalers with them
- Arrangements must be made for any other emergency medication eg EpiPen, to be immediately available both on and off site.
- It is the parent's responsibility to ensure medicines do not exceed their expiry date.
- Unless in an emergency situation, medicines must be administered in the medical room.

Educational Visits/Extra-Curricular Activities:

- When children are learning outside of the school environment specific arrangements will be made to ensure their care plans are adhered to. Children will be mentioned specifically on the risk assessment and staff familiar with the

children's needs will accompany them. Children will not be refrained from attending trips or residential trips due to medical needs.

- If a child attends an extra-curricular activity, the care plan will be shared with the adult/adults leading the club. A member of the office team will be responsible for ensuring any adult working with the child (inside and outside of school) is fully aware of their medical needs.

THE RECORD OF MEDICINES IS KEPT IN THE MEDICAL ROOM

6. Record Keeping

The following records must be kept:

- Names of trained staff and staff responsible for the storage and administration of medicines.
- Names and pictures of key children within the school with medical conditions that the school community need to be aware of.
- Individual care/treatment plans for certain children (see Additional Information below).
- Completed written parental consent form for the administration of a given medicine.
- A record of administration of a medicine by staff. This should include:-
 - Name of Child
 - Date of Birth
 - Medicine Details
 - Dose
 - Date and Time of Administration
 - Name of Person Administering
- Reasons for non-administration of medicine must be recorded and parent/carer informed as soon as possible.
- For school supplied paracetamol (calpol) a separate record will be kept. This will include clear details of when administered, to whom, why and verbal consent obtained.

7. Administration of Sun cream

It is the responsibility of parents to ensure that any exposed skin is covered in sun cream before the start of the school day - a high factor, once a day cream is recommended. **Dawnay staff will not apply sun-cream.** Parents are continually reminded of this by newsletter once the warmer weather arrives. Children are encouraged to wear hats at all times when outside the school building in hot weather.

8. Training

It is the responsibility of the Head Teacher to arrange regular training for staff on the administration of certain medicines, such as Epipens, and diabetes, epilepsy and asthma attack management. The school nurse is used for this training (and other specialist nurses). Staff are to be given a choice of attendance times. A record of training is kept in the training file.

9. Transporting Children to Hospital

It is the policy of this school to err on the side of caution when a child becomes ill. In serious situations an ambulance will be called and the parents then notified. If the parents are unable to arrive in time to go in the ambulance, a suitable member of staff will accompany the child 'in loco parentis' as a familiar face. No member of staff should drive a child to hospital in their own car unless directed by a member of the senior management team. Should transport for medical reasons be required on a residential school trip, two adults will drive the child to a local doctor's surgery or an A&E department (when a child obviously needs medical advice but the injury/illness does not require an emergency ambulance).

10. Intimate Medical Administration- see policy on intimate care

11. Additional Information

- Care plans are forms for specific medical conditions and are kept in the file in the medical room for completion by parents and staff when the need arises.
- Blank copies of all necessary forms surrounding this subject area can be found in the file in the medical room.
- Completed administration of medicine forms are also kept in the file in the medical room.
- Up to date lists of medical trained staff can be found in the staff room, medical room, Rushmon rooms and Infant department.
- Annual training is undertaken by staff in EpiPen and Asthma medication