

# **CHILDER THORNTON PRIMARY SCHOOL**

## **SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS**



Policy Reviewed:

Summer Term 2016

Next Review:

Summer 2017

This policy refers to four medical conditions which may affect some of our pupils, namely:

Anaphylaxis,  
Asthma,  
Diabetes and  
Epilepsy.

School will, however, undertake the necessary research, training and guidance for any other medical condition as required to ensure the safety and well being of all our pupils.

Our school is an inclusive community that aims to support and welcome pupils with medical conditions, including pupils who currently attend and to those who may enrol in the future. We aim to include all pupils with medical conditions in all school activities and to provide the same opportunities to all our pupils. This includes the physical environment, as well as social, sporting and educational activities. The necessary risk assessments for school visits/trips and activities will be carried out by the relevant class teacher.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

It is our aim that:

Pupils with medical conditions are encouraged to take control of their condition and to feel confident in the support they receive from the school to help them do this.

Parents/carers of pupils with medical conditions feel secure in the care their children receive at our school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency. We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood.

All staff have an understanding of the common medical conditions (as shown above) that affect children at this school. Staff receive training on the impact this can have on pupils. Information will be displayed throughout school in prominent locations.

The medical conditions policy is understood and supported by the whole school community.

### **General Emergency Procedures:**

All staff know what action to take in the event of a medical emergency. This includes:

how to contact emergency services and what information to give  
who to contact within the school

In the first instance, an emergency will be dealt with by a trained first aider. (Details of trained first aiders are located at various prominent locations within the school building). If emergency services are required, an ambulance will be requested immediately and plans put in place for staff to meet the ambulance crew and direct them to the required location.

The Office Administrator, Headteacher or Deputy will contact the parents/carers as per the priority order contact details that have been provided on the Data Collection sheet.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school will try to ensure that the staff member will be one that the pupil knows. In line with guidance from the local authority, staff should not take pupils to hospital in their own car.

### **Administration of Medication at school:**

School has produced a separate policy regarding the administration of medication in school. Details can be found on the school website – Important Information – Policies or a copy can be requested from the school office.

### **Storage of Medication:**

All medication is kept in the main school office, including inhalers, as this is a central location for both the building and outdoor playing areas. The main office is inaccessible to unsupervised pupils or lockable as appropriate.

All medication is clearly labelled with the pupil's name and dosage, and stored in accordance with instructions, paying particular note to temperature.

Three times a year the Admin Officer will check the expiry dates for all medication stored at school and parents will be informed as necessary. However, it is the parents' responsibility to ensure new and in date medication is supplied to the school office. Any out of date medication should be collected by the parent/carer from the main school office and disposed of safely.

All medication will be sent home at the end of the school year – parents will be contacted to collect medication from the office. Medication is not stored in school over the summer holiday.

For pupils who have been diagnosed with asthma, school will request that a spare inhaler is kept in school at all times (in the main office). Each child's inhaler shall be kept in an individual, sealed package, clearly labelled with the child's name. Parents will be asked to complete a "School Asthma Card" and return it to the office where it will be kept with each child's inhaler.

An emergency inhaler will be kept in the main office and permission sought from the parents of children diagnosed with asthma to be able to use this in the event of an emergency. Details of the use of inhalers and the emergency inhaler will be completed and kept in the office. ( further details below).

### **Record keeping:**

At the start of each school year parents will be sent a copy of the data collection form that is held in the school office. Parents are required to check the current details and update information – especially emergency contact numbers and medical conditions. Parents of new pupils starting at other times during the year are also asked to provide this information on the Data Collection form.

Health care plans will be the responsibility of the Headteacher and the Office Admin staff. They will be put in place for pupils with medical conditions, to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help. Health care plans will be prepared, discussed and reviewed with the pupil, their parent(s)/carer(s) and any other relevant external agencies, eg: GP, hospital doctors and/or nurses, school nurse etc.

A copy of the health care plan (and any subsequent reviews) will be filed in the main office, kept within the individual pupil record file and also passed to relevant members of staff – eg: class teacher. The school will ensure that all staff protect pupil confidentiality. Health care plans will be reviewed on a regular basis with the pupil, parents etc at a time mutually agreed by all parties.

The school keeps a record of each occasion when an individual pupil is given or supervised taking medication. Details of the pupil, dose, date and time are recorded. If a pupil refuses to have medication administered parents will be informed as soon as possible.