

Westfield Community Primary School

Medical Conditions Policy



Monitoring/review arrangements	POLICY CURRENTLY BEING REVIEWED. This policy will be reviewed annually.
Policy reviewed by	Emma Lote, Headteacher
Date	June 2024
Approved by Governors	25 th June 2024
Summary of amendments made – if relevant Minor / Major	Minor: Wording added under "4. Medication in School" regarding medicine and form being completed when attending SCC.

Westfield Community Primary School

Medical Conditions Policy

Policy statement

1. We are an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with medical conditions the same opportunities as others at school.

This policy outlines school procedures and processes where a child is able to attend school. Where a medical need prevents a child from attending school the protocol and good practice guidance set out in '**Children who are missing Education due to Health/Medical Needs**' for Staffordshire pupils is followed.

Aims

- To ensure the medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.
- To ensure that all staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
- To set out clear guidance on the administration of medication at school.
- To set out clear guidance on the storage of medication at school.
- To ensure clear guidance about record keeping.
- To ensure relevant staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency and to support the limitation or prevention of such triggers.
- To ensure a clear First Aid procedure is followed by all staff (**See Appendix 1**)
- To ensure the medical conditions policy is regularly reviewed, evaluated and updated.

2. Identification of a medical issue

Parents are asked if their child has any health conditions or health issues when they join the school in Nursery or Reception. Parents of new pupils starting at other times during the year are also asked to provide this information.

If a medical need is identified then parents/carers record this information on a Medical Details form (**See Appendix 2**)

This form details the process in place after a medical issue is raised and triggers the following process to ensure that a child's medical needs are met:

3. Individual Healthcare Plan (**See Appendix 3**)

A Healthcare Plan is used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. This school ensures that a relevant member of school staff is also present, if required, to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

The Individual Care Plan is shared with class teachers and all adults who come in to contact with the child such as TAs and lunchtime supervisors.

A copy of the Care Plan is kept in the medical room, school office, school care club and each child's classroom.

4. Medication in School

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a member of staff. Relevant training is given to members of staff with this responsibility if necessary.

Wherever possible, school encourages medication to be administered at home by a parent/carer. However, when a child requires medication, it may be necessary for a designated member of staff to administer medication within the school day. This will only be done if a **Parental agreement for setting to administer medication (See Appendix 4 Forms 4a/4b)** form has been completed and consent to administer medication has been given. **Medication can only be given in school with a full prescription label OR is a brand new unopened bottle of Paracetamol/Ibuprofen etc.**

All medicine is stored in school in a secure location.

The agreement form details important information such as when/how to administer, dosage and expiry dates. Parents are responsible for ensuring that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. **All medicine should be brought to the school office in the first instance so that the relevant paperwork can be completed and signed by a member of SLT.** If parents/carers are unable to attend the school office to complete the relevant medication form (for example if their child is attending Breakfast Club), a medication form can be requested by emailing office@westfield.staffs.sch.uk or can be downloaded from the school website under Policies. The completed form should be returned to the **school office** by hand or email. School is only able to accept medication where a medical form has already been completed and returned to the school office. The medical form should **not** be handed in to **School Care Club**.

If a child has received medication during the school day then this will be documented in a **Record of Medicine Administered to an Individual Child form (See Appendix 5)** If a pupil at this school refuses their medication, staff record this and inform parents/carers as soon as possible.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

If a pupil misuses medication, either their own or another pupil's, their parents/carers would be informed as soon as possible and the child would be subject to the school's behaviour policy.

Records will be kept in the medical room detailing **Medicine Administered to All Children (See Appendix 6)**

All non-emergency medication is kept in a secure place in accordance with instructions.

5. Administration – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

All pupils are encouraged to administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for managing their condition.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Designated members of staff check the expiry dates for all medication stored at school and inform parents if an expiry date is approaching.

The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose (wherever possible, in its original containers). Details of the expiry date and the prescriber's instructions for administration, including dose and frequency is specified on the Individual healthcare plan.

Appropriate training is given to staff administering emergency medication.

6. Asthma Card

If a child is diagnosed with asthma, then an asthma card needs to be completed. Copies of this can be obtained from the school office or GP. This details the medication required, review date and is signed by parent/carer and a GP or medical professional.

The asthma card is kept in the child's class alongside their medication (inhaler, volumiser etc) and a copy is also kept in the care plan file in the medical room, office and school care club.

Children are encouraged to administer their own medication under the supervision of an adult. If a child has administered his/her asthma medication during the school day, parents/carers are informed through a Record of Medicine Administered form detailing the time and dose.

7. Safe disposal

All medication that has reached its expiry date is returned to parents for safe disposal.

8. School Healthcare Plan register

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register.

The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

9. Ongoing communication and review of Healthcare Plans

Parents are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Every pupil with a Healthcare Plan at this school has their plan reviewed at least once a year.

10. Use of Healthcare Plans

Copies of Healthcare Plans are kept in in the medical room, school office, school care club and the child's classroom and can be accessed by all members of staff who work with a pupil with a medical need.

Healthcare Plans are used to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

11. Inclusive environment

School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

12. Physical environment

We are committed to providing a physical environment that is accessible to pupils with medical conditions and recognise that this sometimes means changing activities or locations.

13. Social interactions

We ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

We ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

14. Exercise and physical activity

We understand the importance of all pupils taking part in sports, games and activities.

We ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils and are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

We ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

15. Education and learning

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

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs or disabilities (SEND). The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

16. Residential visits

Risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

There is understanding that there may be additional medication, equipment or other factors to

consider when planning residential visits. We consider additional medication and facilities that are normally available at school.

Risk assessments are carried out before pupils start any off-site educational placement. We ensure that the placement is suitable, including travel to and from the venue for the pupil. We share appropriate medical information with educational providers outside school where it is in the interest of a child's safety e.g. an instructor.

17. Policy review

This school's medical condition policy is reviewed annually and approved by the Governing Body

New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

18. Further advice and resources

The Anaphylaxis Campaign PO Box 275 Farnborough Hampshire GU14 6SX Phone 01252 546100 Fax 01252 377140 info@anaphylaxis.org.uk www.anaphylaxis.org.uk	Asthma UK Summit House 70 Wilson Street London EC2A 2DB Phone 020 7786 4900 Fax 020 7256 6075 info@asthma.org.uk www.asthma.org.uk
Diabetes UK Macleod House 10 Parkway London NW1 7AA Phone 020 7424 1000 Fax 020 7424 1001 info@diabetes.org.uk www.diabetes.org.uk	Epilepsy Action New Anstey House Gate Way Drive Yeadon Leeds LS19 7XY Phone 0113 210 8800 Fax 0113 391 0300 epilepsy@epilepsy.org.uk www.epilepsy.org.uk
Long-Term Conditions Alliance 202 Hatton Square 16 Baldwins Gardens London EC1N 7RJ Phone 020 7813 3637 Fax 020 7813 3640 info@ltca.org.uk www.ltca.org.uk	Department for Children, Schools and Families Sanctuary Buildings Great Smith Street London SW1P 3BT Phone 0870 000 2288 Textphone/Minicom 01928 794274 Fax 01928 794248 info@dcsf.gsi.gov.uk www.dcsf.gov.uk
Council for Disabled Children National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 1900 Fax 020 7843 6313 cdc@ncb.org.uk www.ncb.org.uk/cdc	National Children's Bureau National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 6000 Fax 020 7278 9512 www.ncb.org.uk

Appendix 1



Westfield Community Primary School

First Aid Procedures

All teaching Assistants in school are trained in Paediatric First Aid.

There is a rota in place so that at breaktimes and lunchtimes, a first aider is always available to deal with incidents on the playground.

If an injury happens in the classroom, a first aider should be called for to deal with the injury.

If a child is injured or has an accident at breaktime or lunchtime, they will be sent to the medical room, where a member of staff (paediatric first aid trained) is on duty.

All injuries will be assessed in accordance with the advice given on training.

If there is a minor injury ie. A small scratch, light graze – this will be cleaned and a plaster applied if necessary.

If there is a more serious injury such as an open wound, deep graze or head injury etc. it will be treated accordingly and an entry made on the accident slips. The top copy of the slip is retained in school and the carbon copy sent home with the child for attention of parents/carers. Where necessary a second opinion will always be sought.

If the injury is more concerning, parents will be contacted by phone to discuss options e.g. Child picked up and taken home, parent come to school to make decision themselves. Parents/carers may also be contacted to discuss an injury to give more information than is shown on the accident slip.

Where a child receives further treatment outside of school eg. Doctors or hospital, the school should be notified (in accordance with accident slips) so that the accident can be registered with Staffordshire Health and Safety.

When necessary, an ambulance will always be called to deal with emergency situations. Parents will then be informed.

Each half term the accident slips are monitored and analysed to identify any trends or particularly hazardous areas to inform next steps.

Care plans should always be checked to ensure treatment can be administered or whether alternative measures should be taken.

Appendix 2

Westfield Community Primary School

Medical Information

This form should be completed by a parent or guardian.

Pupil's name:	Date of birth:	Class:
GP's Name: Address: Telephone number:		
Is your child allergic to plasters? YES / NO <i>Please circle</i>		
If you have answered YES, please provide a small supply of plasters/dressings that you know are suitable for your child.		
Illnesses / Allergies / Medical Conditions that have been diagnosed by a medical professional:		
Is there a diagnosis of a illness / allergy/ medical condition? YES / NO <i>Please circle</i>		
If NO, proceed to signature.		
If YES, please provide details of the issue:		
What are the symptoms?		
Does your child take medication at home? YES / NO <i>Please circle</i>		
If YES, please provide brief details:		
Does your child need to take medication during school hours? YES / NO <i>Please circle</i>		
If YES, a School Care Plan will need to be completed.		
What action is required in an emergency?		
Parent's Name:	Signature:	Date:

Appendix 2 continued

To be completed by a member of Westfield Staff:

	Tick / initial as appropriate		
	Required YES / NO	Date Received	Check completed by
Asthma Card			
Care Plan			
Add to Allergy Food List			

Checked by SLT:

Name: Signature: Date:

Provide copy of forms to (circle when completed):

Class teacher	Medical Room	School Care Club	Office	Kitchen (in case of food allergy)
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Appendix 3

Individual healthcare plan

Name of school/setting	Westfield Primary School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital applicable)	Contact (if	
Name		
Phone no.		

G.P.	
Name	
Phone no.	

Appendix 3 continued

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Daily care requirements (e.g. before sport/at lunchtime)

Describe what constitutes an emergency, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (*state if different for off-site activities*)

Appendix 4 Form 4a & 4b

Parental agreement for setting to administer medicine (long-term)

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	Westfield Primary School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing (when to be given)	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration - y/n	
Name of medical condition or illness	

NB: Medicines must be in the original container as dispensed by the pharmacy
Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Name and phone no. of GP	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that it is my responsibility to check medication expiry dates regularly. I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

Parent/carer signature _____

Date _____

Parental agreement for setting to administer medicine (short-term)

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	Westfield Primary School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing (when to be given)	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration - y/n	
Name of medical condition or illness	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Name and phone no. of GP	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that it is my responsibility to check medication expiry dates regularly. *I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.*

Parent/carer signature _____ Date _____

Appendix 5

Dear Parent / Carer

_____ - _____ has been given / supervised whilst he / she has taken
_____ of _____ on _____ at _____ by
_____ .

Yours sincerely

Class Teacher

Appendix 6

Record of medicines administered to all children

Name of school/setting

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[illegible]