

Safeguarding & Welfare

Policies



WOODSIDE

A good place to be

Policies for Supporting Children with Medical Needs

Including policies for medicines in school, the managing of allergens and a Healthcare Plan (Appendix)

Due for next review in: March 2019

Introduction

This collection of policies should, if applicable, be read in conjunction with SEND Policy.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

1) Policy for Supporting Children with Medical Needs

Our aims

- To ensure children with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents/carers and the children themselves.

Procedures

Sally Powell (Business Manager)

The person named above is responsible for ensuring that whenever the school is notified that a child has a medical condition:

- sufficient relevant staff are suitably trained if necessary
- all relevant staff are made aware of the child's condition
- cover arrangements in case of staff absence/turnover is always available
- relief teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- Individual Healthcare Plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly.

Where children are joining Woodside Primary School at the start of a new academic year, these arrangements will be in place for the start of term. Where a child joins mid-term, or a new diagnosis is given, arrangements are put in place as soon as possible.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is appropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and child's individual record.

Individual Healthcare Plans (IHPs)

The following information must be considered when writing an Individual Healthcare Plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the child's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the child's educational, social and emotional issues
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the child's condition and the support required
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEND but does not have an Education, Health and Care Plan, their special educational needs should be mentioned in their Individual Healthcare Plan.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

Our Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support child with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

Our headteacher

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs

- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.

Our Staff

- any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Our School Nurse

- is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may support staff on implementing a child's IHP and provide advice and liaison.

Other healthcare professionals

- should notify our school nurse when a child has been identified as having a medical condition that will require support at school
- may provide advice on developing Healthcare Plans
- specialist local teams may be able to provide support for particular conditions (eg. asthma, diabetes).

Pupils

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

Parents/carers

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via our school's complaints procedure.

2) Policy for Administering Medicines to Children in School

We strive to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at is held by the headteacher but delegated to our Business Manager and Office Manager.

All medical information is treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the Health Guidance for Schools document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- maintenance drugs
- emergency medicine.

We:

- provide clear guidance to all staff on the administration of medicines
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure the above provisions are clear and shared with all who may require them
- ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

Administration of Medicines

The administration of medicines is the overall responsibility of parents/carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

Prescribed medicines

It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from, the parents/carers.

Non-prescribed medicines

Non-prescribed medicines will only be administered in exceptional circumstances at the discretion of the headteacher, or the associate headteachers in her absence.

Maintenance drugs

It is our policy to manage the administration of maintenance drugs (e.g. Insulin) as appropriate following consultation with, agreement with, and written consent from parents/carers. On such occasions, a health care plan is put in place for the child concerned.

Non-Routine Administration (Emergency medicine)

We manage the administration of emergency medicines such as:

- injections of adrenaline for acute allergic reactions
- rectal diazepam for major fits
- injections of Glucagon for diabetic hypoglycaemia.

In all cases, professional training and guidance from an appropriate source will be received before commitment to such administration is accepted.

Procedure for Administration

Consent Forms

When deciding upon the administration of medicine needs for children we discuss this with the parents/carers concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent/carer and kept on file. Individual health care plans are completed for children where required and reviewed periodically in discussion with the parents/carers to ensure their continuous suitability.

All administration of medicines is recorded. If a child refuses to take medication, parents/carers are informed at the earliest available opportunity.

Schedule Two Drugs

These drugs, which include Ritalin, are governed by the Misuse of Drugs Act and are kept in a locked cupboard which conforms to the legislation. It is kept locked at all times except when being accessed for storage or administration of medicine. Keys are kept to a minimum and are held only by our Business Manager and Office Manager.

A register of controlled (schedule two) drugs is kept which records:

- medication provided
- medication administered
- the name of the person for whom they were supplied
- the name and quantity of the drug/medication supplied
- the amount administered each time and the amount left each time
- the type of medication i.e. tablet/liquid and expiry date
- two signatures for each dose of medicine given

- two signatures for each time the medications are counted and checked. This is done once a week. The second signature is a witness.

Register entries are made in ink and in chronological order.

This register is kept for at least two years from the last entry made.

All pupils with ongoing medical needs have a care plan. This includes pupils with diabetes, Epipen, heart problems, epilepsy and very severe asthma.

Contacting the Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity and parents/carers informed to accompany the pupil to the hospital if at all possible.

Training

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

Storage and Disposal of Medicines

Storage

The storage of medicines is the overall responsibility of the headteacher who ensures that arrangements are in place to store medicines safely. Secure storage is situated in our main school office.

The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities.

Disposal of Medicines

It is the responsibility of the parents/carers to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

'Sharps boxes' are always be used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate.

3) Policy for Managing Allergens in School

Aims

We aim to ensure that pupils with food allergies receive appropriate care and support at school. Allergies are not uncommon and a large number of people have mild reactions to food or substances. However, some allergies can be very severe and extremely dangerous for sufferers. An allergic reaction occurs when the body over reacts to what would otherwise be a harmless stimulus. The person's body then treats the substance as a threat and releases a substance named histamine to defend itself. Common examples of food allergies include nuts (in particular, peanuts), fish, shellfish, milk and eggs. This policy applies to all children, staff, parents, caterers and all visitors to the school. Due to increased food allergies in schools, it is important to outline how best to formalise these procedures. The food mentioned in this policy refers to school lunches, mid-morning snacks, packed lunches and special occasions/events in school.

The aims of this policy are to:

- manage and minimise the risk to children, who the school have been notified of, who are affected by food allergies or require special diet consideration
- make a positive contribution to our children's health
- provide a safe environment for all children in school.

Allergic Reactions

This list outlines 14 common food allergens:

- Cereals containing gluten
- Crustaceans
- Molluscs
- Eggs
- Fish
- Peanuts
- Soya beans
- Milk
- Celery
- Mustard
- Sesame
- Lupin
- Sulphur dioxide (at levels above 10mg/kg or 10 mg/litre expresses as SO₂)

Please note that this is not a complete list. Individual IHCPs will identify specific allergens for individual pupils.

Spotting the Signs

Mild to moderate symptoms include:

- Itchy tingling
- Burning sensation in the mouth
- Development of hives and rashes
- Swelling, particularly in the face
- Rising anxiety
- Feeling flushed
- Nausea and vomiting
- Abdominal pain

- Mild wheeziness
-

Anaphylaxis, a severe allergic reaction, will often display the following symptoms:

- Difficulty breathing due to swelling in the throat
- Reduced levels of consciousness
- Person goes faint, floppy and pale
- The lips may turn blue
- They will become unresponsive
- Person may collapse

Key Roles and Responsibilities

Shropshire Education Authority is responsible for:

- providing support, advice and guidance to schools and staff;
- providing suitable training to school staff in supporting pupils with medical conditions to ensure that Individual Healthcare Plans (IHCPs) can be delivered effectively;
- making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

The Governing Body is responsible for:

- the overall implementation of the Supporting Children with Food Allergies Policy and procedures at Woodside Primary School;
- ensuring that the Supporting Children with Food Allergies Policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation;
- handling complaints regarding this policy, as outlined in the school's Complaints Policy;
- ensuring that relevant training, provided by the LEA, is delivered to relevant staff members.

The Headteacher is responsible for:

- the day-to-day implementation and management of the Supporting Children with Food Allergies Policy and procedures at Woodside;
- ensuring that the Supporting Children with Food Allergies Policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation;
- ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life as far as possible;
- making staff aware of this policy;
- guaranteeing that information and support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy;
- liaising with healthcare professionals regarding the training required for staff
- ensuring that teachers and support staff receive regular and ongoing training and any additional training as deemed necessary;
- keeping written records of any and all medicines administered to pupils;
- developing Individual Health Care Plans alongside parents and other healthcare professionals, where appropriate;
- developing a risk assessment, and ensuring any actions that have been identified are put in place;
- contacting the School Nurse in case of any child who has an allergy;
- ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations;
- ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

Members of staff are responsible for:

- taking appropriate steps to support children with allergies;
- where necessary, making reasonable adjustments to include pupils with allergies into lessons (eg cooking);
- making sure children do not share food;
- liaising with parents/carers regarding the sharing of special occasion food, such as birthday sweets;
- undertaking training to achieve the necessary competency for supporting pupils with allergies;

- familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help;
- administering prescribed injections, if appropriately trained;
- administering medication, if they have agreed to undertake that responsibility;

Caterers, Dinner Staff & Lunchtime Supervisors are responsible for:

- promoting hand washing before eating;
- monitoring snacks for relevant food allergies, however staff cannot guarantee that foods will not contain traces of nuts etc.;
- Making sure that all recipe ingredients are checked and allergies from the above list of 14 identified;
- training all staff appropriately with underpinning knowledge regarding allergies;
- using approved solution to clean all tables;
- making sure children do not share food;
- ensuring a clear process to ensure that children with known food allergies are served foods that are specifically identified as not containing the foods to which the child is allergic.

School nurses are responsible for:

- notifying the school when a child has been identified with requiring support in school due to a medical condition;
- liaising with local healthcare professionals to provide appropriate support, training and advice.

Parents and carers are responsible for:

- informing the school of any medical conditions on admission to Woodside Primary School;
- keeping the school informed about any changes to their child/children's health;
- where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the school;
- completing a "parental agreement for school to administer medicine" form, before bringing prescribed medication into school;
- discussing medications with their child/children prior to requesting that a staff member administer the medication;
- Providing the school with the prescribed medication their child requires and keeping it up-to-date. **The prescribed medication must be clearly labelled with the child's name and the date the prescribed medication was opened;**
- collecting any leftover medicine at the end of the course or year.

Training of Staff

Teachers and support staff will receive training on the Supporting Pupils with Food Allergies Policy as part of their induction process. Teachers and support staff receive ongoing training as part of the staff development programme. Epipen Training for all staff takes place annually. No staff member may administer drugs by injection unless they have received training in this responsibility. The administrative staff keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

The Role of the Parents/Carers

Parents and carers are responsible for providing, in writing, on-going, accurate and current medical information to the school. It is the responsibility of the parents or carers to provide the school with up-to-date provisions and replacements of medication and/or equipment clearly labelled in a suitable container. If the child requires an Epipen, they cannot attend school without one, and parents/carers must sign an IHCP. Snacks and lunches brought into school must be checked by the parents, and it is their responsibility to ensure they are safe for consumption by their child. Parents should liaise with staff members about the appropriateness of snacks and any food-related activities eg cooking.

Parents are to send a letter confirming and detailing the nature of the allergy, including:

- the allergen;
- the nature of the allergic reaction;
- what to do in case of an allergic reaction, including any medication to be used and how it is to be used;
- how to prevent the child from getting into contact with the allergen;
- up-to-date emergency contact information.

Individual Healthcare Plans (IHCPs)

Where necessary, and Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, the school and medical professionals. IHCPs are kept in the medical cupboard in the school office. This is easily accessible, whilst preserving pupil confidentiality. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. Where a pupil has a special needs statement, the IHCP will be linked to it or become part of it.

Medical Information

Woodside Primary School will seek updated information via a medical form at the beginning of each school year. Furthermore, any change in a child's medical condition during the year must be reported to the school. Once parental permission has been given, information regarding allergies, together with a recent photograph of any pupils will be posted in the staff room, the first aid stations and kitchen. Where pupils with known allergies are participating in school trips or residential visits, risk assessments must include this information. The wearing of a medic-alert bracelet is allowed in school.

Administering Medication

Medicines

Prior to staff members administering any medication, the parents/carers of the child must complete and sign a **Parental Agreement for School to Administer Medicine Form**. No child will be given any prescription medicines without written parental consent except in exceptional circumstances.

Medicines MUST be labelled and a measure provided. The amount and the time to be administered must be clear. It is helpful if medication is provided in a measured dose. Medicines which do not meet these criteria will not be administered. Medications will be stored in either the medical cupboard in the school office (this is also the Epipen Station), the First Aid cupboard in the staffroom kitchen, or in the staffroom fridge.

- Medication will be administered by a member of staff (named) in the presence of another member of staff.
- A dated and signed record will be kept in the Administration of Medication file.
- Woodside Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

The Epipen Station

The Epipen boxes are stored in the medical cupboard in the school office and in the relevant classroom. These boxes are accessible at all times and everyone who works in school, including the PE coaches and club leaders know where they are kept. The Epipen boxes are clearly labelled with the child's name and photograph. Inside there are copies of the IHCP and any additional information provided by parents/carers or the healthcare professionals.

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Actions:

- locate a First Aider;
- delegate someone to contact the pupil's parents;
- if the pupil becomes distressed or symptoms worsen, telephone the emergency services;
- keep calm, make the child feel comfortable, and given them space;
- if medication is available, it will be administered as per training and in conjunction with the Administering Medicines Policy;
- if the pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Good Practice

Avoiding unacceptable practice

Woodside Primary School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending the pupil to the school office alone if they become ill.
- Making parents feel obliged to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Complaints

The details of how to make a complaint can be found in the Complaints Policy.

Insurance

Teachers who undertake responsibilities within this policy are covered by the school's insurance.

Appendix 1

Woodside School Individual Healthcare Plan

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------|
| Child's name: | Year group/class: | Date of Birth: |
| Address: | | Medical condition/diagnosis: |
| Date: | Review date: | |
| Family Contact Information | | |
| First contact | Second contact | |
| Name: | Name: | |
| Relationship to child: | Relationship to child: | |
| Phone no. (home): | Phone no. (home): | |
| Phone no. (mobile): | Phone no. (mobile): | |
| Phone no. (work): | Phone no. (work): | |
| e-mail address: | e-mail address: | |
| Hospital/Clinic Contact | | |
| Name: | | |
| Hospital/Clinic: | | |
| Phone number: | | |
| G.P | | |
| Name: | | |
| Surgery: | | |
| Phone number: | | |
| Support | | |
| Name of person responsible for providing support in school: | | |
| Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues: | | |
| Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by self/self-administered with/without supervision: | | |

Daily care requirements:

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school trips/visits, etc:

Other information:

Describe what constitutes an emergency and the action taken if this occurs:

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

Plan developed with:

Staff training needed/undertaken – Who? What? When?

Form copied to: