



Kingfisher Primary School Medical Needs Policy

Date: September 2021
Review Due: September 2022

Reviewed Annually

Aim

To ensure that all children with medical conditions, both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic and social potential.

Policy Implementation

In order to ensure that this policy is effective in meeting our aims the following safeguards are in place:

- Kingfisher staff will maintain a record of medical/first aid training and ensure that all training is updated on a regular basis.
- A medical conditions register is maintained. Photographs of all children with known medical conditions are displayed on care plans. Passing up sheets are completed when children are moving between teachers and transfer times arranged for sharing of all relevant information.
- There will always be a minimum of three medically trained staff to ensure cover arrangements are in place at all times should one staff member not be available. (Appendix 1)
- A thorough risk assessment procedure is in place in which all pupils with medical needs are explicitly noted and arrangements to meet their needs detailed.
- All pupils who present with any long term medical conditions (longer than 1 week) will be given an individual healthcare plan. This will be written and agreed with parents within 24 hours of the child returning to school and reviewed annually.
- Regular meetings with parents and carers will be held to ensure any changes in needs or treatment is current and up to date.
- The policy will be reviewed annually.

Procedure to be followed when notification is received that a pupil has a Medical Condition

If the child is recovering from a short term illness that requires medication we will follow our medications protocol (see attached).

If the child has a longer term condition (more than 1 week) we will:

- Draw up a healthcare plan with parents and relevant healthcare professionals (where appropriate) within 24 hours of child being admitted or re-admitted. Where possible this should be done prior to admission. Every effort will be made to ensure that the necessary arrangements are put with immediate effect. Where a child is leaving the school we will contact the new school to advise them of the child's needs.

Individual Healthcare Plans

Our SEND lead has the role of ensuring that all healthcare plans are drawn up appropriately and in a timely manner. She also takes responsibility for ensuring that all the relevant staff are informed including lunch time and break time staff and that class-based records are updated.

For all children who have a Special Educational Need this will be recorded on their healthcare plan.



Medical Needs Policy

All healthcare plans will be reviewed at least annually but more frequently if necessary depending on the nature of the child's condition. A plan will be automatically reviewed following any advised change in the child's condition.

All individual healthcare plans will be developed with the child's best interests in mind. In devising the plan the school will assess and manage any risks to the child's education, health and social well-being. We will aim to deliver all necessary care and support with the minimum of disruption.

The format for the IHCP is attached.

Roles and Responsibilities

Governing Body

- To ensure the policy is appropriate and effectively implemented
- To have oversight of staff medical training and range of medical conditions

Head of School

- To devise and implement an appropriate policy

SEND Lead

- To ensure that all medical conditions are recorded and IHCP devised as necessary
- To ensure regular liaison with school nursing staff and community nursing teams
- To ensure all medication is securely stored and safely administered including inhalers.
- To ensure all staff are appropriately briefed

Safeguarding Lead

- To ensure that all staff receive the appropriate and necessary medical training

Teaching Staff

- To ensure that all activities are assessed to identify potential risks in terms of pupils medical conditions
- To ensure all classroom records are maintained
- To ensure all asthma medication is appropriately stored and is accessible during any outdoor activities/PE
- Ensure children have lifesaving medication e.g. EpiPen's accessible at all times.

Parents and Pupils

- To advise school of medical conditions and symptoms. To provide all necessary medication and to be a partner in ensuring an appropriate health care plan is devised

Managing Medicines on School Premises

Please refer to Medicines in School Policy and Medication Protocol.



Medical Needs Policy

Record Keeping

Clear records are kept detailing the date, time, name of child and medication administered. Please also refer to attached:

Health Care Plan

- Generic
- Broken Arm
- Broken Leg

Parental Agreement to Administer Medicine

- General
- Asthma

School Asthma Card

Unacceptable Practice

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCP
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical conditions e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Complaints

Any complaints about how the school has dealt with a child's medical condition should be made in the first instance in writing to the Head. If this does not result in satisfaction parents/carers may complain via the school's formal complaints policy.

Medical Needs Policy

Medication Protocol

Medicine brought into school

- Parents must fill in a medicine form and sign.
- If there is not a signed and fully completed form medication cannot be administered.
- Antibiotics should be named with Pharmacy label.
- Any other medication should be named with pharmacy label.
- Any child that requires medication to be administered for more than one week will require a Health Care Plan. This must be completed with the SEND lead or a member of SLT.

Staff receiving medicines

- Check medicine instructions, and form filled in by parents.
- SLT or SEND Lead must sign off the medical form to check accurate completion.
- Medicine to be stored securely in fridge or locked cupboard in office store room.
- Take photograph of child whose medicine it is, print it out and attach to medicine bottle.

Administering medicine

- Person administering medication MUST check with at least 1 other adult that it is the correct child (full name).
- Person administering medicine, should ask the child to give their full name (rather than you asking “is your name.....”)
- Check medication for correct name, dosage and photograph.
- Check medication form is completed and up to date.
- When administered fill in book and sign.
- Staff must not administer medication if there is not an up to date medication form.

Health Care Plan for a child with a medical condition or injury

Name:

Date of Birth:

Class:

Medical Condition:

Date plan drawn up:

Family Contact 1

Name:

Phone No:

Relationship:

Family Contact 2

Name:

Phone No:

Relationship:

Describe medical condition and give details of pupil's individual symptoms:

- Broken arm
- Arm in a cast and sling
- Possible symptoms – pain, circulation, lack of movement

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

- Stay in playtime with a buddy
- Keep arm in the sling
- No PE at this time
- Sit on a chair at a table to be comfortable and to avoid weight bearing on arm when standing
- Buddy to carry lunch tray
- Leave the classroom first with a buddy (to help with doors) to ensure he/she isn't tripped

Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:

- Severe pain in the arm
- Numbness, lack of mobility or discolouration of the fingers
- Action – call mother with any concerns and 111/999 in the event of an emergency requiring immediate response

Follow up care/medication:

- Pain relief (analgesia) to be administered if required
- Parent to bring medication to school and this will be stored in the medical room and administered as per medical form
- Contact Book to be completed by parent and school staff to inform of last medication time. A phone call will be made home if no note is left in the journal and medication is required during the school day.

Copy of Care Plan to: School Office, Pastoral Team, Class teacher and Parent

Parental agreement for school to administer medicine

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

Name of School	Kingfisher Primary School
Date from and until (no longer than 5 days)	
Child's Name	
Class	
Nature of illness	
Name and strength of medicine	
What time last dose last given	
How much to give (i.e. dose to be given)	
Time to be given	
Expiry Date	
Number of tablets/bottles given to school	

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

The above information is to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____

Print Name _____ Date: _____

In light of Covid-19

Verbal Parental agreement for school to administer paracetamol only to girls in Year 5 or 6 suffering from period pain

Kingfisher Primary School recognises that at this time, it will support our risk assessments of not having parents in school unless in an emergency, to operate a verbal agreement of administering a dose of paracetamol to girls suffering from a painful period. The form below **MUST** be filled in before any medicine is given, and must be for a **MAXIMUM** of 3 days - with 1 dose per day **ONLY**. This is to encourage the girls to remain in school and receive pain relief without being absent.

Name of School	Kingfisher Primary School
Date from and until (no longer than 3 days)	
Child's Name	
Class	Year 6
Nature of illness	Period Pain
Name and strength of medicine	Paracetamol
What time last dose last given	
How much to give (i.e. dose to be given)	
Time to be given	
Expiry Date	
Number of tablets/bottles given to School	

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

The above information is to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature _____

Print Name _____ Date: _____

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone – home

Telephone – mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature Date

Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

Yes No

Does your child need help taking his/her asthma medicines?

Yes No

What are your child's triggers (things that make their asthma worse)?

Pollen Stress

Exercise Weather

Cold/flu Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes No

If yes please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

What to do if a child is having an asthma attack

- 1 Help them sit up straight and keep calm.
- 2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 Call 999 for an ambulance if:
 - their symptoms get worse while they're using their inhaler – this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
 - they don't feel better after 10 puffs
 - you're worried at any time.
- 4 You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?
Call our friendly helpline nurses
0300 222 5800
(9am – 5pm; Mon – Fri)
www.asthma.org.uk

Medical Needs Policy

Appendix 1

First aid trained staff members

- Odette Browning
- Charlotte Brenchley
- Inge Maurus
- Alison Brightman
- Alison Allum
- Joshua Hosking
- Joanne Odell
- Victoria Ladbrook
- Mihriban Nurhakli
- Kerry Moreton
- Paul White
- Steph Lenton