Medicines and First Aid Policy

Woodnook Primary School

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The purpose of this policy is to put into place effective management systems to support individual pupils with medical needs. A positive response to these needs will not only benefit the pupil directly, but can also positively influence the attitude of the whole class.

Pupils with medical needs may be considered as those who have medical conditions that if not properly managed could limit their access to education.

In normal school activities these pupils may at times require extra care and in supervision to make sure that they and other pupils are not put at risk.

Parents or guardians have prime responsibility for their child's health and should provide the School with information about any medical conditions affecting their child.

Woodnook's Schools Admission Form has space for special medical conditions to be listed.

Important Information:

- Only medication that are in date/ labelled/ provided in the original container with instruction for use, dosage and storage; can be accepted. (An exception to this is **Insulin** – it must be in date but often it's not in its original container)

- Pupils will *not* be administered painkillers such as aspirin or paracetamol or non-prescribed medications. (Exceptions have been made on a 1:1 basis with a signed consent form)

- If a pupils refuse to take medication he/she will not be forced to do so. The child's parents will be informed as a matter of urgency.

- Pupils should not take medication which has been presented for another pupil. It is an offence to give another child a drug not prescribed for them.

- Schools must not wait for a diagnosis before providing some level of support.

- Children returning to school from long term absence, due to medical needs, will need to be integrated effectively

- Written records are kept of all medicines administered to children.

- If a child needs to be taken to hospital then a member of staff will stay with the child until a parent/ guardian arrives

Short Term Medical Needs (Cough Medicine, Anti-biotics etc.)

- Parents should be encouraged to plan dose frequencies which enable the medication to be taken outside school hours. Medication should only be brought to school when absolutely necessary.
  As children frequently forget to take medicine home at home-time and therefore miss 2 or 3 doses, it is suggested to parents that medicines that require 3 doses per day would be best taken before and after school and at bed-time.

ONLY when 4 doses per day are necessary – should it be necessary to bring medicine into school.

- Such medication should be brought to the school office at 8.55am and it will be stored a locked cupboard in the school office (or refrigerated if necessary) until it is collected at 3.30pm.

- Parents are welcome to come into School themselves to administer medication, but the DfE 2014 states that no parent must feel obliged to attend school/ or miss out on a working day, to administer medicine.

- If a pupil suffers regularly from acute pain such as migraine, parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication.

Long Term Medical Needs (Epilepsy, Diabetes, Anaphylaxis etc.)

The School needs to know before a child is admitted or when a pupil develops a condition so we can adequately support the pupil's needs.
Together with the parents and health professionals, an Individual health care plan (IHCP) will be drawn up for such pupils.

Asthma

People with asthma have airways which narrow as a reaction to various triggers, these include pollen, fur and cold air. Exercise and stress can also precipitate attacks.
Attacks are characterised by coughing, wheeziness and difficulty in breathing. About 1 in 20 children have asthma which requires regular medical supervision. It is good practice for pupils to take charge of and use their inhaler from an early age.

Affected children must have immediate access to their reliever inhalers when they need them.

- They are stored in a safe, reasonably accessible place in the pupil's classroom and are marked with the pupil's name.
- All classrooms have signs on the door to show where inhalers are kept in the classroom.
- Inhalers are available during P.E. and school trips. Children have a responsibility to carry their own inhaler on trips unless they have a key worker.
- It is helpful if parents provide school with a spare inhaler for their child's use. These should be labelled with the child's name and will be kept in the Main School Office.
- Pupils with asthma will be encouraged to participate as fully as possible in all aspects of school life including P.E. – but they will not be forced to take part if they feel unwell.
- If a pupil has an attack the person in charge should prompt them to use their relievers and to sit down. If the medication has had no effect after 5 – 10 minutes, or the pupils appears very distressed, medical advice must be sought and/or an ambulance called.

Other Long Terms Needs:

Parents will inform the school prior to the child starting, or when they develop the need, if they have any long term needs. An IHCP will be drawn up alongside the health professionals, the school and the parents.
All required staff will be trained before administrating medicine to these children. (A first aid certificate is not enough in these cases)

Integration back into school:

An integration programme and timetable will be drawn up for pupils who have been off school for a long periods. This will be done with the Head and/or SENCo and the parents (the child if necessary).
Each case will be looked at separately and an integration programme will be put in place based on these individual needs and length of integration/ hours in school will be assessed on need.

Medicine on School Trips

Governing bodies should ensure that there are clear arrangements in place to ensure that pupils with medical conditions are actively supported in accessing and participating in all off-site and extended school activities on offer, including school trips, sporting activities, clubs and residentials/holidays.

Preparation and forward planning for all off-site and extended school activities will take place in good time to ensure that arrangements can be put in place to support a child with a medical condition to participate fully; teachers should have a clear understanding of how a pupil's medical condition will or may potentially impact on their participation.

School will consider what appropriate reasonable adjustments need to be put in place to enable pupils with medical conditions to participate safely and fully; staff should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities.

Schools should make arrangements for the inclusion of pupils in such activities with and required adjustments, unless evidence from a clinician (e.g. GP) states that this is not possible.

School will carry out a thorough risk assessment to ensure the safety of all pupils and staff and to ensure that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. The risk assessment process will involve consultation with the pupil, parents/carers and relevant healthcare professionals to ensure the pupil can participate safely.

In some circumstances, evidence from a clinician (e.g. hospital consultant), may state that
participation in some aspects offered is not possible; where this is the case, then school will make alternative arrangements for the pupil. Arrangements will be in place to ensure that an IHCP can be implemented fully and safely when out of school. Risk assessment will identify how IHCPs will be implemented effectively off-site and where additional supervision or resources are required.

- All medication must be taken on the trip.
- Where possible children should have responsibility for their medication ie inhalers

- Named staff are responsible for medicines and on residential it should be given to a named member in the same way medicine is administrated in school.
- At least one first aider must be on the school trip

Staff :

- All necessary staff must be appropriately trained, to administer a child's medicine – in the case of an IHCP ie insulin/ Creon etc (a first aid certificate does not constitute training)
- It is not a sole persons responsibility to administer medication
- All relevant staff will be made aware of the child's condition
- A back up for staff absence must be in place to administer medication
- Briefing for supply teachers if necessary
- Risk assessments of school trips etc will cater for individual medical needs
- The Individual health care plans (IHCP) will be monitored and changed accordingly

Parents, Families and Carers should :

- Provide the school with sufficient and up to date information about their child's medical
- needs.
- Be involved in the development and review of their child's individual healthcare plan (IHCP) and may be involved in its drafting.
- Carry out any action that they have agreed to as part of the implementation of the IHCP (e.g. providing medicines/equipment and ensuring that they or another nominated adult are contactable at all times.

Pupil Information Parents/carers are required to give the following information about their child's medical condition and to update it at the start of each school year, or sooner if needs change, by completion of 'Parent/Carer Information about a Child's Medical Condition' form

- Details of pupil's medical conditions and associated support needed at school
- Medicine(s), including any side effects
- Medical intervention(s)
- Name of GP / Hospital and Community Consultants / Other Healthcare Professionals
- Special requirements e.g. dietary needs
- Who to contact in an emergency
- Cultural and religious views regarding medical care

Controlled drugs :

A pupil who is prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Where controlled drugs are not an individual pupil's responsibility, they will be kept in a locked cabinet in 'The Nest'.

Only named staff will have access. Controlled drugs will be easily accessible in an emergency as agreed with parents/carers or described in the child's IHCP.

Unacceptable Practice:

It is unacceptable to:

- Prevent children from accessing their inhalers
- Assume all children with the same condition require the same treatment
- Ignore the child/ parents/ medical advice
- Send children with medical conditions home frequently or prevent them from staying
- Leave children unaccompanied to find the bursar or other staff
- Penalise children for their attendance if their attendance is due to medical conditions
- Prevent children from drinking/ eating/ going to the toilet, in order to manage their condition
- Require parents, or make them feel obliged to attend school to administer medication. (no parent should have to give up working because the school is failing to support the child's needs DfE 2014)
- Prevent children from participating including trips

First Aid

- First Aid bags are located in every classroom and in the main entrance.
- They contain plasters, dressings and wipes, and a supply of protective gloves.
- All accidents and treatment should be recorded in the First Aid Treatment Books which are stored with the First Aid Boxes.
- An Accident Form obtainable in the folder, should be completed and contact made with parents for all more serious accidents.
- Staff accidents should be recorded on the appropriate form.
- Children with injuries or bumps to the head should obtain a "head-bump" letter from folder and parents informed.
- First Aiders in School are signposted at various points around school.

Intimate and Invasive Care :

Cases where intimate or invasive care is required will be agreed on an individual basis.
Decisions made about procedure and practice will be recorded within the pupil's IHCP and take
account of safeguarding issues for both staff and pupils.

For Further Information

See:

DFE Circular April 2014 – Supporting Pupils with Medical Needs in School.

DFEE "A Good Practice Guide – Supporting Pupils with Medical Needs"

(includes proformas for healthcare plans).

DFEE Guidance on First Aid for Schools – 1998