



The Ashlands and Misterton Federation Church of England First Schools

*We are a school community with a Christian ethos,
dedicated to providing optimum learning for each child
in a happy atmosphere*

Love of learning, love of life, love of one another
"Life in all it's fullness" John 10:10

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context to Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We aim to provide a happy and safe learning environment where every learner can achieve their full potential.

| | |
|---------------------|-----------------------------------|
| Version | |
| Owner | Ashlands and Misterton Federation |
| Approved | March 2019 |
| Review Cycle | Bi-annually |
| Next Review | March 2021 |

Medical Policy 2019

Supporting pupils with Medical Conditions 'Medical Policy'

Our Federation is an inclusive community that aims to support and welcome pupils with medical conditions. Ashlands and Misterton Federation understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

Our Aims

Ashlands and Misterton Federation aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

We aim to;

- Ensure pupils with medical conditions are encouraged to take control of their condition.
- Ensure pupils feel confident in the support they receive from the school to help them do this.
- Support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- Ensure all staff fully understand their duty of care to children and young people in the event of an emergency.
- Ensure all staff feel confident in knowing what to do in an emergency.

- Ensure both schools understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- Ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- Comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- Write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- Respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- Keep, monitor and review appropriate records.

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in school activities which they are on a course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Ashlands and Misterton Church of England First Schools are responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, peers).

Unacceptable Practice

While school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment

- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

Entitlement

Ashlands and Misterton Church of England First Schools both provide full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership Team any concern or matter relating to the support of pupils with medical conditions

Expectations

It is expected that;

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- Ashlands and Misterton Church of England First Schools will both ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler).
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between schools will be completed in such a way that Ashlands and Misterton Church of England First Schools will both ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving school to adequately prepare.
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Procedure

The Governing Body Ashlands and Misterton Church of England First Schools will ensure that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Information

Following parental permission Children with *serious medical conditions* will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the child will have their attention drawn to this information. All medical conditions will be noted from children's SIMs records and this information will be provided to all permanent staff annually, and when changes occur.

In an emergency

In a medical emergency, some staff have been appropriately trained to administer emergency paediatric first aid if necessary. If possible, the school's Paediatric First Aiders, Leigh Chick and William Pearse (from Ashlands) and Mandy Diaper, Sue Parry or Kay Dawson (from Misterton), will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Administration of medicines

- Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor.
- Parents must complete a school authorisation form / written permission slip before any medicine is administered.
- Medicines to be given during the school day must be in their original container.
- Controlled drugs can also be administered, subject to all other conditions as described in the Policy.
- Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.
- Named staff members will give medicines (see end of Policy).
- Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given.
- Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed as soon as possible.
- All doses administered will be recorded in the Administration of Medicines book (located in the school reception office).

Storage of medicines

- All medicines will be stored safely.
- Medicines needing refrigeration will be stored in the staffroom fridge.

- Some medicines (inhalers, etc) will be kept in the child's classroom and carried with the children, for ease of access during outside activities.
- Inhalers are kept in the child's classroom. Children have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the child's name. All children with an inhaler must take them on educational visits, however short in duration.
- All medicines must be clearly labelled.
- Controlled drugs or prescribed medicines will be kept in the office. Access to these medicines is restricted to the named persons.
- Epi-pens are accessible at all times. Individual's pens are kept in an accessible container and all adults in the class are aware of the storage area. Where appropriate these 'bags' travel with the child around the school. We also store a replacement pen in the school office. All staff are aware of this location in emergencies.

Recording administration

Staff will record any doses of medicines given in the Medicine book.

Children self-administering asthma inhalers do not need to be recorded.

Epi-pen – Any member of staff can administer an epi-pen in an emergency. Key members of staff will be trained. The pen (cap off) should be pushed against the child's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. An ambulance must be called immediately for a child who may require an epi-pen. Parents should be contacted after this call has been made.

Complaints

Should parents be unhappy with any aspect of their child's care at Ashlands Church of England First School or Misterton Church of England First School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the issue should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Ashlands and Misterton Church of England First Schools Complaints Procedure.



Trained Staff

This list will be updated by the office where appropriate during the course of the Policy dates

Trained Staff – Misterton

Paediatric First Aid

| | Expiry |
|-------------------------------------|-----------|
| Mandy Diaper – Reception Class HLTA | June 2021 |
| Kay Dawson – Reception Class | May 2020 |
| Sue Parry – Year 2/3/4 HLTA | June 2020 |

School First Aiders (basic/emergency First Aid) are:

| | |
|---|-----------|
| Alice Wines – Cedar Class Teacher | Oct 2019 |
| Sharon Bell – HLTA | June 2021 |
| Ann Baker – Lead Lunchtime Support / Crossing Patrol Warden | June 2021 |
| Hannah Mock – Lead Lunchtime Support / Crossing Patrol Warden | June 2021 |

Trained Staff – Ashlands

Paediatric First Aid

| | |
|---|-----------|
| Leigh Chick – Reception Class HLTA | June 2021 |
| William Pearse – Reception Class Teacher | June 2021 |
| Kelly Millett – HLTA/Breakfast Club Supervisor/After School Club Lead | May 2019 |

School First Aiders (Forest School) are:

| | |
|----------------------------|-----------|
| Mel Hooper – Class Teacher | June 2019 |
|----------------------------|-----------|

School First Aiders (basic/emergency First Aid) are:

| | |
|---|-----------|
| Jayne Grasby – HLTA | June 2021 |
| Jasmine Sweet – TA Apprentice (Valid until June 2021) | |
| Sandra Noake – Lead Lunchtime Support | May 2019 |
| Sara Hill – MDSA | June 2021 |
| Sue Richards – MDSA | June 2021 |
| Julie Ballinger – MDSA | June 2021 |
| Lisa Purchase – MDSA | June 2021 |

Named people for administering medicines across the Federation:

Nicola Ball – Headteacher
Lisa Carter – Finance Officer
Tracey Lawrence – School Secretary
Diana Hunt – School Secretary
Mandy Diaper - HLTA
Sue Parry – HLTA and Medical Needs Leader
Kay Dawson SLT
William Pearse SLT
Tina Chesterman
Kelly Millett HLTA
Jayne Grasby HLTA
Mel Hooper SLT



Request for school to administer medication

Ashlands C of E First School will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

A newly completed form should be submitted every time the dosage or timings of medication are changed.

DETAILS OF PUPIL

Surname.....Forename(s)..... Class

Address.....

M/F..... Date of Birth.....

Condition or Illness:.....

MEDICATION

Name/type of medication (as described on the container):

.....

For how long will your child take this medication.....

Date dispensed.....

Full Directions for use:

Dosage (milligrams) and method:

.....

Timing:

.....

Special Precautions:

.....

Side Effects:

.....

Self-Administration:

.....

Procedures to take in an Emergency:

.....

Storage Arrangements:

.....

CONTACT DETAILS

Name..... Daytime Tel No.....

Relationship to Pupil.....

Address.....

.....

I understand that I must deliver the medicine personally to (agreed member of staff)

Date..... Signature(s).....

Relationship to pupil.....

I agree thatwill receive [quantity and name of medicine as above] every day at [time medicine to be administered e.g. lunchtime or afternoon break].will be given/supervised whilst he/she takes their medication by a member of staff authorised by the Headteacher. This arrangement will continue until [either end date of course of medicine or until instructed by parents].

Date.....

Signed: (The Headteacher & Named Member of Staff)

| Date W/c | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------------|---------------|----------------|------------------|-----------------|---------------|
| Time | | | | | |
| Dose Given | | | | | |
| Any Reactions | | | | | |
| Signature of staff giving medication | | | | | |
| Witness Signature | | | | | |



Request for school to administer medication

Misterton C of E First School will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

A newly completed form should be submitted every time the dosage or timings of medication are changed.

DETAILS OF PUPIL

Surname.....Forename(s)..... Class

Address.....

M/F..... Date of Birth.....

Condition or Illness:

.....

MEDICATION

Name/type of medication (as described on the container):

.....

For how long will your child take this medication.....

Date dispensed.....

Full Directions for use:

Dosage (milligrams) and method:

.....

Timing:

.....

Special Precautions:

.....

Side Effects:

.....

Self-Administration:

.....

Procedures to take in an

Emergency:.....

Storage Arrangements:

CONTACT DETAILS

Name..... Daytime Tel No.....

Relationship to Pupil.....

Address.....

.....

I understand that I must deliver the medicine personally to (agreed member of staff)

Date..... Signature(s).....

Relationship to pupil.....

I agree thatwill receive [quantity and name of medicine as above] every day at [time medicine to be administered e.g. lunchtime or afternoon break].will be given/supervised whilst he/she takes their medication by a member of staff authorised by the Headteacher. This arrangement will continue until [either end date of course of medicine or until instructed by parents].

Date.....

Signed: (The Headteacher & Named Member of Staff)

| Date W/c | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------------|---------------|----------------|------------------|-----------------|---------------|
| Time | | | | | |
| Dose Given | | | | | |
| Any Reactions | | | | | |
| Signature of staff giving medication | | | | | |
| Witness Signature | | | | | |