

CATCOTT PRIMARY



CATCOTT PRIMARY SCHOOL

Manor Road, Catcott, Bridgwater, Somerset TA7 9HD



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# Supporting pupils with medical conditions and administering medicine

## Children with medical conditions

We aim to ensure that all children, including those with medical conditions can continue to enjoy learning, friendships and play.

Parents have the prime responsibility for their child's health and are required to provide the school with information about their child's medical condition before they are admitted to the school, or as soon as the child first develops a particular medical need.

## Pupils with short term medical needs

If children are unwell and unable to cope with a busy school day or if the child has an infectious or contagious condition they should not be sent to school. If they become ill during the day, parents/carers will be contacted by the school office in order that the child can be taken home.

Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of prescribed antibiotics. Where possible doses should be given before or after school, however medicines may be brought into school if it would be detrimental to the child not to do so. Medicines should be brought to school in the original containers with the labels attached.

Parents should inform the school in writing (using the 'administering medicines in school' form available from the school office – see appendix 1) about the medicines that their child needs to take and provide details of any further support required. No medication must be brought into school without the 'administering medication permission form' being filled in.

## Responsibility for administering prescribed medicines

The school will ensure that there are sufficient members of support staff who are employed, appropriately trained and willing to manage medicines. The type of training necessary will depend on the individual case.

**If specific training is required for administering medication this must not take place until training has been undertaken by that member of staff.**

If they are in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action.

## Record Keeping

Staff will complete and sign a record on the reverse of the medication form each time they give medicine to a child. (These are filed in the office when the course of prescribed medicine is completed).

## Refusal to take medicine

If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and inform parents of the refusal as soon as possible.

If a refusal to take medicines results in an emergency, then the usual emergency procedures will be followed.

## Storage of medicine

All emergency medicines, such as asthma inhalers and epi pens, will be safely stored and will be readily available. They will not be locked away.

Where children are considered safely able to take care of their own medicines they will be supported to do so e.g. with inhalers.

Some medicines need to be refrigerated. These will be kept in the staffroom fridge and access will be restricted to the refrigerator holding medicines.

## Absence from school for more than 15 days

For those children who attend hospital appointments or are admitted to hospital on a regular basis, special arrangements may also need to be considered. In this event advice may be sought from Medical/ PEVP (Panel for Excluded and Vulnerable Pupils) panel who might offer additional support from the Link Education Centres.

Commented [LCCPS1]: Karen, can you check which service this should be please?

Children with medical needs may be unable to attend school for many reasons relating to their condition and in this event the school will make arrangements to link the child to suitable learning opportunities and will attempt to facilitate their links with other children so that friendships are sustained.

## Pupils with Long Term or Complex Medical Needs

Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will be made. The PIMS (Physical Impairment and Medical Support) Team and SENATAS (Special Educational Needs Assistive Technology Advisory Service) may be contacted to support any adaptations to the curriculum.

Commented [LCCPS2]: Karen, are these the right services?

In some cases, this might take the form of dedicated adult support, at certain times of the school day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.

## Individual Health Care Plans

If a child is deemed to have long term and/or complex medical needs, a written, individual health care plan will be developed where appropriate, to clarify for staff, parents and the child, the support that will be provided and what training may be required. This will include:

- ✓ details of the child's medical condition,
- ✓ any medication,
- ✓ daily care requirements
- ✓ action to be taken in an emergency,
- ✓ parents/carers details including emergency contact numbers.

Those who may contribute to a health care plan include:

- ✓ The school nurse, specialist nurses, children's community nurses, the child's GP or other health care professionals (depending on the level of support the child needs)
- ✓ The parents/ carers (and the child, if appropriate)
- ✓ The Head teacher and SENCO
- ✓ The class teacher and/or teaching assistant
- ✓ Support staff who are trained to administer medicines or trained in emergency procedures.
- ✓ Access and Assistive Technology Team

It is good practice to have a health care plan endorsed by a health care professional and in many cases, it is essential to do so.

The school will agree with parents how often they should jointly review a health care plan. The timing of this will depend on the nature of the child's particular needs. In most cases this will take place at the start of each school year; however, some plans will need to be reviewed more frequently depending on individual needs.

Healthcare plans and training are not transferable, even when children have the same condition.

## Training:

If school staff need to be trained to administer medical procedures the school will contact the relevant health care professional, eg School Nurse, specialist nurse or children's community nurse. Parents cannot be responsible for leading this training but parents and children will be asked to participate in the training and give advice and guidance on how they prefer things to be done.

Parents and school staff cannot cascade training that they have received when the training is specific to an individual child.

School staff who have been trained are responsible for following and delivering the health care plan and if the child's condition alters they will contact an appropriate professional

and the parents, making them aware of the change and requesting further training if needed or an alteration to the plan

School staff to be advised of the required training for students with medical conditions.

Staff who have been trained in the child's care are responsible for following the procedures in children's care plans as they have been trained to do.

The Headteacher will liaise with health care professionals and the trained staff to support and facilitate training refreshers and updates as needed.

Individual staff are responsible for identifying and communicating any changes that they notice in the child's care needs. The SENCo will contact parents and health care professionals to discuss whether further training is needed.

## Communicating Needs

Photographs of pupils with medical needs, together with outlines of their medical condition and action to be taken, are displayed on the medical display in the staffroom with parents' permission.

Commented [LCCP53]: Karen, I think we need to set this up.

Health Care Plans for individual children are also kept in the classroom where they are accessible to all staff involved in caring for the child.

Further copies and any other medical records the school holds are stored in the child's personal file.

## Educational visits

Visits and school residential trips will be planned so that pupils with medical needs can participate and reasonable adjustments will be made as appropriate to ensure that they are not discriminated against. If a risk assessment indicates that it is not safe for the pupil to participate in part of the experience because of their condition, then reasonable adjustments will be made and, if appropriate, an alternative experience will be provided to ensure that they are enabled to join in the curriculum surrounding the trip.

Staff supervising excursions and residential trips will always make sure that they are aware of any medical needs, and relevant emergency procedures. Parents of children participating in residential trips will need to complete required consent forms giving details of all medical/dietary needs. All medication or equipment which needs to be administered during the visit should be handed directly to the class teacher in accordance with the school's guidelines before leaving the school at the start of the trip.

A copy of individual health care plans will be taken on visits in the event of the information being needed in an emergency.

Arrangements for taking any necessary medicines will be made and if necessary, an additional member of the support staff, or an appropriate volunteer might be needed to accompany a particular child.

If there is any concern about whether the school is able to provide for a child's safety, or the safety of other children on a visit, then parents will be consulted and medical advice sought from the school health service or the child's GP if appropriate.

## Sporting Activities

All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being. Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson planning for all children to be included in ways appropriate to their own abilities.

Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. This will include a reference to any issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

## Insurance:

This is a maintained school. The governing body will ensure that appropriate level of insurance is in place and appropriately reflects the level of risk. We link to the local authority as employers who are responsible for insurance arrangements of LA schools and their employees.

Appendix A: Individual healthcare plan

Name of school	Catcott Primary School
Child's name	
Class	
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 Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school?	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take 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



Appendix B: Parental agreement for setting to administer medicine

The school 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	Catcott Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

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.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Appendix C: Record of medicine administered to an individual child

Name of school	Catcott Primary School
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



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## Record of medicine administered to an individual child

Name:

[illegible]

Template E: staff training record – administration of medicines

Name of school	Catcott Primary School
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## Appendix F: contacting emergency services

Request an ambulance - dial 999

ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your Name
2. Telephone Number: 01278 722527
3. Address: Catcott Primary School, Manor Road, Catcott
4. Postcode: TA7 9HD
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Appendix G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Commented [LCCPS4]: Karen, please could you edit this paragraph.