



POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS

1. The Governing Body and staff of Southbrook School wish to ensure that pupils with medical needs receive proper care and support. Our intention is to ensure that pupils with medical conditions will have full access to education including trips and PE. The Governing Body will ensure that staff are supported, trained and competent before they take on the responsibility of supporting pupils with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. Matthew Day (Assistant Head) will be responsible for ensuring the following procedures to be followed when notification is received that a pupil will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when pupil's needs change, arrangements for staff training or support): -
 - Liaise with Inclusion Team regarding any transition arrangements and visits with previous schools.
 - If required, contact School Nurse or Designated Specialist Nurse (i.e. Diabetic Nurse)
 - Where appropriate create a Individual Health Care Protocol in partnership with parents and health professionals to be shared with all staff
 - If required arrange staff training
 - Ensure all relevant staff are made aware of child's condition
 - Ensure cover arrangements are in place if required
 - Ensure supply staff are briefed appropriately
4. The above procedures will be monitored and reviewed by the Senior Leadership Team.

Individual Health Care Protocol

Where identified as being necessary, an Individual Health Care Protocol will be developed between Southbrook School, healthcare professionals and parents so that the steps needed to help a pupil manage their condition and overcome any potential barriers to developing their potential. The Protocol will include:

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- Details of the pupil's health issues
- Information regarding any relevant background and further details of the condition
- Signs of which to be aware.
- What to do in the event of a pupil falling ill
- Any further information (i.e. date of any seizures, times the pupil has fallen ill etc.)

A flow chart for the process of developing an Individual Health protocol is included in Appendix C.

Bronwen Caschere (Head Teacher) will have the final decision on whether an Individual Health Care Protocol is required.

Off site visits and Residentials

- Southbrook will make arrangements for the inclusion of pupils in such activities with any adjustments required unless evidence from a clinician states that this is not possible
- Jo Shute (TA with responsibility for supporting medical needs) will ensure that the pupils' medical details forms for off-site activities are kept up to date. Any member of staff taking pupils off site will complete the school Standard Operating Procedure and this will be checked by the EVC and Head before the trip is approved.
- For all visits and residentials outside of school hours, all parents will be asked to complete a green medical form. If necessary the leader of the visit or residential will meet with or speak to parents/carers to discuss any medical needs and to write an appropriate risk assessment

Staff Training

The school will ensure that staff are appropriately trained to deal with the medical needs of the current cohort of pupils this will include:

- Liaising with school nurse for further information, advice or for them to provide training

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- Whole staff awareness training
- Specialist training for groups of staff dealing with specific medical needs
- Sharing this policy with all staff

When a specific medical need is identified, a team of staff are put in place to support that child and these staff are given the appropriate training. We ensure that we have enough staff trained to cover absences.

Emergency arrangements

If a pupil needs to go to hospital they will be accompanied by a member of staff who will stay with them until a parent/carer arrives.

If an ambulance is called or the child is taken to hospital by staff members, a copy should be made of the child's medical details, contact details and if appropriate Individual Health protocol and taken with them to the hospital.

Unacceptable Practice

Staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent a child from easily accessing their inhalers or other medication
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- If a 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 condition e.g. hospital appointments.

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- 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 / carers, 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
- 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 Procedure

Any complaints parents/carers may wish to raise in respect of this policy or the conduct of school staff responsible for undertaking the duties highlighted within it will be dealt with appropriately using the Southbrook School Complaints Procedure. A copy of this procedure is available on the website.

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Appendix A

THE ADMINISTRATION OF MEDICINE

1. The Headteacher will accept responsibility, in principle for members of school staff giving or supervising a pupil taking prescribed medication during the day, where those members of staff have volunteered to do so.
2. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so
3. No child under the age of 16 should be given medication without their parent /carer's written consent
4. Any parent/carers requesting the administration of medication policy will be given a copy of this document.
5. Parental consent is required before any medication is administered, this would normally be through the completion of our green medical forms, however we accept a note in the child's planner on the first day and will then send a form home for subsequent days.
6. Medicines must not usually be administered unless they have been prescribed for that child by a doctor, dentist, nurse or pharmacist.

Medication can be given that is recommended by a pharmacist or nurse without a written prescription, as well as any medication prescribed by a doctor, dentist or an appropriately qualified pharmacist or nurse.

7. Over the counter medication such as pain and fever relief or teething gel can be given with parent/carers written permission
8. All medication given to pupils must be recorded on our medication record sheets and must be witnessed and signed by two members of staff.

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9. Children under 16 should never be given medicines containing aspirin unless a doctor has prescribed that medicine for that child.
10. Only reasonable quantities of medication will be accepted to be kept in school
11. Each item of medication should be delivered in its original dispensed container and handed directly to the School Reception and authorised by Matt Day (Assistant Head)
12. Each item of medication should be clearly labelled with the following information:
 - Pupil's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensation
 - Storage requirements (if important)
 - Expiry date (if available)
13. The school will not accept items of medication which are in unlabelled containers or not in their original container.
14. Unless otherwise indicated or required, all medication to be administered in the school will be kept in the locked medicine cabinets in the First Aid Room
15. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a pupil's need for medication.
16. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the School Nurse Service.
17. The school will make every effort to continue the administration of medication to a pupil whilst on activities away from the premises.

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18. When no longer required (or out of date), medicines should be returned to the parents to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

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Appendix B

Asthma Policy

- The School recognises that asthma is an important condition affecting many school children and welcomes all pupils with asthma
- Ensures that children with asthma participate fully in all aspects of school life including PE
- Recognises that immediate access to reliever inhalers is vital
- Keeps records of children with asthma and the medication they take
- Ensures the school environment is favourable to children with asthma
- Ensures that other children understand asthma
- Ensures all staff who come into contact with children with asthma know what to do in the event of an asthma attack
- Will work in partnership with all interested parties including all school staff, parents, governors, doctors and nurses, and children to ensure the policy is implemented and maintained successfully

This policy has been written with advice from the Department for Education and Employment, National Asthma Campaign, the local education authority, the school health service, parents, the governing body, and pupils

1. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Supply teachers and new staff are also made aware of the policy. All staff who come into contact with children with asthma are provided with training on asthma regularly, from the school nurse who has had asthma training.

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Medication

The majority of our pupils do not carry their own inhaler. Parents send an inhaler into school clearly labelled with the child's name and in its original box. These are kept in the First Aid cupboard.

If parents feel that their child is mature enough to carry their own inhaler this is encouraged by the school and a self-medication consent form is sent home to be completed by parents and returned to school.

Record Keeping

At the beginning of each school year, or when a child joins the school, parents are asked if their child has asthma. All parents of children with asthma are given a 'My Asthma Plan' to complete and return to the school. From this information, the school keeps its asthma register which is available for all school staff. Cards are then sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the school.

Southbrook School does now hold an emergency inhaler as per 'Guidance on the use of Emergency Salbutamol inhalers in schools' September 2014

The school holds inhalers for each child with asthma and they are regularly checked for expiry dates by a member of staff.

PE

Taking part in sports is an essential part of school life. Teachers are aware of which children have asthma from the school's asthma register. Children with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson. If a child needs to use their inhaler during the lesson, they will be encouraged to do so.

The School Environment

The school does all that it can to ensure the school environment is favourable to children with asthma. The school does not keep furry and feathery pets and has a non-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. If particular fumes trigger their asthma children are taken out of the room by an adult and taken to sit outside or in another room.

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Making the School Asthma Friendly

The school ensures that all children understand asthma. Asthma can be included in science, design and technology, geography, history, and PE of the national curriculum. Children with asthma and their friends are encouraged to learn about asthma; information for children and teens can be accessed from the following website www.asthma.org.uk.

Asthma Attacks

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows the following procedure, which is clearly displayed in all classrooms.

1. **Ensure that the reliever inhaler is taken immediately.**
2. **Stay calm and reassure the child.**
3. **Help the child to breathe by ensuring tight clothing is loosened.**

After the attack

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities.

The child's parents must be told about the attack.

Emergency procedure

Call for an ambulance immediately if:

- The reliever has no effect after five to ten minutes
- The child is either distressed or unable to talk
- The child is getting exhausted
- You have any doubts at all about the child's condition
- If for any reason the child stops breathing

A child should always be taken to hospital in an ambulance. School staff should not take them in their car as the child's condition may deteriorate.

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CONSENT FORM:
USE OF EMERGENCY SALBUTAMOL INHALER
Southbrook School

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].

2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.

3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: Date:

Name (print).....

Child's name:

Class:

Parent's address and contact details:

.....
.....
.....

Telephone:

E-mail:.....

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EMERGENCY SALBUTAMOL INHALER USE

Child's name:

.....

Class:

Date:

Dear.....,

[Delete as appropriate]

This letter is to formally notify you that.....has had problems with his / her breathing today. This happened when.....

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol.

They were given puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs. .

[Delete as appropriate]

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours sincerely,

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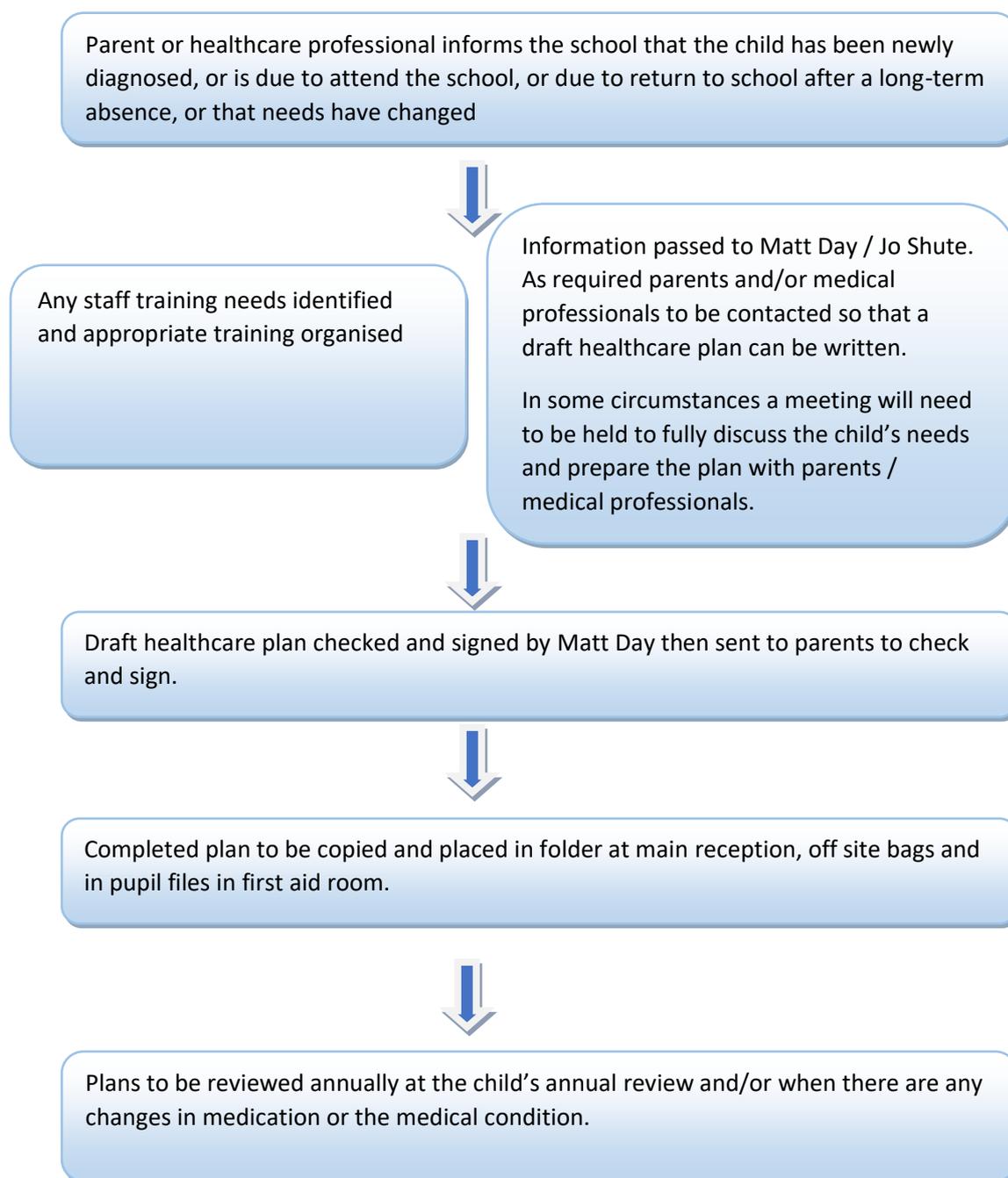
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Appendix C - Process for developing individual healthcare plans



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Appendix D

Roles and Responsibilities

Governors

The schools Governing Body must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

The schools Governing Body should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headteacher

The Headteacher will ensure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

The Headteacher will ensure that the Assistant Head and TA with responsibility for medical needs:

- Ensure that the school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.
- Take overall responsibility for the development of individual healthcare plans.

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- They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

Staff

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Parents

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

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