

# KINOULTON PRIMARY SCHOOL



## MEDICAL CONDITIONS IN SCHOOLS POLICY

September 2024

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Review Date – September 2025

# **Kinoulton Primary School Medical Conditions In Schools Policy**

## **Policy statement**

Kinoulton Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school.

## **Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.**

## **Expectations of school**

- Relevant trained staff are aware of the most common serious medical conditions at this school.
- Staff receive annual updates for asthma and anaphylaxis and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan. Training will be delivered by someone suitably qualified.
- The child's teacher and Senior Leadership Team will undertake risk assessments in relation to the environment and individual health plans to ensure a safe environment for the child in relation to their medical needs.
- The staff will follow clear school protocol about medication administration, storage and documentation for pupils with medical conditions (see section 1 below)
- The staff will work with the family, child and medical professionals as appropriate to develop and implement care around the individual health plan (see section 2 below). The school / parent/carer should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school
- This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Detailed plans are in a medical box in each classroom, and on the 'medi-alert' board in the Staffroom.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. This school will try to ensure that the professional will be someone the pupil is familiar with. The professional concerned should inform a member of the schools Senior leadership team (SLT) and keep in regular contact.

## **Expectations of parents**

- Parents/carers are responsible in ensuring school are notified about any medical conditions their child presents with.
- Plans should be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school nurse, specialist or children's community nurse or

paediatrician, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate.

- If the child's medication changes or is discontinued, or the dose or administration method changes, the parent/carers should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.

## Section 1 - Medication

### Administration

- As a general rule we only agree to administer medicines if they have been prescribed for an emergency or are required to be taken four times a day. Medication needs to be prescribed by a doctor or pharmacist.
- All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Appendix 1 is used to record medicine administration for ad hoc medication and appendix 2 includes the medication consent for those with an Individual health care Plan.
- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

### **This school has clear guidance on the storage of medication at school**

#### Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away.
- If the pupil concerned is involved in extended school activities then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

#### Safe storage - non-emergency medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in the school office or in the fridge as appropriate.

### Safe storage – general

- This school has an identified member of staff/designated person who ensures the correct storage of medication at school. This task has been designated to Janet Evers, School Business Manager.
- The identified member of staff checks the expiry dates for all medication stored at school at the end of each term to check if it is due to expire.
- The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

### Consent to administer medicines

- If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication (appendix 1).
- All parents/carers of pupils with a complex health needs who may require medication in an emergency are asked to provide consent on the Individual Health Plan (see section 2) for staff to administer medication (appendix 2).

## **Section 2 – Individual health plans**

This school has clear guidance about record keeping for pupils with medical conditions

### Individual Health Plans (Appendix 2)

#### Drawing up Individual Health Plans

- This school uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school:
  - Diabetes
  - gastrostomy feeds
  - a tracheostomy
  - anaphylaxis
  - a central line or other long term venous access
  - Severe asthma that has required a hospital admission within the last 12 months
  - epilepsy with rescue medication

**If in any doubt, with regards to drawing up a plan, please discuss with the Head Teacher.**

- The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher is best placed to take a final view.
- An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent at the start of the school year; at enrolment or when a diagnosis is first communicated to the school.
- The finalised plan will be given to parents/carers and be available for key members of school staff. The plan will be communicated to the child and their views should be sought as to what they feel would help them.

#### Ongoing communication and review of Individual Health Plans

- Parents/carers at this school are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date.
- Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.
- This school will ensure the names of all relevant trained staff are clearly displayed in prominent positions around school

#### Residential visits

- All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away. A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities. A copy of the medical forms are also left with a designated person at school who will ensure they are accessible in the event of an emergency.

#### Health and Safety Risk Assessments

- Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.

Governors have a responsibility to:

1. Ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
2. Ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
3. Make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated.
4. Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
5. The governing body should ensure that its arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need.

The Headteacher has a responsibility to:

1. Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks;
2. Ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
3. Ensure that all children with medical condition have a completed Individual Healthcare plan or a clear statement indicating the rationale not to.

## **Appendix 1**

### Kinoulton Primary School

#### Consent Form For The Administration of Medicine

My child ..... requires the following dose of medication to be administered within school.

Times of day to be given or circumstances	Dosage	Name of Medicine/Drug	Method of Drug Administration

I give my consent for a member of staff to administer the above medicine/drugs. I understand that the same member of staff may not be available at all times and the medicine/drug may be administered by a different member of staff.

I undertake to deliver the correct weekly medication to the school office or the headteacher in a child proof container/bottle which will be administered according to my instructions above. The weekly supply of medication must be kept in the school office or fridge at all times.

I acknowledge that any staff involved in the administering of medicine in school are not qualified medical practitioners nor holding themselves out to be qualified medical practitioners.

I understand that the staff in the school will take reasonable care in the administration of medicines in school and will endeavour to respond appropriately in all circumstances should emergency treatment be required.

Parent/Carer Signature ..... Date .....

When the Medicine was Administered

Date	Time	Staff Signature



## **Appendix 2 - Individual Healthcare Plan**

Plan developed with

Kinoulton Primary School
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Name of school

Kinoulton Primary School
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Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

### **Family Contact Information**

1. Name

Relationship to child

Phone no. (work)

(home)

(mobile)

2. Name

Relationship to child

Phone no. (work)

(home)

(mobile)

### **Clinic/Hospital Contact**

Name

Phone no.

### **G.P.**

Surgery name

Phone no.

### **Medical Condition**

**Part 1 - Attach Hospital Care Plan (when available) or complete the Part 1.**

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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

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Describe what constitutes an emergency, and the action to take if this occurs

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**Part 2 - Additional information**

Daily care requirements

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

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Any measures the school should take to ensure the school is inclusive to the pupil as a result of the risk assessment (e.g. staff training, pupil awareness, communication with parents, dining, baking, PE)

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Staff training needed/undertaken – who, what, when

Annual epi-pen training undertaken by staff
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Form copied to

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## **Parental agreement for setting to administer medicine**

The school will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness


### **Medicine**

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the  
school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


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

I understand that I must deliver the  
medicine personally to

School office and/or class teacher

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

Parent/Carer Signature(s)

Date

