



## **Kinsale Infant School** **Medical Conditions Policy**

### **Introduction**

Kinsale Infant School is an inclusive community that aims to support and welcome pupils, including those with medical conditions. All staff at our school understand their duty of care to all children and are confident with what to do in the event of an emergency. We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. In the event that a child needs to take medication in school, staff understand the importance of medication being taken as prescribed. All staff understand both the common and more serious conditions that affect children at this school and receive relevant training where necessary.

### **Emergencies**

All staff (including supply teachers and supply staff) are made aware of the most common serious medical conditions in school, most notably those children with Healthcare Plans and what to do in an emergency. Staff receive relevant training and are kept updated on changes in these conditions where appropriate.

By law, in the event of an emergency, all school staff are required to act as any reasonably prudent parent would. This may include administering medication. If a child has a Healthcare Plan, procedures are in place to send it with the child to the relevant emergency care setting.

### **Medication**

Kinsale Infant School recognises the importance of taking medication as prescribed. For medication to be kept and administered in school it must be prescribed by a doctor and parents and carers are required to provide written consent in the form of a MED 1 form. It is our policy that we only administer medication that must be taken 4 or more times daily in school but each case will be decided on an individual basis. It is the responsibility of the parent or carer to inform the school of any changes to their child's medication. In the unlikely event that a child refuses their medication, parents and carers are informed as soon as possible. Specific training on administering medication by staff members may be undertaken where appropriate. If trained staff members are not available to give medication at any time, alternative arrangements will be made.

#### ***Administering medication***

There is no legal duty for any member of staff at our school to administer medication unless they have been specifically contracted for this purpose. For medication where no specific training is necessary, any member of staff may administer medication to children as long as they are happy to do so.

#### ***Emergency medication***

Children at Kinsale Infant School do not carry and administer their own emergency medication but know where their medication is stored and know how to access it with support from a staff member.

#### ***Off site-visits***

A full risk-assessment is carried out prior to any off-site visit and this fully takes into account those with medical needs. All staff attending off-site visits are made aware of any children on the visit with medical conditions. They 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.

### **Safe Storage of Medication**

At Kinsale, there is a designated staff member to ensure the safe storage of medicines. They are also responsible for checking that all medication is clearly labelled with the child's name, instructions and the dosage. All medication is sent home with pupils at the end of the school year. It is the parent or carer's responsibility to

ensure new and in date medication comes into school on the first day of the new academic year and that in the event that this medication will expire during the year that it is replaced appropriately.

### ***Non-emergency medication***

All non-emergency medication is kept in a secure cool, dry place, unless it must be stored in the refrigerator in which case it is stored in an airtight container and clearly labelled. If a child's medication is a controlled drug, it is kept in a locked cupboard in the first aid room. Children with medical conditions know where their medication is stored and to ask for help from a staff member to access it. School staff ensure that medication is only accessible to those for whom it is prescribed.

### ***Emergency medication***

Emergency medication is readily available to children who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up in the first aid room, the keys are readily available and not held personally by members of staff.

### ***Safe disposal***

When medication has gone out of date, parents or carers are asked to collect it for safe disposal. Sharps boxes may be used for the disposal of needles and are obtained from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to school. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

### **Record keeping**

Parents at this school are asked if their child has any health conditions or health issues on the admission form, which is filled out when they first start at the school. It is the responsibility of the parents to inform the school of any changes to their child's medical needs since completing their admission form. Parents will also be expected to complete a MED 1 annually for any child for whom medication is kept in school for an ongoing condition. For a pupil with a short-term medical condition that requires medication during school hours, a MED 1 must also be completed by parents to allow staff to administer the medication.

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded and this information is also given to parents at the end of the school day. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

Kinsale Infant School holds training for certain staff members on common medical conditions once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure new staff members receive training. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff members that have had the relevant training.

### **Healthcare Plans**

In extreme cases, children may require a healthcare plan which is written by medical professionals in collaboration with parents/carers. This school uses Healthcare Plans to inform staff of important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the care plan if required.

Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies and using this information to reduce the impact of these triggers.
- Ensure local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.

### ***School Healthcare Plan register***

Healthcare Plans are used to create a centralised register of pupils with more severe medical needs. An identified member of staff has responsibility for the register at this school. A register is also kept of all other children with medical needs who do not have a Healthcare Plan.

### ***Ongoing communication and review of Healthcare Plans***

Parents at this school are reminded to have their child's Healthcare Plan updated 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. Staff at this school use opportunities such as parent-teacher interviews to check that information held by the school on a pupil's condition is accurate and up to date. Every pupil with a Healthcare Plan has their plan discussed at least once a year. All parents are shown a copy of the Healthcare Plan held by school at the start of every year to ensure it is still relevant.

### ***Storage and access to Healthcare Plans***

Healthcare Plans are kept in a secure central location at school. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy. Sometimes Healthcare Plans may be displayed in other prominent locations if appropriate. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

## **The school environment**

### ***Physical environment***

Kinsale Infant School is committed to providing a physical environment that is accessible to pupils with medical conditions, including in the event of out-of-school visits. The school recognises that this sometimes means changing activities or locations.

### ***Social interactions***

This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school. The pupils at our school with medical conditions have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits. All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### ***Exercise and physical activity***

As a healthy school, Kinsale Infant School understands the importance of making sports, games and any other physical activity accessible to all pupils. Staff are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities. They are also aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers. This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

### ***Education and learning***

Kinsale Infant School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided where necessary. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teaching staff understand that this may be due to their medical condition. Teachers are aware of the potential for pupils with medical conditions to have special educational needs or disabilities (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator (SENDco). The school's SENDco consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered. This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

## **Roles and responsibilities**

Kinsale Infant School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

### ***Role of the school's employer:***

- To ensure the health and safety of their employees 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
- To ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- To make sure the medical conditions policy is effectively monitored and evaluated and regularly updated report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- To provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

### ***Role of the Head teacher:***

- To ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- To liaise between interested parties including pupils, school staff, SEN coordinator, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- To ensure the policy is put into action, with good communication of the policy to all ensure every aspect of the policy is maintained and to feedback to key stakeholders regarding its implementation.
- To ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- To ensure pupil confidentiality
- To assess the training and development needs of staff and arrange for them to be met
- To ensure all supply teachers and new staff know the medical conditions policy
- To delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- To monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders

### ***Role of all school staff:***

- To be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- To understand the school's medical conditions policy.
- To know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan.
- To allow all pupils to have immediate access to their emergency medication.
- To maintain effective communication with parents including informing them if their child has been unwell at school.
- To ensure medication is taken on off-site visits where necessary.
- To understand the common medical conditions and the impact it can have on pupils.
- To ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- To ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

### ***Role of teaching staff:***

- To make allowances for pupils who have been unwell to catch up on missed school work.
- To be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- To liaise with parents, the pupil's healthcare professionals, SEN coordinator and welfare officers if a child is falling behind with their work because of their condition

- To use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

***Role of the school nurse:***

- To help provide regular training for school staff in managing the most common medical conditions at school
- To provide information about where the school can access other specialist training.

***Role of the first aiders:***

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- Where necessary to ensure that an ambulance or other professional medical help is called.

***Role of the SEND coordinator:***

- To help update the school's medical condition policy
- To know which pupils have a medical condition and which have special educational needs because of their condition
- To ensure pupils who have been unwell catch up on missed schoolwork
- To ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

***Role of local doctors and specialist healthcare professionals:***

- To complete the pupil's Healthcare Plans provided by parents
- To where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- To ensure children and young people have regular reviews of their condition and their medication
- To provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- To understand and provide input in to the school's medical conditions policy.

***Role of pupils:***

- To tell their parents, teacher or nearest staff member when they are not feeling well
- To let a member of staff know if another pupil is feeling unwell
- To treat all medication with respect
- To know how to gain access to their medication in an emergency
- To ensure a member of staff is called in an emergency situation.
- To treat other pupils with and without a medical condition equally

***Role of parents/carers:***

- To tell the school if their child has a medical condition.
- To ensure the school has a complete and up-to-date Healthcare Plan for their child.
- To inform the school about the medication their child requires during school hours.
- To inform the school of any medication their child requires when on an off-site visit.
- To tell the school about any changes to their child's medication, what they take, when, and how much
- To inform the school of any changes to their child's condition.
- To provide the school with appropriate medication and ensure it is labelled with their child's full name.
- To ensure that their child's medication is within expiry dates.
- To keep their child at home if they are not well enough to attend school.
- To help ensure their child catches up on any school work they have missed.
- To ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

This policy has been written in consultation with staff, parents, governors and medical professionals and will be reviewed and updated annually.

**Policy date: November 2020**

**Review date: November 2021**