



Larkrise Primary School

Supporting children with medical needs

Larkrise is an inclusive community that aims to support and welcome pupils with medical conditions. This school aims to provide all pupils with medical conditions the same opportunities as others at school.

At Larkrise we understand that medical conditions should not be a barrier to learning, so we will ensure that all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency. This school aims to include all pupils with medical conditions in all school activities and there will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum.

Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this.

This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils.

This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and those who may enrol in the future.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with the relevant information.

School and Community Involvement with the Policy

Pupils are informed and regularly reminded about the policy:

- Through the school council
- In Personal, Social and Health Education lessons
- Through School wide communication about the policy

Parents are informed and regularly reminded about the policy:

- When communication is sent out about Healthcare plans
- Via the school website where it is available all year round
- When their child is enrolled as a new pupil
- Through School wide communication about the policy
- Through Parent Mail

School Staff are informed and regularly reminded about the policy:

- Through copies handed out at the first staff meeting of the school year
- Before Healthcare plans are distributed to parents
- At scheduled medical conditions training
- Through school wide communication
- All supply and temporary staff are informed of the policy, how to access it and their responsibilities.

Governors agree the policy and regularly review it.

Staff Training and Knowledge

- Staff who work with groups of pupils at this school receive training and know what to do for the pupils in their care with medical conditions. Training is refreshed for relevant staff at least once a year.
- Action for staff to take in an emergency, for the common serious conditions at this school, is displayed in prominent locations for all staff.
- This school uses Healthcare plans to inform the appropriate staff (including supply teachers and temporary staff) of pupils in their care who may need medical assistance.
- Staff are aware of the most common serious medical conditions at this school and they understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required (under common law duty of care) to act like any reasonably prudent parent. This may include administering medication.

However, staff are aware that there is no legal contractual duty to administer medication, or supervise a pupil taking medication, unless they have been specifically contracted to do so. The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved
- Receive appropriate training
- Work to clear guidelines
- Have concerns about legal liability

- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

General Emergency Procedures

The school will ensure that all staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- Who to contact within the school
- New staff are inducted to school processes
- If a pupil needs to be taken to hospital, and their parent carer is not immediately available, a member of staff will accompany them and stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.
- This school has procedures in place so that a copy of the pupils Healthcare Plan is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- Staff should not take pupils to hospital in their own car.

Administering medication

In accordance with the schools medication policy:

- All pupils at this school with medical conditions have easy access to their medication. This will only be administered under the supervision of a named member of staff at the school – even if the pupil can administer the medication themselves (pupils will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition)
- All staff understand the importance of medication being taken as prescribed and training will be given to staff who administer medications to pupils. At Larkrise all medicines for children in Years 1-6 are kept in the school Medical Room. Medicines for children in the Foundation Unit will be kept in the Blackbird Kitchen Area.
- When a pupil is off-site their medication will be carried by a responsible adult, who will be available to administer the medicine and assist the pupil. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. 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. This is always addressed in the risk assessment for off-site activities.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.

- Parents 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 in writing.
- If a pupil misuses medication, either theirs or another pupils, their parents are informed as soon as possible. These pupils are subject to the schools usual disciplinary procedures.
- If a pupil refuses their medication, staff record this and contact parents as soon as possible.

Storing Medicines in School

- There is an identified member of staff who ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature.
- All controlled drugs are kept in a locked cupboard and only staff have access.
- Three times a year the identified member of staff checks the expiry dates for all the medication stored in school; this check is documented. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupils name, the name of the medication, expiry date and the prescribers instructions for administration, including dose and frequency.
- Some medication for pupils at this school may need to be refrigerated. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils.

Safe Disposal of Medication

- If parents do not pick up out-of-date medication, medication is taken to a local pharmacy for safe disposal.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes 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 dealt with by the parents/carers of the child.

Record Keeping and Healthcare Plans

Parents at this school are asked if their child has any health conditions or health issues on the medical information form, which is filled out when they start school. Parents of new pupils starting at other times during the year are also asked to provide this information on medical information forms. Parents are also asked to notify the school, in writing, should there be any changes.

Drawing up Healthcare Plans

This school uses a Healthcare Plan to record important details about individual children's medical needs at school, e.g. their triggers, signs, symptoms, medication and other treatments.

If a pupil has a short term medical condition that requires medication during school hours, a medication form should be completed by the parent/carer.

If a pupil has a longer term medical condition that requires treatment or medication during school hours, the school, healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the Healthcare Plan together.