



HARMONDSWORTH PRIMARY SCHOOL

LONDON BOROUGH OF HILLINGDON

Medical Conditions Policy School Ethos

This school is an inclusive community that aims to support and welcome pupils and staff with medical conditions. We believe that each person is special, whether they have a long term medical condition or occasional needs.

All pupils are encouraged to take part in all school activities.

Staff are trained to manage the daily needs, such as, toileting help and care, vomiting, administering daily medication, asthma inhalers, etc. The School Nurse is invited in to demonstrate any additional requirements that staff have not been shown on request. The Welfare Assistant will be the contact person.

Multiple staff members understand and are trained in what to do in an emergency for the most common serious medical conditions at school. See individual policies listed below.

All staff understand and are trained in the school's emergency procedures.

The school has clear guidance for the administration, storage of medication and record keeping at school. The school has named staff trained in First Aid and Paediatric First Aid.

Each member of the school staff knows their role and responsibility in supporting the medical conditions policy. They have been trained in Child Protection and Safer working practices, are aware of the need to report any concerns to the Designated Teachers.

Staff are informed of the medical needs of pupils and staff in their class.

Individual Health care Plans are written and reviewed at least annually.

All staff are trained for Moving and Handling children when necessary. Risk assessments are written and reviewed at least annually.

Pupils with severe medical conditions are made known to all staff, through information provided in September every year and updated as necessary, and by displays on the wall in the Welfare Room and on Fronter.

Details of the medical conditions of pupils are obtained via a Medical form completed by Parents when their child joins the school. **Parents** are responsible for ensuring that the school are kept up-to-date with information about their child's medical needs and all contact details for themselves or a responsible adult if they are unavailable. All medication should be supplied clearly named and within date.

Staff are expected to inform the Senior Leadership team of any health issues that may require intervention from others. E.g Severe allergic reactions and asthma.

The school will administer prescribed medicine to pupils on completion of a signed consent form. Emergency medication can also be administered if a consent form has been completed. All emergency medication must be supplied to school and kept up to date by Parents. Any changes made to this medication by the Health Professionals should be made known to the Welfare Assistant. Only emergency medication is kept in the classroom or with the pupil.

The school ensures that **the Welfare Assistant** liaises with the School Nurse. Medication is checked regularly and Parents are informed if it is coming close to expiry dates. The school provides training to all staff on the major medical conditions within this school. The Welfare Assistant ensures training for staff is kept up to date. Several members of staff have also received First Aid at Work training through the Local Authority. At playtimes a First Aider is on duty on the playground to deal with minor injuries immediately. A policy is in place for sending for adult help in emergency situations.

Pupils are made aware of who is responsible for their individual medication and who to go to as a First Aider. They should know where their individual inhaler is kept when in school and that an emergency inhaler is available in the Welfare Room.

Parents have a responsibility to inform the school of their child's medical condition. To ensure that the school have up to date information about any changes in that condition and their involvement in school activities. They will keep the child at home if they are not well enough to attend school. Ensure that the child catches up any school work they have missed.

Storage of medicines

- Medicines are only administered at school if it would be detrimental to the child's health or school attendance not to do so.
- No child is given prescription medicines without written parental consent, except in exceptional circumstances where the medicine has been prescribed without parental knowledge.
- No medicine containing aspirin will be given unless prescribed by a doctor. Medication, e.g. for pain relief, is only administered when the maximum dose for the child has been checked and the time of the previous dose is known. Parents will be informed of the medication given and times.
- Prescription medicine must be supplied to school in date, labelled and in the original container and include the instructions for administration, dosage and storage. The only exception is Insulin, which maybe inside an insulin pen or pump.
- All medicines are stored according to instructions. They are kept locked away. The children will be told who has the key and where to find it. Asthma inhalers, adrenaline pens and blood glucose testing kits are not locked away and are available in classrooms. The staff will know who is responsible for them and who supervises the child's use of them.
- If a child is prescribed a controlled drug, this will be securely stored in a non-portable container to which only named staff have access. A record will be kept of any doses and the amount of controlled drug held in school.
- Staff administering all medicines will keep a record of the time, the dose given and by whom. Any side effects will be noted and parents informed.
- When no longer required medicines will be returned to parents for safe disposal. A Sharps box is available for the disposal of needles and other sharps.

When a pupil is admitted to hospital the school will arrange for staff to visit when appropriate. They will liaise with the hospital teaching staff to send in school work to be completed if the pupil is well enough. Contact with the parents will be maintained throughout this time, to ensure that the pupil successfully returns to school. Any continuing medical needs will be discussed with the hospital staff as appropriate to ensure that we are providing the pupil and family with appropriate support. If a pupil is absent from school for an extended time, a reintegration programme is agreed with the family when they are ready to return to school.

Pupils who attend frequent medical appointments will be supported to catch up any missed work as necessary.

Emergency procedures

In an emergency an ambulance will be sent for. A member of staff will also contact the child's parents. If the parents are not able to accompany the child to hospital then a member of the school staff will. They will remain with the child until a parent arrives.

All contact details for parents are kept in the main office. The school address and contact details are also available by the telephone. A member of staff will be sent to the gate to direct an ambulance to correct place.

This policy is written in line with the guidance given in the DfE 'Supporting pupils at school with medical conditions.' April 2014 and The Equality Act 2010.

If you have any concerns please speak to the Welfare Assistant or Inclusion Manager for advice.

Mrs Eleesa Dowding, Headteacher
Spring 2018

Governing Body
Spring 2018

Additional policies.

Asthma Policy
Diabetes Policy
Epilepsy Policy
Allergy & Anaphylaxis Policy
Intimate Care policy