



Discovery Schools
Academy Trust



Fossebrook
Primary School

A place of discovery and friendship

School Health and Medical Policy

Supporting Pupils, Parents and Staff with
Medical Matters

Policy written	June 2015	
Policy updated	June 2016	

Rationale

In September 2014, a new duty from the Children and Families Act 2014, came into force for governing bodies to make arrangements to support children at school with medical conditions. The aim of this policy is to make sure that all children with medical conditions (both physical and mental) are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Some children with medical conditions may also be disabled or have special educational needs and as such, may also have a statement or Care Plan, **(Appendix 12)** which brings together their health and social care needs in addition to provision for special educational needs. Where this is the case, guidance is sought from the Equality Act 2010 and the SEN Code of Practice. Alongside this policy is the Leicestershire County Council 'Administration of Medicines Policy,' 2013, which guides our school in all matters whereby medicines are concerned. Several appendices outlining specific procedures for certain conditions are also accompaniments to this policy and where relevant are referred to.

The School Health Policy is guidance for professionals to use when considering how the school can help support a child that has extra needs above baseline supervision. The Policy is based upon several principles.

Principle 1

The school should liaise with parents and agree how the school should provide appropriate care to children with medical needs.

Principle 2

It is the responsibility of parents to gather the information from the appropriate medical specialists to support schools to deliver care to the child

Principle 3

The school should give structured feedback to parents with information relating

to children's medical conditions that may contribute to altering the health plan.

Principle 4

The school will educate selected staff members in basic first aid, particular medical conditions specific children have, common emergencies and scenarios. The school will reinforce this training by having simulated emergencies without warning to help staff prepare for real events.

Principle 5

Professionals should have access to mobile phones when they are in an isolated environment, such as on the school playing field or on a school trip. Professionals should be in no fear about calling 999 or 111 first, if in any doubt about the urgency of a medical issue. It is better to be safe than sorry.

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**; affecting their participation in school activities which they are on a course of medication.
- (b) **Long-term**; potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Admission to School

Prior to the very first day of school in the Foundation Stage or on admittance to the school at any other time of year, parents are asked to give written confirmation of any health needs including allergies. The school will structure this information gathering so that all information of health needs and allergies have been documented before the child starts school and becomes the responsibility of the school. *The school should not accept responsibility for caring for the child until this written confirmation is received from the parents/carers and the health lead for the school has confirmed it is safe for the child to start school.*

Entitlement

Fossebrook Primary School accepts that pupils with medical needs should be properly supported and that they have a right to the full education available to other pupils, including school trips and physical education. The school will ensure that governors and school leaders will consult with health professionals, parents and the pupils to ensure that the needs of children with medical conditions are properly supported. Where necessary, children will be supported by a medical Care Plan put together by health professionals and / or parents, which will be overseen by the school. At all stages, school leaders, will consult with health professionals, parents and children in order to ensure all parties are confident that the care children with medical conditions will receive is appropriate, and will enable the child to access and enjoy the same opportunities at school as any other child. School leaders and governors believe that pupils with medical needs should be enabled to have full attendance and that medical appointments or time off for their medical condition will not impact on their school attendance records.

Training for Staff

Fossebrook Primary School has designated **Jo Stone** (SEND co) as responsible for overseeing and managing school health and medical issues and for implementing the school policy. Other senior leaders who are likely to be more directly involved are **Kathie Wade** as Headteacher and both **Kathie Wade and Jo Stone** as DSPs. Often, senior leaders will consult together where more serious medical issues arise.

Annual updates and training will be given for all staff in anaphylaxis and asthma, as recommended by the Local Authority. Staff are given the choice as to whether they wish to be a named person for emergency use of an epi-pen. A record of staff who are agreeable to do this is kept in the school office.

In individual cases of children with medical conditions, all staff who are directly involved with the child will be consulted and supported, including specific training where necessary, in order to be able to care for the child and support them in to receive the same learning opportunities as any other child. This would include meetings with the relevant staff, parents and / or healthcare

professionals such as the School Nurse. 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 any concern or matter relating to supporting pupils with medical needs.

Therefore, clear systems will be put in place to support the child and staff.

Emergency Procedures

Similar to the Practise Fire Drill, Fossebrook Primary School will carry out a termly practise emergency medical situation. This is to ensure systems are being followed and staff understand them; to review current systems and to make improvements where necessary.

Emergency scenarios that could take place include...

- A child having an anaphylactic attack in the dining hall
- A child having an asthma attack on the school field
- A head injury on the playground
- An unexplained collapse in a classroom

In these planned situations, although all school staff are briefed at the start of the academic year, they will be unannounced and staff involved will be given a scenario to follow which will then be observed and senior leaders involved will make notes and give feedback to staff after the event. If possible, the ambulance service will be invited to take part.

Medications

Administration of medicines is to be followed in line with guidance from the Leicestershire Local Authority as can be found in the document: **Administration**

of Medicines Fossebrook Primary School LA Guidance. (Appendix 1) All staff are to be given and to read the policy each academic year.

Specific conditions

The school cannot say exactly what the procedures will be for every medical condition a child may present with however the following guidance will support children with these conditions in addition to support from healthcare professionals and parents. All other conditions will be supported by consulting with healthcare professionals and parents.

- i) **Asthma**
School staff follow the guidance as outlined in the school **Asthma Policy (Appendix 2)**
- ii) **Epilepsy**
School staff follow the guidelines as outlined in **Administration of Medicines Fossebrook Primary School LA Guidance (Appendix 1)** and in **Fossebrook Primary School Epilepsy Policy (Appendix 3)**
- iii) **Anaphylaxis**
School staff should follow the guidelines as outlined in **Fossebrook Primary School Primary Anaphylaxis Management Policy (Appendix 4)** and in **Administration of Medicines Fossebrook Primary School LA Guidance. (Appendix 1)**
- iv) **Diabetes**
School staff should follow the guidelines as outlined in **Administration of Medicines Fossebrook Primary School LA Guidance. (Appendix 1)**

Illness in school

In the case of a child presenting with illness during the school day, staff ascertain the nature of the illness by following one or more flowcharts. (**Appendices 5-9: What to do if a child has a nosebleed, What to do if a child presents with sickness, What to do if a child has symptoms of illness, What to do if a child has a minor head injury, What to do if a child has a sprain, dislocation or broken limb' flowchart**). A decision is then made as to whether the child should remain at school, go home with a family member or

whether the situation is more serious and an ambulance should be called in addition to next of kin. A record of the child's illness (**Illness Log, appendix 10**) is completed and sent home in addition to being stored at school. This may be useful to emergency services should the illness progress later.

First Aid in school

When a child has an accident, staff follow procedures for basic first aid; all staff are able to do this although qualified First Aiders are always on duty at break and lunchtimes and throughout the school day. Staff complete an accident form (**Appendix 11**) which is stored in school and sent home. Named staff are trained in First Aid. A list of trained staff is available in the medical area, staff room and main office.

Toileting, intimate care and nappy changing

In very extreme circumstances, it may be necessary for a child to have nappies changed or be cleaned / wiped by a member of school staff. In these cases, staff follow guidance in the '**Continence and Toileting Plan,**' **Appendix 13.**

Mobile Phones

Where lessons are taking place on the school field or off site, teachers always take a mobile phone which could be used to call 999 if an emergency arose.

Role of the Governors

The Governing Body of **Fossebrook Primary School** meet regularly to review medical procedures and matters, ensuring all children receive equal access to a full curriculum.