

# Highwoods Community Primary School



## Medical Policy

(Supporting Pupils with Medical Needs)

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# 1. Key roles and responsibilities

## 1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of children who need to be out of school for fifteen days or more due to a medical condition.

## 1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Medical Policy and procedures of Highwoods Community Primary School.
- 1.2.2. Ensuring that the Medical Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3. Ensuring that all children with medical conditions are able to participate fully in all aspects of school life.
- 1.2.4. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.5. Guaranteeing that information and teaching support materials regarding supporting children with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.6. Keeping written records of any and all medicines administered to individual children.
- 1.2.7. Ensuring the level of insurance in place reflects the level of risk.

## 1.3. The Headteacher is responsible for:

- 1.3.1. The day-to-day implementation and management of the Medical Policy and procedures of Highwoods Community Primary School
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs).
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support children in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

**1.4. Staff members are responsible for:**

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include children with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting children with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a child with a medical condition needs help.

**1.5. The school nursing service is responsible for:**

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

**1.6. Parents and carers are responsible for:**

- 1.6.1. Keeping the school informed about any changes to their child/children's health. (including changes to existing conditions or the appearance of a rash/skin discolouration which may be contagious).
- 1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires, keeping it up to date and collecting it from the office as necessary. This includes any changes to prescription and possible side effects.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

## **2. Definitions**

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.

- 2.3. A “staff member” is defined as any member of staff employed at Highwoods Community Primary School, including teachers.

### 3. Training of staff

- 3.1. Members of staff will be trained to administer medication where required, eg to administer medicine by injection for diabetic children.

### 4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Children will typically keep inhalers in an easily accessible location in the classroom. On rare occasions, a child might need to carry their inhaler on them.
- 4.3. If a child refuses to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, children will be encouraged to take their own medication under the supervision of a teacher.

### 5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the child, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child’s medical circumstances change, whichever is sooner.
- 5.4. Where a child has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 5.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

### 6. Medicines

- 6.1. All medicines, including Epi pens must be safely locked in the first aid room with the exception of medications that require refrigeration which will be kept in the office kitchen.
- 6.2. School policy is that unless prescribed medication needs to be taken 4 times a day, there is not a necessity for it to be administered in school by school staff, except in exceptional circumstances.
- 6.3. Prior to staff members administering any prescribed medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- 6.4. No child will be given any prescription or non-prescription medicines without verbal or written parental consent except in exceptional circumstances.

- 6.5. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 6.6. A maximum of one week's supply of the medication may be provided to the school at one time.
- 6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- 6.8. Any medications left over at the end of the course will be returned to the child's parents.
- 6.9. Written records will be kept of any medication administered to children.
- 6.10. Children will never be prevented from accessing their medication.
- 6.11. Highwoods Community Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- 6.12. Inhalers: Inhalers are carried by the child or more typically stored in the classroom with the child for easy access. Spare inhalers are stored in the First Aid cupboard at the office in the case of emergency, in the medical cabinet next to the nurture room and in a medical bag that is used for emergencies (this bag is also stored in the medical room). Spare inhalers are checked at the beginning of each academic year and will be replaced if necessary to keep in date.
- 6.13. School trips: First aid pouches, including any medications and Epi pens for children on the trip, are taken to all off site visits by a school staff member. All controlled drugs must be administered by a First Aid member of staff. Inhalers must also be taken for those children who need them.

## 7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- 7.3. Children will be informed in general terms of what to do in an emergency such as telling a teacher.
- 7.4. If a child needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## 8. Avoiding unacceptable practice

8.1. Highwoods Community Primary School understands that the following behaviour is unacceptable:

- Assuming that children with the same condition require the same treatment.
- Ignoring the views of the child and/or their parents.
- Ignoring medical evidence or opinion.
- Sending children home frequently or preventing them from taking part in activities at school due to medical needs
- Penalising children with medical conditions for their attendance record where the absences relate to their condition.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow children to eat, drink or use the toilet when they need to in order to manage their condition.

This policy works in conjunction with other school policies including, but not limited to, the intimate care policy, safeguarding policy, child protection policy, health and safety policy and inclusion and accessibility plan.

## 9. Complaints

9.1. The details of how to make a complaint can be found in the Complaints Policy.

## **Highwoods Community Primary School**

### **Allergies Policy including Nut & Food Allergy**

#### **Statement of Intent:**

This policy is concerned with a whole school approach to the health care and management of those members of the school community suffering from specific allergies.

**Highwoods Community Primary School** is aware that children who attend may suffer from food, bee/ wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

**Highwoods Community Primary School's** position is not to guarantee a completely allergen free environment, rather: to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The *Statutory Framework* states that the provider must obtain information about any dietary requirements/allergy. As such parents are asked to provide details of allergies in the child's Enrolment Form, which is submitted before starting school.

#### **Aim:**

The intent of this policy is to minimize the risk of any child suffering allergy-induced anaphylaxis whilst at school.

An allergic reaction to nuts is the most common high risk allergy, and as such demands more rigorous controls throughout the policy.

The underlying principles of this policy include:

- The establishment of effective risk management practices to minimise the student, staff, parent and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situation.

This policy applies to all members of the school community:

- School Staff
- Parents / Guardians
- Volunteers
- Supply staff
- Children



## **Definitions:**

**Allergy** - A condition in which the body has an exaggerated response to a substance (e.g. food and drug) also known as hypersensitivity.

**Allergen** - A normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

**Anaphylaxis** - Anaphylaxis, or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites, or medicines. **Epipen** - Brand name for syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

**Minimized Risk Environment**- An environment where risk management practices (e.g. Risk assessment forms) have minimised the risk of (allergen) exposure. **Health Care Plan**- A detailed document outlining an individual student's condition treatment, and action plan for location of Epipen.

## **Procedures and Responsibilities for Allergy Management:**

### **General**

- The involvement of parents and staff in establishing Individual Health Care Plans.
- The establishment and maintenance of practices for effectively communicating a child's healthcare plans to all relevant staff.
- Staff training in anaphylaxis management, including awareness of triggers and first aid procedures to be followed in the event of an emergency, including the use of epipens.
- Age appropriate education of the children with severe food allergies.

### **Medical Information**

- Any change in a child's medical condition during the year must be reported to the school.
- The Headteacher will ensure that a Health Care Plan is established and updated for each child with a known severe or life-threatening allergy.
- Teachers and teacher assistants of those students and key staff are required to review and familiarise themselves with the medical information.
- Action Plans with a recent photograph for any children with allergies will be posted in relevant rooms with parental permission.
- Where children with known allergies are participating in school excursions, the risk assessments must include this information.
- The wearing of a medic-alert bracelet is allowed by children with allergies/food intolerances wear colour-coded bracelets.

### **Epipens**

- The Epipens are located securely and are labelled accordingly- this is in the medical room.
- Parents/ guardians are responsible for the provision and timely replacement of the Epipens.

## **Staff's role:**

Staff are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.

- If a child's Enrolment Form states that they have an allergy then a Health Care Plan is needed. It must be in place before the child starts attending sessions. A risk assessment should be carried out and any actions identified to be put in place. The Assessment should be stored with the child's Health Care Plan.
- All staff who come into contact with the child will be made aware of what treatment/medication is required and where any medication is stored.
- Children are not permitted to share food.
- As part of the staff first aid course, Epipen use and storage has been discussed.
- Emergency medication should be easily accessible, especially at times of high risk.

## **Actions**

### **In the event of a child suffering an allergic reaction:**

- **If a protocol (Health Care Action Plan) is in place for the child this will be followed.**
- We will delegate someone to contact the child's parents.
- If a child becomes distressed or symptoms become more serious telephone 999.
- Keep calm, make the child feel comfortable and give the child space.
- If medication is available it will be administered as per training and in conjunction with the Medication Policy.
- If parents have not arrived by the time ambulance arrives, a member of staff will accompany the child to hospital.



Headteacher: Mr P Daisey

# Highwoods Community Primary School

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## REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Pupil's Name ..... Class .....

Condition/Illness .....

Name/Type of Medication .....

For how long will child require to take medication? .....

Date Dispensed .....

Dosage ..... Timing .....

Additional Instructions/Information: (eg before/after food, storage instructions)

.....  
Prescribed medication will only be administered in school if required 4 times a day. Whilst the office staff endeavour to administer medication at the stated times above, we cannot guarantee exact timings due to unforeseen circumstances within the office.

I will deliver the medicine personally to the school office and collect any remaining medication when course completed. I accept that the school has a right to refuse to administer medication.

Name ..... Relationship to child .....

Signed ..... Date .....

"Learning for Life"



