



Supporting children with medical needs Policy and Procedures

RIGHTS RESPECTING SCHOOL

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)
Article 24 Every child has the right to the best possible health.

Selly Oak Nursery School understands that it has a responsibility to make the school welcoming and supportive to children with medical conditions who currently attend and to those who may enrol in the future.

Selly Oak Nursery School aims to provide all children with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

- be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being
-
- Selly Oak Nursery School ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - All staff feel confident in knowing what to do in an emergency.
 - Selly Oak Nursery School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
 - Selly Oak Nursery School understands the importance of medication being taken as prescribed.
 - All staff understand the common medical conditions that affect children.
 - All staff receive training on the impact medical conditions can have on pupils.

Rationale

The Children and Families Act 2014 states that the school has a legal responsibility to support children in the management of medical needs in order that they may access the same full entitlement to educational provision as every other child in the school.

This Policy is important in ensuring that the responsibilities are understood, are met by the school and that staff are equipped to meet the medical needs of the children in their care.

Medical needs fall into two main categories:

1. Short-term medical needs which may require support in the administration of medicines or short-term support,
2. Long-term medical needs which may be linked to a disability or to a life-limiting condition and as such will also be likely to be identified as a Special Educational Need, possibly requiring an Education, Health and Care Plan.

All children with medical needs must be allocated a place based on the school's admission criteria and no child can be refused entry on the grounds of medical need.

A diagnosis of a named medical condition should not prevent the child from being given the appropriate care and support. Support must be based on need not on the reliance of a diagnosis, particularly important in such conditions as autism where monitoring and assessment of the child's ability and capability may delay a diagnosis but where support will be required even prior to the diagnosis.

Aims:

This Policy and the procedures within it aim to:

- Implement the statutory requirements of the Children and Families Act 2014 regarding management of medical conditions in school
- Identify responsibilities for the provision of appropriate care
- Assist parents in providing medical care for their children
- Arrange training for staff to support individual pupils
- Ensure safe and appropriate management of medical needs
- Ensure access to full education if possible
- Liaise with parents and outside professionals
- Monitor and keep appropriate records

The Policy should be read in conjunction with:

- Special Educational Needs Policy
- Safeguarding Policy
- Personal Care Policy

LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

School's employer has a responsibility 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
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head Teacher has a responsibility 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
- liaise between interested parties including children, school staff, special educational needs coordinators, teaching assistants, parents, governors, the school health service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- 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
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain

the school medical conditions register

- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- maintain effective communication with parents including informing them if their child has been unwell at school
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

It is the responsibility of members of staff in Nursery who have a Teacher or Key Worker role to ensure that:

- His or her level of training in the management of medical needs is adequate to support that responsibility by attending training provided and requesting additional training, when required.
- All children are treated equitably regardless of their needs.
- Records are kept of any medical support provided in accordance with agreed procedures, using agreed formats for recording.
- Liaison with parents is on-going, constructive and supportive in the management of the child's needs.
- Any changes in care notified to individual members of staff are recorded and shared with key staff, mindful of confidentiality.
- Administer medicines and/or treatments as directed by medical practitioners to support the child in maintaining attendance.
- Store medicines in appropriate safe conditions and return medicines after administration to a safe storage site.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions.

- All staff are aware of the most common serious medical conditions
- Staff 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
- Training is refreshed for all staff at least once a year for allergy and asthma awareness and epipen where necessary.

- School has made arrangements to take Healthcare Plans to the hospital in the event of an emergency.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- Generally, staff should not take pupils to hospital in their own car. However, if this is necessary then 2 members of staff will attend.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. There are several members of staff who have specifically signed to say they are happy to administer medication.
- Many other members of staff are happy to take on the voluntary role of administering medication.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- Parents 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.
- 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.

First aiders have a responsibility to:

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

Special educational needs coordinator has the responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition

Governing Body, Head Teacher and SENCO to ensure that:

- The Governing Body's nominated Governor for SEN will also monitor the support for children with medical needs in school.
- The Head Teacher's Report provides updated information regarding the management of medical needs.
- Staff are provided with appropriate training to support the management of medical needs
- Appropriate and accurate records are kept and that records are updated accurately.
- Any record of medical information is stored securely and treated confidentially.
- Liaison with outside agencies is secured in order to support staff to meet medical needs.
- EHC Plans are in place and reviewed, where required.
- Care Plans are negotiated with Health Visitors or the School Nurse and that they are in place and understood by staff.
- Arrangements are made for the safe administration and storage of medicines and equipment.
- Space is provided for outside agencies to support the child, as required, with time for feedback to staff.

Parental Responsibilities

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also be expected to:

- Provide all necessary information about their child's medical needs to the school.
- Provide the school, where appropriate with medical reports which will support the school in the management of the child's medical needs.
- Provide information regarding the health professionals involved.
- Ensure that Medication forms are completed and stored alongside medicines.
- Ensure that medicines are supplied to the school in the original containers as prescribed by medical professionals. (The bottle of medicine must have an original pharmacist's label on stating the child's name, date and dosage.)
- Ensure that details of medical equipment required are shared with the school or that equipment is provided for the school.
- Ensure that medicines are within their 'use by date' and that they are replaced appropriately
- Inform the school of any changes to the child's condition that may require the details of the medication and/or care to be altered.

General information

Do's and don't's

- Every child requiring medication should have an individual box containing the medication and information form. Inhalers and other non urgent medication is stored in a separate box.
- **No** medication is to be administered without a medication form having been completed correctly by the child's parent(s) and a member of the nursery staff.
- **No** dose other than the dose stated on the bottle to be given to the child without a replacement prescription.
- Medication to be given to the child by a member of the nursery staff with another member of staff present.
- The medication record form should then be completed immediately or as soon afterwards as is practical.
- Parents should be informed at the end of the session or immediate telephone contact made in cases where staff consider that the child would be more appropriately cared for at home or where the condition requires further medical advice/treatment
- **Under no circumstances is any medication not prescribed by the child's doctor to be administered.**
- **Staff are not permitted to give any injections or administer medical interventions such as tube feeding or replacing oxygen to a child unless fully trained to meet the child's individual needs.**
- **In the case of serious medical conditions which may be life-threatening, a pack of information for emergency services will be stored by the office telephone.**
- Staff should never administer non-prescription medicines, such as Calpol, paracetamol or other temperature-reducing medication in school. A child with a high temperature should be at home until the temperature returns to normal.
- In the case of paracetamol being required to avoid febrile convulsions, for example, the medicine will be prescribed by a GP and the bottle must display a pharmacist's label.

Storage of Medicines and equipment

- All medicines must be in original containers
- All medicines must have pharmacist's labels clearly displayed, showing the child's name, date and dosage and the 'use by' date.
- Storage of medicines is in labelled boxes/airtight container for individual children along with a medical information form signed by parents stored on file.

- Medicine is stored according to instructions (which may be refrigerated in a secure area)
- Medicines are stored safely out of access of children and visitors
- Medical equipment must be stored according to directions or on the advice of professionals (eg: oxygen canisters must be stored safely avoiding electrical sources and the risk of perforation)
- Medical equipment must be stored safely with attention to the health and safety of those using the Nursery.

Safe disposal

- Parents are asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- 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 are stored in a cupboard out of the reach of children.

Allergies

- Allergic reactions can happen at any time and be in response to any number of triggers.
- If staff believe a child may have had an allergic reaction, parents will be contacted and a request to collect their child will be made immediately.
- If a child has a severe allergic reaction it may be necessary to call emergency services as well as contacting parents.
- Where children are known to suffer from allergies every attempt will be made to ensure that no contact with the trigger is made. However, if this were to occur the child must be given his/her prescribed medicine, following the steps above. In all cases parents will be contacted immediately.
- A child who already has an Epi-pen will be treated by a trained member of staff (All staff have recent training)
- Parents must be notified at the end of the session (or immediately in the case of emergencies) of any treatment given in school

Asthma

- Any child suffering from asthma must have an inhaler in Nursery at all times to be administered as directed on the pharmacist's label.
- Parents should be informed at the end of the session by a note in the child's drawer and verbally where possible.
- Severe asthma attacks that do not respond to the use of the inhaler are rare but require immediate medical intervention and emergency services must be contacted immediately.
- An emergency asthma kit will be kept in school for children with inhalers to use if theirs runs out.
- The emergency asthma kit can only be used by children who already have an inhaler in School.
- Parents need to sign consent for their child to be given the emergency asthma inhaler.
- Parents will be contacted immediately if the emergency inhaler has been used.
- The DHT will be responsible for ensuring that the emergency inhaler is within date.
- Medical Care Plans include specific permission to use the emergency asthma kit.

Procedures for contacting emergency services are displayed by each telephone point through school.

School Trips and visits

Administration of medicines on school trips should follow the same management issues as in school with rigorous care taken during planning and preparation to ensure safety of all pupils.

- Any child requiring an inhaler or other regular medication should be monitored during the trip to ensure that the condition is not triggered in unfamiliar circumstances
- All medicines should be carried in labelled wallets as in school and administered according to instructions and pharmacist's dosage
- If children are grouped, all medication and medical forms should be carried by a responsible adult with the child.
- All children requiring medication should be listed along with details of medication required
- The list should be carried by the responsible adult accompany the child
- Parents should be informed of any medication given on return to Nursery
- Emergency contact details must be carried.
- Risk assessments must be completed prior to trips and visits in order to identify possible hazards and appropriate actions to avoid risks.
- Emergency asthma kit needs to be taken when children with inhalers are on the trip

Minor conditions

The main aim of this policy and procedures is to maintain full attendance in school wherever possible. However, in the case of minor illnesses or common medical conditions there may be the need to recommend that parents keep their children at home until they are fully recovered.

Information about medical conditions is stored in the Medical Cupboard in the file, 'Medical Needs in the Early Years'.

- Conjunctivitis is treated with local application of eye drops or ointment at home and the child can then attend as usual. Staff **should not** administer eye drops or ointment due to the likelihood of a rapid spread of the condition.
- Vomiting and diarrhoea: children would be expected to remain at home for 48 hours after the last bout of the illness in order to prevent spread of the illness. No medical support from school is required but parents should be made aware that their child should remain at home.
- Common childhood illnesses require no medical support in school: in cases of illnesses such as chicken pox and rubella parents should notify the school in order for vulnerable children, parents or staff to make any arrangements required to ensure their personal well-being.

Healthcare Plans

Drawing up Healthcare Plans

- School uses a Healthcare Plan to record 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 Healthcare Plan if required.
- A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition.
- This is sent at the start of the school year or when a diagnosis is first communicated to the school.
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form is completed by the Parent, Deputy and Key Worker.
- The parents, healthcare professional, Deputy and Key worker are asked to fill out the pupil's Healthcare Plan together.
- School ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

- Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at School.
- The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- Parents are regularly reminded to update their child's Healthcare Plan 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 use opportunities such as teacher-parent interviews to check that information held by the school on a pupil's condition is accurate and up to date.

Storage and access to Healthcare Plans

- Parents are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at school in the cabinet in the Head Teacher's office.
- 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.
- 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.
- School ensures that all staff protect pupil confidentiality.
- School seeks permission from the parents before sharing any medical information with any other party.

Use of Healthcare Plans

Healthcare Plans are used 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. School uses this information to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure School's 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
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Information for Parents

- Medical Information leaflets are available in the outdoor entrance area.
- Parents are given general information regarding attendance and the management of minor medical conditions.
- Any complex medical needs are discussed individually with the families concerned.
- Support for parents from external professionals will be sought, where required.

This policy is subject to change based upon new information from health agencies or due to updated national guidelines, particularly in relation to the implementation of the Education, Health and Care Plan.

Agreed by Chair of Governing Body on

Signed

Review date

Name of school

SELLY OAK NURSERY SCHOOL

Child's name

Group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support
in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

PARENTAL AGREEMENT FOR SETTING TO ADMINISTER MEDICINE **Template B**

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school	SELLY OAK NURSERY SCHOOL
Name of child	
Date of birth	
Group	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration - y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Asthma only

I give permission for my child to be given the emergency asthma inhaler if needed

Signature (s) _____ Date: _____

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD Template C

Name of school	SELLY OAK NURSERY SCHOOL
Name of child	
Date medicine provided by parent	
Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD extra pages

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



Founded 1904
Registered Charity No 528912

STAFF TRAINING RECORD - ADMINISTRATION OF MEDICINES

Template E

Name of school	SELLY OAK NURSERY SCHOOL
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that _____

has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

REQUEST AN AMBULANCE - DIAL 999, ASK FOR AN AMBULANCE AND BE READY WITH THE INFORMATION BELOW.

SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED.

1. YOUR TELEPHONE NUMBER

2. YOUR NAME

3. YOUR LOCATION AS FOLLOWS

SELLY OAK NURSERY SCHOOL,

26 TIVERTON ROAD,

SELLY OAK

BIRMINGHAM B29 6BP

0121 472 1700

4. STATE WHAT THE POSTCODE IS - PLEASE NOTE THAT POSTCODES FOR SATELLITE NAVIGATION SYSTEMS MAY DIFFER FROM THE POSTAL CODE

5. PROVIDE THE EXACT LOCATION OF THE PATIENT WITHIN THE SCHOOL SETTING

6. PROVIDE THE NAME OF THE CHILD AND A BRIEF DESCRIPTION OF THEIR SYMPTOMS

7. INFORM AMBULANCE CONTROL OF THE BEST ENTRANCE TO USE AND STATE THAT THE CREW WILL BE MET AND TAKEN TO THE PATIENT

8. PUT A COMPLETED COPY OF THIS FORM BY THE PHONE



Selly Oak Nursery School
26 Tiverton Road, Selly Oak, Birmingham B29 6BP
Tel: 0121 472 1700 Fax: 0121 472 7252
Email: enquiry@sellyoak-nur.bham.sch.uk
Website: www.sellyoak-nur.bham.sch.uk

Selly Oak Nursery School is committed to safeguarding and promoting the welfare of children and young people

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each child needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one, We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meet to start the process of developing your child's individual health care plan has been scheduled for _____ . I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve Miss Foster (SENCO) and the Group teacher. Please let us know if you would like us to invite another medical practioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

Yours sincerely

