

*Roots to grow; wings to fly.*



*Everyone achieves their potential.*

TATTENHALL PARK PRIMARY SCHOOL

*We respect, we enjoy, we believe.*

# SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

Policy Reviewed:

Autumn Term 2022

Next Review:

Autumn Term 2023

This policy refers to four medical conditions which may affect some of our pupils, namely:

Anaphylaxis,  
Asthma,  
Diabetes and  
Epilepsy.

School will, however, undertake the necessary research, training and guidance for any other medical condition as required to ensure the safety and well-being of all our pupils.

Our school is an inclusive community that aims to support and welcome pupils with medical conditions, including pupils who currently attend and to those who may enroll in the future. We aim to include all pupils with medical conditions in all school activities and to provide the same opportunities to all our pupils. This includes the physical environment, as well as social, sporting and educational activities. The necessary risk assessments for school visits/trips and activities will be carried out by the relevant class teacher.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

It is our aim that:

Pupils with medical conditions are encouraged to take control of their condition and to feel confident in the support they receive from the school to help them do this.

Parents/carers of pupils with medical conditions feel secure in the care their children receive at our school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency. We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood.

All staff have an understanding of the common medical conditions (as shown above) that affect children at this school. Staff receive training on the impact this can have on pupils. Information will be displayed throughout school in prominent locations.

The medical conditions policy is understood and supported by the whole school community.

### **General Emergency Procedures:**

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

### Contacting emergency services

**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 **01244 667500**
2. your name
3. your location as follows : **Tattenhall Park Primary School, Chester Road, Tattenhall, Chester**
4. state what the postcode is – **CH3 9AH** please note that postcodes for satellite navigation systems differs 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

In the first instance, an emergency will be dealt with by a trained first aider. (Details of trained first aiders are located at various prominent locations within the school building).

If emergency services are required, an ambulance will be requested immediately and plans put in place for staff to meet the ambulance crew and direct them to the required location.

The Office Administrator, Headteacher or Deputy will contact the parents/carers as per the priority order contact details that have been provided on the Data Collection sheet.

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 will try to ensure that the staff member will be one that the pupil knows. In line with guidance from the local authority, staff should not take pupils to hospital in their own car.

### **Administration of Medication at school:**

School has produced a separate policy regarding the administration of medication in school. Details can be found on the school website – **Important Information – Policies** or a copy can be requested from the school office.

## **Storage of Medication:**

All medication is kept in the main office (medicines which require refrigeration will be kept in the SLT office), except for inhalers, as this is a central location for both the building and outdoor playing areas. The staff room is inaccessible to unsupervised pupils or lockable as appropriate. Inhalers are stored in the classroom in the Asthma box. Diabetes medication and EpiPen's are similarly stored in the classroom to ensure that it is close to hand in an emergency.

All medication is clearly labelled with the pupil's name and dosage, and stored in accordance with instructions, paying particular note to temperature.

Three times a year the **Admin Officer** will check the expiry dates for all medication stored at school and parents will be informed as necessary. However, it is the parents' responsibility to ensure new and in date medication is supplied to the school office. Any out of date medication should be collected by the parent/carer from the main school office and disposed of safely.

All medication will be sent home at the end of the school year – parents will be contacted to collect medication from the office. Medication is not stored in school over the summer holiday.

For pupils who have been diagnosed with asthma, school will request that a spare inhaler (purchased by school and available for emergency use) is kept in school at all times (in the main office). Each child's personal inhaler shall be kept in a class asthma box with the child's name. Parents will be asked to complete a "School Asthma Card" and return it to the office where it will be kept with each child's inhaler.

An emergency inhaler will be kept in the main office permission sought from the parents of children diagnosed with asthma to be able to use this in the event of an emergency. Details of the use of inhalers and the emergency inhaler will be completed and kept in the office. (further details below).

### **Record keeping:**

At the start of each school year parents will be sent a copy of the data collection form that is held in the school office. Parents are required to check the current details and update information – especially emergency contact numbers and medical conditions. Parents of new pupils starting at other times during the year are also asked to provide this information on the Data Collection form.

Health care plans will be the responsibility of the Headteacher and the Office Admin staff. They will be put in place for pupils with medical conditions, to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help. Health care plans will be prepared, discussed and reviewed with the pupil, their parent(s)/carer(s) and any other relevant external agencies, eg: GP, hospital doctors and/or nurses, school nurse etc.

A copy of the health care plan (and any subsequent reviews) will be filed in the staff room, main office, kept within the individual pupil record file and also passed to relevant members of staff – eg: class teacher. The school will ensure that all staff protect pupil confidentiality. Health care plans will be reviewed on a regular basis with the pupil, parents etc at a time mutually agreed by all parties.

The school keeps a record of each occasion when an individual pupil is given or supervised taking medication. Details of the pupil, dose, date and time are recorded. If a pupil refuses to have medication administered parents will be informed as soon as possible.

### **Sharps Policy**

As with other medications detailed records will be kept of medications given and also follow-up actions required (for example monitoring blood sugar levels in the case of diabetes. Two trained members of staff will be present to administer injections.

Sharps are to be disposed of safely in a sharps box. This box should be provided by health care professionals and it will be the responsibility of the parents to safely dispose the sharps via a chemist or other appropriate manner.

Care must be taken to ensure both the safety of the child, other children present, and the adults administering the injection. In the case of needle stick injury, please follow the instructions below on the risk assessment.

Hazard	Risk H M L	Persons at Risk	Control Measures	Comments / Action	Residual Risk Rating H L M
Staff are unclear about procedure	<b>L</b>	Child	All staff receive relevant training. Staff have point of contact to raise concerns and clarify points. Care plan in place indicating clear procedure.	Epipen training Staff team watched video on how to administer Epipen. Diabetes training for staff as is required.	<b>L</b>
Emergency whilst outside. Hypo or Hyper or anaphylaxis reaction	<b>M</b>	Child	Child to take their back pack outside for all activities and at break time so that emergency procedures can be followed promptly. Adult to enter school to call ambulance.	New first aid box to be purchased. Copies of care plans to be kept inside.	<b>M</b>
Needle stick injury.	<b>M</b>	Child or adult	Appropriate training and support so member of staff is not distracted. Medication (needles) to be kept out of reach of children. Used sharps to be kept in sharps box. Area to be washed under running water and skin to be squeezed to encourage bleeding process if possible. Person to attend A&E as soon as possible to have a blood test and to commence Hep B injections, receiving appropriate medical attention.		<b>M</b>

### Epipen

All staff are asked to watch a training video. An initial dose is given. At the same time, a member of the staff team will call for an ambulance. (see details of what is asked on page 3) If required a second dose can be given 5 minutes after the first dose.



Department  
for Education

# INDIVIDUAL HEALTH AND CARE PLAN

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CHILD'S NAME:

## Individual healthcare plan

Name of school/setting

Child's name

Group/class/form

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

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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

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13. provide the exact location of the patient within the school setting
14. provide the name of the child and a brief description of their symptoms
15. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
16. put a completed copy of this form by the phone