

St Margaret's Lee Church of England Primary School

Medical Conditions Policy

Date:	May 2016	Review Date:	May 2018
--------------	----------	---------------------	----------

Our Mission Statement:

- We have high expectations of everyone
- We believe every child can and should achieve
- We want children to be happy and safe in our caring, Christian community
- We go the extra mile

Policy Statement

St Margaret's School is committed to ensuring that children with health care needs participate fully in all aspects of school life and that their needs for safe care will be met, enabling regular attendance.

The school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

The school aims to provide all pupils with all medical conditions the same opportunities as others at the school.

The school ensures that all staff understand their duty of care to children and young people in the event of an emergency.

The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

The school understands the importance of medication being administered as prescribed.

The school will work in partnership with all interested parties including the school's Governing Body, school staff, school nurse, parents/carers, Doctors, nurses, Children's Services and pupils to ensure the policy is planned, implemented and maintained successfully. All medical information is treated with confidentiality.

The Medical Conditions Policy is regularly reviewed, evaluated and updated.

General medical information

New parents at St Margaret's are asked to declare whether their child has any health conditions or health issues on the enrolment form.

Parents are asked to complete a Contact and Medical Information Update form every two years.

St Margaret's Lee Church of England Primary School

A Register is kept detailing children's medical conditions / needs. Copies are kept in the medical room and in school office. Medical needs and conditions are also recorded on the pupil Wauton Samuel database.

Teachers have a copy of their children's medical issues. The records indicate any conditions that may pose a problem to a child with complex health care needs. If this situation occurs, then a parent/carer is informed immediately.

During off-site activities a First Aider will accompany the children and will carry a basic First Aid Kit and a mobile phone.

All staff are aware of precautions that must be followed to help prevent infections and all follow basic hygiene procedures. Staff should have access to protective gloves.

It is the responsibility of parents/carers to provide the school with full information about their child's health care needs.

Procedures for Medicines in School

If a pupil has a short-term medical condition that requires medication during school hours, a medication form must be completed

All medication must have the pharmacist's label with the pupil's name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Prescribed medication is normally kept in the School Office (or in the Nursery) in accordance with the medicines instructions, if the medicine needs to be refrigerated then it will be stored in the fridge in the staff room.

All medication is supplied and stored, wherever possible, in its original containers. Medication will be administered by a First Aider. Prescribed medication is stored separately for each child and the daily dose is recorded on a Medical Form at the time of administration. Medication must be brought to school by parents/carers; children must not bring any medication to school in their school bags.

Medicines no longer required are returned to parent/carer for disposal.

Health Care Plans

A Health Care plan will be drawn up with the parents, and the school nurse.

St Margaret's Lee Church of England Primary School

The plan will 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 Health Care Plan if required.

The Care Plan will be reviewed annually (or sooner if a child's needs change).

In accordance with the Health Care Plan, the Head Teacher accepts responsibility for staff to give or supervise children taking long term prescribed medicines.

Staff Training

All staff understand the common medical conditions that affect children at this school.

Staff receive training on the impact medical conditions can have on pupils. Staff are given written instructions of the procedures for dealing with children with significant health needs together with an identity photo. These instructions are also displayed in the staff room and lunch hall.

Staff are trained by health professionals to deal with children's specific health needs (e.g. Epi-pen for allergic reactions). Training for some staff will be given for the administration of rectal diazepam.

First Aid

If a child is injured in any way during the school day they will be seen by a qualified first aider. The incident will be recorded in the Medical Incident Book. If the child is considered fit to return to class or play they will be allowed to do so, if not they will be taken to the office and their parents / carers informed.

If a child feels unwell i.e. feels sick or has a tummy ache, they will be seen by a first aider and then monitored by the office. If they recover they will be sent back to class or if not their parents will be informed.

If a child suffers a bump or knock to any part of their head, a Head Bump slip will be completed and sent home. The parent or carer will receive a text message informing them of the injury. The incident will be recorded in the medical book.

The school will always call parents if any child continues to feel unwell. If a child is picked up early by a parent due to an accident or being unwell, this will be recorded in the class register.

For any emergency or significant incident / injury the Emergency Procedures will be followed.

In the event of a significant accident or incident, a CS2 form is completed and forwarded online to the authority.

A record of this training is kept by the Health and Safety Officer and renewed when necessary.

At all times the school will err on the side of caution and will inform parents of any incidents.

Emergency Procedures / Ambulance

Details will be recorded in the accident book when an ambulance has been called. The school will err on the side of caution and call an ambulance when any doubt arises.

A child taken to hospital by ambulance is accompanied by a member of staff (usually the Lead First Aider) if the child's parent/carer cannot be contacted. The member of staff will remain with the child at the hospital until the parent/carer arrives.

An accident or incident form (CS2) will be completed and sent to the relevant body.

Conditions

Asthma

St Margaret's recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma. At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.

All parents/carers of children with asthma are consequently sent an Asthma Form to be completed which gives details of individual medication and the treatment required.

From this information the school keeps and monitors an asthma register which is available to all staff.

The school ensures that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma.

We maintain a "No Smoking" policy in and around the school.

The School ensures that all staff (including supply teachers, support staff and lunchtime staff) have a clear understanding of what to do in the event of a child having an asthma attack.

The school ensures that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and other out-of-hours school activities.

Teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson.

Staff recognise that pupils with asthma need immediate access to reliever inhalers at all times. All inhalers are kept in the child's classroom in a clearly marked cupboard so that that the children and staff can immediately access them. The children should be able to use them independently but will be assisted by school staff whenever required.

First Aid staff will remind children to take their inhalers to any school trips or offsite activities.

St Margaret's Lee Church of England Primary School

Parents / carers will need to check the expiry dates on the asthma pumps.

It is the responsibility of parents/carers to provide the school with full information about their child's health care needs and update the school with any changes.

Anaphylaxis (EpiPen)

Children that may be susceptible to allergic reactions will be recorded on the medical registers. If a child has ever had a severe reaction or Anaphylaxis Shock a Care Plan will be completed by the school nurse. All staff need to be aware of any factors that might trigger a reaction.

Staff and children are requested not to bring nuts into school as these are a known allergic trigger for many children.

If an Epi-pen is required these will be kept in the Headteacher's Office apart from Nursery.

Staff receive training from the school nurse in the use of Epi-pens, every three years.

It is the responsibility of parents/carers to provide the school with full information about their child's health care needs and update the school with any changes.

Diabetes / Hypoglycaemia

Children that are diagnosed with Diabetes or Hypoglycaemia will be recorded on the Medical Registers. If a child has an episode a Care Plan will be completed by the school nurse. If specific sugary drinks or foods are required these will be kept in a marked area in the classroom. If any medication is required this will be kept in the School Office or in the Nursery in accordance with the medicines instructions, dependant on any possible temperature requirement.

It is the responsibility of parents/carers to provide the school with full information about their child's health care needs and update the school with any changes.

Epilepsy

Children that are diagnosed with Epileptic seizures will be recorded on the Medical Registers. All staff need to be aware of any factors that might trigger a seizure.

A Care Plan will be completed.

If medication is required it will be kept in the school office or Nursery as deemed necessary for that child.

It is the responsibility of parents/carers to provide the school with full information about their child's health care needs and update the school with any changes.

Guidance on Infection Control

The school follows procedures set out by the Health Protection Agency in regard to preventing the spread of infections by ensuring high standards of personal hygiene and practice, particularly hand washing and maintaining a clean environment.

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease.

Each classroom has hand gel; hands must be washed after using the toilet, before eating or handling food, and after handling animals. Cuts and abrasions should be covered where necessary.

Coughing and sneezing easily spreads infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Hands should be washed after using or disposing of tissues. Spitting is not permitted.

Personal protective equipment such as disposable latex free plastic gloves must be worn where there is a risk of splashing or contamination with blood / body fluids (e.g. for nappy or pad changing). Correct PPE should be used if handling cleaning chemicals.

Cleaning of the environment, including toys and equipment, should be frequent and thorough.

Cleaning of blood and body fluid spillages including urine, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately. When spillages occur, a cleaning product that combines both detergent and disinfectant should be used. Mops must not be used for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Children's soiled clothing should be bagged to go home, never rinsed by hand.

Clinical waste must always be segregated from domestic waste. Used nappies/pads, gloves, aprons, and soiled dressings are placed in the clinical waste bins situated in the medical room and nursery changing area. This is collected by Cannon Hygiene clinical waste regularly.

If the skin is broken following a bite, sharp instrument or scratch, the wound should be encouraged to bleed and washed thoroughly using soap and water. Depending on the severity of the injury it may be necessary to contact the GP or go to hospital. If the skin is broken as a result of a bite, the wound should always be examined by medical professionals.

Animals may carry infections so hands should always be washed after handling. Staff should always check if any child has a known allergy to animals. A risk assessment should be carried out if a visit to a farm or similar establishment is being planned.

St Margaret's Lee Church of England Primary School

Some medical conditions make children vulnerable to infections that would rarely be serious in most children. In the case of any children that the school are aware have a vulnerability to infections, the parent/carer should be informed promptly and further medical advice sought.

Female Staff – Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor. Infectious risks may include Chicken Pox, Shingles, German Measles, Slapped Cheek and Measles.

Immunisations

Parents should be encouraged to ensure that their child's immunisations are up to date.

Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

Headteacher:	Ian Wilson	Date:	April 2015
Chair of Governing Body:	Maria Parker	Date:	April 2015