



ASPIRATIONS



Oriel Academy West London
an Aspirations Academy

SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY

APPROVED	Autumn	2020
REVIEW	Autumn	2021

This policy sets out the way in which supporting children with medical needs is managed at Oriol Academy.

“Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs.”

- (DfE Supporting pupils at school with medical conditions December 2015)

Aim

The aim of this policy is to ensure that there is a clearly understood and shared structure for managing medical support.

Responsibilities

The headteacher is responsible for

- Taking day to day decisions about administering medication
- Agreeing with parents the support the school can provide
- Ensuring that any member of staff administering medication has had proper training and advice
- Deciding when to call the emergency services

Parents are responsible for

- Informing the school, in as much detail as possible, of their child's medical needs, if any
- Keeping that information under review and updating that information should it become necessary
- Keeping their child at home if he/she is acutely unwell
- Collecting from school children who may become unwell during the day.
- Collecting medicines held in the school at the end of each term and disposal of date-expired medicine.

Teachers will be aware of the medical needs of children in their class. They will understand the nature of the condition and when and where the pupil may need extra attention. Other members of staff (for example: playground supervisors) will also be aware of the children's needs.

Staff that agree to administer medication do so on a voluntary basis.

Short Term Medical Needs

Staff in the office, who are first aid trained, will supervise the taking of prescribed medicines if absolutely necessary. Parents are encouraged to ask the doctor to prescribe medicine in doses that do not require administration during school hours.

Only one dose of the medicine should be brought at one time, and then only if the medication has to be taken four times a day.

Medication

- Only medication prescribed by a doctor should be given at school. Parents should supply the appropriate medication, along with a request to the headteacher for the child to be given the medication, stating when the child should take it. A record will be kept of any medication administered. This record will be kept in the school office.
- No child in this school will be given aspirin unless this has been prescribed
- Medication that needs to be administered three times a day can be given before and after school and at bedtime and therefore does not need to be given in school.
- When medication is prescribed for four times a day, this will be given at lunchtime. Parents are asked to supply a measured dose.
- Medication has to be clearly marked with the child's name.
- Is given under the supervision of the school receptionist, who is a first aider.
- Medicines will be entered in the medicine book.

Long Term Medical Needs

In order that the school has as much information as possible about the medical conditions of pupils, parents are asked to complete a healthcare plan if their child has long term medical needs. This gives contact numbers, daily care requirements, a description of what constitutes an emergency for the pupil and what to do in the case of an emergency. See Appendix 1 for a copy of this document.

Administering medication

Any member of staff giving medication will check the pupil's name, any written instructions provided by the parent, the prescribed dose and the expiry date. This applies only to children who are required to take medication over an extended period of time. See short term medical needs for more information. A record will be kept of any medication administered.

Diabetes, Asthma and allergies

It is important that staff know of any physical, social or psychological problems that may affect children's health, safety or development. Our school Admission Form includes a request for information and we need to be informed about developments or new problems as soon as they occur. This enables the school to respond to children's needs quickly and confidently.

Occasionally a pupil has a seriously health need e.g. diabetes, food allergy, asthma etc. that is life threatening unless immediate action is taken. In these cases an individual action plan is written in consultation with the child's parents, health professionals, the headteacher, SENCo, first aiders, class teachers and support staff.

We ensure that all members of staff are aware of special medical needs of individual children by displaying a medical emergency alert poster of the child on the first aid station notice board in the office and in the child's classroom.

Each poster includes:

- A photograph of the child.
- Symptoms that require immediate action.
- Step by step action to be taken.
- Emergency contact numbers.

The medical emergency alert poster is reviewed and updated at the start to each school year. Any specialised medication accompanies the child during off site visits and is administered by the adult supervising the child. (see Off Site Visits Policy).

Treatment of children with asthma

In consultation with parents and health professionals, we do everything possible to ensure that asthma does not affect children's learning and social development.

The school has a responsibility to ensure that children and adults recognise the symptoms of asthma and are able to take appropriate action. Many children need medication routinely. The parents, children and the receptionist know their individual needs and are able to respond appropriately.

The receptionist, who is a first aider, keeps a list of all the children for whom inhalers are kept in school.

Self Management

In the junior department, children with asthma are encouraged to look after their own medication and keep it with them at all times. If the pupil is taking part in an activity, such as PE, some distance from the main building they should ensure they take their inhaler with them. Similarly, pupils must ensure they have their medication if travelling on a school visit or journey. A spare inhaler should be provided to be kept in the school office.

Teachers supervising sporting activities and school visits will be aware of any relevant medical conditions and emergency procedures.

Hygiene/infection control

Staff will follow basic hygiene procedures. They have access to disposable gloves in the office and will take care with spillages of blood and or other body fluids.

Children absent due to sickness

Children and young people with temporary or recurring medical or mental health needs are valued as full and participating members of the Oriel School community. The school will do all that it can to ensure that such children are supported through their period of absence from school and sensitively re-integrated once they are well enough to attend.

The school's co-ordinator for children Special Educational Needs, including those with medical needs, will take an active and continuing role in their educational, social and emotional progress. The school will, at all times, aim to work in partnership with parents to ensure the best possible outcomes and return to school as soon as possible.

The school may need to seek the assistance of the Social Inclusion Service, usually through the Tuition Service and the Pupil Referral Unit (PRU). Staff in these services will support pupils who are temporarily unable to attend classes. These pupils may be:

- a) Children who have been deemed by a medical practitioner as being too ill to attend the school for more than 15 days or who have conditions which lead to recurrent absences from school which becomes significant in the longer term.

b) Pupils with mental health problems who are unable to attend the school.

The aim of the Tuition Service and the PRU will be to support the school in its work to re-integrate these pupils into full time education at the earliest possible opportunity. In the greatest number of cases this means a return to mainstream education. The school will continue to maintain contact with a pupil who is unwell and not attending and will contribute to their IEP in order that they may enjoy a continuous high level of education and support from the school during their period of absence.

This may include providing to the Tuition Service and PRU relevant information about the child, helping to maintain contact with parents, assisting with and guiding the work of the child, supporting the process of achieving public examinations or taking part in National Curriculum tests and providing emotional support at the level of teacher and peer involvement. The school will maintain links with appropriate agencies including the Social Inclusion Service, the Educational Welfare Service, the Educational Psychology Service and the Connexions Services.

Returning to school after absence

Parents should not bring a child to school if (s)he has a temperature or has had sickness or diarrhoea within the previous 24 hours.

Emergency Procedures

All staff know how to call the emergency services. Any pupil taken to hospital by ambulance will be accompanied by a member of staff who will remain with the child until a parent arrives.

Generally staff will not take pupils to hospital in their own car as this necessitates special insurance. However, they may do so, in special circumstances, at the discretion of the Headteacher.