

Supporting Pupils with Medical Conditions

At Amblecote Pre-school we promote the positive medical welfare of all our staff and pupils to ensure that medical needs are met and catered for in line with this outlined policy.

We will endeavour to ensure that children with medical conditions are properly supported so that they have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in Pre-school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Section 100 of The Children and Families Act 2014 places a duty on the governing body of this school, to make arrangements for supporting children at their premise with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils with Medical Conditions' (September 2014) and we will have regard to this guidance when meeting this requirement.

It is our policy to ensure that all medical information will be treated confidentially by the Manger and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Needs document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEND Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Roles and Responsibilities

We recognise that supporting a child with a specific medical condition during the Pre-school sessions is not the sole responsibility of one person and we work collaboratively with parents, carers and outside health professionals as appropriate.

The Care Committee and Pre-school Manager are responsible for:

Ensuring that sufficient staff have received the appropriate training and that pupils are supported to enable the fullest participation in all aspects of school life.

The Manager is responsible for:

Ensuring that staff are aware of the individual child's medical conditions and Health plans as appropriate. That the Pre-school has sufficiently trained staff for example Paediatric First Aiders and that outside agencies deliver training to cover specific medical conditions such as Asthma, diabetes, epilepsy and anaphylaxis.

Pre-school Staff are responsible for:

The day to day immediate first aid of all pupils and referring a child to the Paediatric First Aiders who are trained to deal with more specific first aid needs.

Local Arrangements

Identifying Pupils with Medical Conditions

We will aim to identify children with medical needs on entry to the Pre-school by working in partnership with parents/ carers and other professionals involved with the child

For children joining our Pre-school with pre-existing medical conditions we include transitional periods between other settings to ensure that their Education Health Care plan (EHC) and/or Special Educational Needs (SEN) are catered for. Also arrangements for any staff training or supporting to be put in place.

Where a formal diagnosis is awaited or is unclear, we will plan to implement arrangements to support the child, based on the current evidence available for their condition. We will ensure that every effort is made to involve some formal medical evidence and consultation with the parents.

We recognise that individual Health Care Plans are recommended in particular where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long term and complex. However, not all children will require one. The Pre-school SENCO, healthcare professional and parent will agree, based on evidence, when a healthcare plan would be inappropriate or not.

Where children require an individual healthcare plan it will be the responsibility of the Pre-school SENCO to work with parents and relevant healthcare professionals to write the plan.

A health care plan (and its review) may be initiated in consultation with the parent/carer, by a member of Pre-school staff or by a healthcare professional involved in providing care to the child. Staff will work in partnership with the parents/carer, and a relevant healthcare professional e.g. specialist or children's community nurse, who can best advise on the particular needs of the child to draw up and/or review the plan. Where a child has a special educational need identified in a statement or Educational Health Care (EHC) plan, the individual health care plan will be linked to or become part of that statement or EHC plan.

We will use the individual healthcare plan template produced by the Medical Specialist who has direct knowledge of the child's individual care needs.

If a child is returning following a period of hospitalization, the Pre-school SENCO will ensure that the individual health care plan identifies the support the child will need to reintegrate effectively.

The Pre-school SENCO will ensure that all plans are reviewed at least termly or earlier if evidence is presented that the child's needs have changed. Plans should be developed with the child's best interests in mind and ensure that the school assesses and manages the risks to the child's education, health and social well-being and minimise disruption.

Training

The Pre-school staff are all Paediatric First aiders whose training is renewed every three years.

Training will be carried out annually for Asthma, epipen and specific medical conditions outlined on individual health care plans and on a three year basis for paediatric and emergency first aid.

All Pre-school staff are trained how to identify and treat an asthma attack, by the School Health Advisor (Amblecote Primary School), on an annual basis.

Pre-school staff must not administer prescription medicines or undertake any health care procedures without the appropriate training (updated to reflect any individual healthcare plans)

All new staff will be inducted on the policy when they join the Pre-school through their induction training.

Where required we will work with the relevant healthcare professionals to identify and agree the type and level of training required and identify where the training can be obtained from. This will include ensuring that the training is sufficient to ensure

staff are competent and confident in their ability to support children with medical conditions. The training will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs and therefore allow them to fulfil the requirements set out in the individual healthcare plan.

Any training undertaken will form part of the overall training plan for the Pre-school and refresher awareness training will be scheduled at appropriate intervals agreed with the relevant healthcare professional delivering the training.

Managing Medicines on Pre-school Site

The administration of medicines is the overall responsibility of the parents/carers. Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which enable them to be taken outside of Pre-school hours. However, the Pre-school are responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or school attendance not to do so.

We will not give prescription or non-prescription medicines to a child in our care without their parent's/carers' written consent (a 'parental agreement for setting to administer medicines' form will be used to record this.)

The name of the child, dose, expiry and shelf life dates will be checked before medicines are administered.

On occasions where a child refuses to take their medication the parents will be informed at the earliest available opportunity.

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage.

Children's inhalers are kept in the Pre-school Grab Bag.

Controlled drugs will be securely stored in a non-portable container which only named staff will have access to. We will ensure that the drugs are easily accessible in an emergency situation. A record will be kept of any doses used and the amount of the controlled drug held in school.

Emergency medicines will be stored in the Grab Bag but not locked away to ensure they are easily accessible in the case of an emergency.

Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypoglycaemia

Other emergency medication i.e. rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures.

Storage

All medication will be stored in the Grab Bag that is located in the Pre-school store room.

Where medicines need to be refrigerated, they will be stored in the staff refrigerator (Main school cooking kitchen) in a clearly labelled airtight container. There must be restricted access to a refrigerator holding medicines.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will be stored in the Grab Bag. We will also ensure that they are readily available when outside of the Pre-school premises or on school trips.

Storage of medication whilst off site will be maintained at steady temperature and secure. Pre-school staff will be present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

Disposal

It is the responsibility of the parents/carers to dispose of their child's medicines. It is our policy to return any medicines that are no longer required including those where the date has expired to the parents/carers. Parents/carers will be informed of this when the initial agreements are made to administer medicines.

Sharps boxes will be in place for the disposal of needles. Collection and disposal of these will be arranged with the parent who will remove them from site on a monthly basis.

Record Keeping

A record of what has been administered including how much, when and by whom, will be recorded on a 'record of medication' form. The form will be kept on file. Any possible side effects of the medication will also be noted and reported to the parent/carers.

Emergency Procedures

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrives, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc. that the school holds).

Days out/Trips off Site

We will ensure that Pre-school staff are aware of how a child's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all children to participate according to their own abilities within reasonable adjustments. Parents are always present on Pre-school trips and their child remains their responsibility.

We will consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

Unacceptable Practice

Staff are expected to use their discretion and judge each child's individual healthcare plan on its merits, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;

- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child.

Complaints

Should parents or children be dissatisfied with the support provided they can discuss their concerns directly with the Pre-school Manager, if, for whatever reason, this does not resolve the issue, they may make a formal complaint via the Pre-school Care Committee .

Review Date: September 2018