



NEW MARSTON PRIMARY SCHOOL MEDICAL POLICY

This school is an inclusive community that aims to support and welcome pupils with medical conditions.

New Marston Primary 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. We aim to provide all children with all medical conditions the same opportunities as their peers at our school. We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this. New Marston Primary School aims to include all pupils with medical conditions in all school activities. We ensure all staff understand their duty of care to children and young people and know what to do in the event of an emergency. New Marston School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

The medical conditions policy is supported by clear communication plan for staff, parents and students to ensure its full implementation

Parents are informed about the medical conditions policy via the school's website, where it is available all year round

School staff are informed and reminded about the medical policy at scheduled medical conditions training. It is also displayed on the staff noticeboard alongside highlighted pupils.

First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

Staff at New Marston Primary School 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 a range of staff every three years (Emergency First Aid at Work) At least two of our staff attend the extended paediatric first aider course.

All staff understand emergency procedures

All staff know what action to take in the event of a medical emergency. This includes:

- How to contact parents and emergency services and what information to give
- To contact a first aid member of staff if an injury is more than superficial.

Action to take for specific known conditions are displayed in prominent locations for staff in the staffroom. They are also in the individual child's medical wallet.

If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty.

The school has clear guidance on the administration of medication at school

Only medicines that are prescribed by a doctor and the parent has signed the consent form can be administered at school. Consent forms can be obtained from the school administrator or from the school website. The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times a day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime. Non-prescribed medicines such as calpol, cough lozenges etc will not be administered by first aid staff and should not be brought into school.

When a child receives medication in school, details are to be recorded on the appropriate Daily Medical Register which is located in the office.

Administration-general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of one of the school's first aiders. New Marston Primary School understands the importance of medication being taken as prescribed and will ensure instructions are adhered to following the written consent form from the pupils parent.

Parents at New Marston Primary School 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 forms must be checked by the first aid administrator on a regular basis to ensure accuracy of information and expiry dates of medicines.

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. Additional travel pack first aid kits are held in classrooms. Medicines are then held and administered by a designated member of staff.

New Marston Primary School has clear guidance on the storage of medication at school Safe storage – emergency medication (epipens)

For safety reasons, all medicines with the exception of children's asthmatic inhalers and EpiPens are stored centrally in the main First Aid Cupboard or office fridge and are handled by adults only. Parents are asked to deliver any medication to school via the school administrator and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. EpiPens are stored in the school office. In KS1 children with asthma are encouraged to be responsible for their own inhaler and administer their own medication under supervision. Key stage 2 pupils can store and administer their own inhalers.

New Marston Primary School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Exercise and physical activity

This school understands the importance of all pupils taking part in sports, games and activities. New Marston Primary School ensures classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils. Staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities. New Marston Primary School ensure that staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Education and learning

New Marston Primary School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided if needed. See access plan if applicable.

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

This school works in partnership with all interested and relevant parties including all school staff, parents and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

Headteacher

New Marston Primary School's headteacher 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.
- Ensure the health and safety of staff 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.
- Liaise between interested parties including pupils, school staff, special educational needs coordinator, teaching assistants, the school nurse, parents and governors.

- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at New Marston 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 medical policy.
- Know which students in their care have a medical condition.
- Support students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their inhalers with them have them when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing or at risk of bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

School nurse

The school nurse for New Marston has a responsibility to:

- Provide regular training for school staff in managing the most common medical conditions in school.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually.

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- Check medication held in school annually for expiry dates and dispose of accordingly
- Administer medication to students as prescribed.
- When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinator

The SENco at this school has a 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.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in assessments or activities.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

Pupils

The pupils at this school have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Know where their medication is in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents*

The parents of a student at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.

- Tell the school about any changes to their child's medication, what they take, when and how much by completing the consent form on our website or from our administrator.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure medication is within expiry dates.
- Keep child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer

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