

Great Bardfield Primary School



Managing children with medical conditions, administering medication and First Aid Policy

Approved by: Liz Crow (Headteacher)

Ratified by Governors September 2024

Next review due by: September 2025

Definition of pupils' medical conditions

Definition of Pupils' medical conditions may be broadly summarised as being of two types:

- (a) Short-term, affecting their participation in school activities for which they are usually on a course of medication or treatment.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support (deemed special medical needs)

Our Aims

Great Bardfield Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We understand that children can suffer from long term, short term, chronic and acute illnesses/conditions and we will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. Great Bardfield Primary School will ensure all staff understand their duty of care to children and young people and are aware of the medical conditions that affect children at this school. Staff understand the importance of medication and care being taken as directed by healthcare professionals and parents.

All children with long term medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary. **See Appendix 3 and Appendix 6**

Entitlement

The school accepts that pupils with medical needs should be assisted and that they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance as far as possible and receive necessary proper care and support.

The school accepts all members of staff have rights in relation to supporting pupils with medical needs and must:

- choose whether or not they are prepared to be involved;
- receive appropriate training **See Appendix 4;**
- work to clear guidelines;
- raise concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

The school expects:

- if parents have asked the school to administer the medication for their child they must supply the prescription and dosage regime typed or printed clearly on the outside of the medication. The school will usually only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent and a form completed. **See Appendix 1.**

- Any medication given will be recorded by the person administering the dose. **See Appendix 2**
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately
- the school will liaise with and seek support from the relevant practitioners where necessary and in the interests of the pupil
- any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

Legislation

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises.

In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with the necessary information.

Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine or calling for medical assistance. **See Appendix 5.**

First Aid

This school ensures staff receive appropriate first aid training and have easy access to first aid equipment. The main first aid boxes are located in all classrooms, in the school office and in the hall. All classrooms have a basic first aid kit and full, portable first aid kits are taken out to the playground at break and lunch time and on any off site visits

All staff have a statutory obligation to follow and co-operate with the requirements of this policy. All our information and guidance concerning First Aid (including accident records and forms) are kept in the cupboard in the office until such time they are archived.

Our first aid policy requirements are achieved by:

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring that the First Aid Policy is reviewed periodically or following any significant changes that may affect first aid provision.

The Headteacher will ensure that appropriate numbers of persons are adequately trained in First Aid to meet their statutory duties. Great Bardfield Primary School ensures this policy is applied across the curriculum, including PE and Educational Visits.

Inside the school office is designated as the first aid room for medicine, sickness and waiting room, first aid area has the following facilities:

- Accident Book
- First aid kits
- Chair
- Sick Bowls

First aid and medicine notification to parents:

Once the child has received first aid treatment or medicine as authorised, it will be recorded in the accident book/ medicine log in the office, put onto SIMS and the parent/ carer informed via a text or phone call. Head bumps are always recorded and notified.

Record Keeping (See Appendix 7)

All accidents requiring treatment are recorded with the following information:

- Name of injured person
- Date of accident
- Type of accident (e.g. bump on head etc.)
- Treatment provided and action taken
- Signature of qualified first aider or appointed person

APPENDIX 1

Great Bardfield Primary School

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Pupil's Full Name:..... **Class:**.....

Condition/Illness:.....

Name/type of Medication:.....

Date Dispensed:.....

For how long will child be required to take medication?.....

Dosage (eg. 5 ml):..... **Frequency of Dosage:**.....

Time:.....

Additional instructions/information: (eg. Before/after food, interaction with other medicines, possible side effects, storage instructions)

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.....
.....

Emergency contacts:

Name:..... **Relationship to child:**.....

Daytime telephone no:.....

OR

Name:..... **Relationship to child:**.....

Daytime telephone no:.....

I understand that I must deliver the medicine personally to the office and collect any unused medication when the course is completed. I accept that the school has the right to refuse to administer medication.

Name:..... **Relationship to child:**.....

Signed:..... **Date:**.....

.....

School use: Remaining medication returned to parent on (insert date):.....or disposed of

via.....on.....

APPENDIX 3

Great Bardfield Primary School

INDIVIDUAL HEALTHCARE PLAN

Name of school/ setting	
Childs Name	
Class Name	
Date Of Birth	
Childs address	
Medical condition	
Date	
Review date	

Emergency contact 1 Name	
Phone no 1	
Phone no 2	
Emergency contact 2 Name	
Phone no 1	
Phone no 2	

GP Name and Address	
Contact Number	

Name of person/people responsible for providing support in school	
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Detail of medical needs, Symptoms, triggers, signs etc.

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Name of medication required, dose and method of administration

Detail of any side effects

Daily care requirements

Specific support for the child's educational, social and emotional needs

Arrangements for school trips/ visits etc.

Describe what constitute an emergency and what action should be taken

Who is responsible in an emergency?

Staff training required/ undertaken (who what when?)

PARENT/CARER SIGNATURE.....DATE

STAFF MEMBER SIGNATURE DATE

APPENDIX 4

Great Bardfield Primary School

STAFF TRAINING RECORD- ADMINISTRATION OF MEDICINES

Name of school/ setting	
Staff Name	
Position	
Training Received	
Date Completed	
Training provided by	
Trainers profession	
Review date	

Trainer

I can confirm that the above member of staff received the training stated and is competent to carry out any necessary treatment.

Trainer Signature.....

Date.....

Member of staff

I can confirm that I have received and understand the training detailed above.

Staff Signature

Date.....

APPENDIX 5

Great Bardfield Primary School

PROCEDURE FOR CONTACTING EMERGENCY SERVICES

REMAIN CALM AND SPEAK CLEARLY AND SLOWLY

1. DIAL 999
2. ASK FOR AMBULANCE
3. CONTACT NUMBER 01371 810252
4. YOUR NAME
5. ADDRESS/ LOCATION

**GREAT BARDFIELD PRIMARY SCHOOL, BRAINTREE ROAD,
GREAT BARDFIELD CM7 4RN**

6. NAME AND AGE OF PATIENT BRIEF DESCRIPTION OF SYMPTOMS (ANY MEDICATION)
7. ADVISE OF BEST ENTRANCE AND INFORM THEM A MEMBER OF STAFF WILL MEET THEM

APPENDIX 6

Great Bardfield Primary School

Template letter to parent/ carers regarding healthcare plan within school setting

Dear Parent/ Carer,

Thank you for informing us of your child's medical condition. I enclose a copy of our school's policy "Managing children with medical conditions and administering medication and first aid policy".

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this can be provided. Individual healthcare plans are developed in partnership between the school, parents and pupils and where necessary, health care professionals. The aim is to ensure that we know how to support your child effectively and provide clarity about what needs to be done, when and by whom.

A meeting is recommended to discuss the healthcare plan. Please contact the school office to arrange a convenient time with the relevant members of staff/ professionals. Please complete the attached healthcare plan which should be brought with you to the meeting and any other evidence/ paperwork that could be useful within the discussion.

Yours Sincerely

.....

Great Bardfield Primary school

APPENDIX 7

Great Bardfield Primary School ACCIDENT/INJURY REGISTER

Date:	Time:	Child's Name:	Class:
Details of accident:		Injury received :	Treatment:
Teacher informed: <input type="checkbox"/>		Parent informed: text/ phone call	
Input on Sims: <input type="checkbox"/>			
Staff member name:		Staff member signature:	

Date:	Time:	Child's Name:	Class:
Details of accident:		Injury received:	Treatment:
Teacher informed: <input type="checkbox"/>		Parent informed: text/ phone call	
Input on Sims: <input type="checkbox"/>			
Staff member name:		Staff member signature:	

Date:	Time:	Child's Name:	Class:
Details of accident:		Injury received:	Treatment:
Teacher informed: <input type="checkbox"/>		Parent informed: text/phone call	
Input on Sims: <input type="checkbox"/>			
Staff member name:		Staff member signature:	

Date:	Time:	Child's Name:	Class:
Details of accident:		Injury received:	Treatment:
Teacher informed: <input type="checkbox"/>		Parent informed: text/ phone call	
Input on Sims: <input type="checkbox"/>			
Staff member name:		Staff member signature:	