



Dog Kennel Hill Medical Policy

Dog Kennel Hill Primary School is an inclusive school that aims to support and welcome pupils with medical conditions. We aim to ensure that all children including those with medical conditions have their needs met and make good academic progress.

All children will experience illness in the course of their school careers, most commonly transient self-limiting infections, but some will have more chronic or longerterm medical needs that will require additional support at school to ensure they have full access to the curriculum and to minimise the impact of their medical conditions.

The Children's and Family Act 2014 however, sets out requirements for school to ensure that the children with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

Staff working with pupils who have specific medical needs should understand the nature of children's medical problems and endeavour to work with the family and other professionals to best support the individuals concerned.

Responsibilities

The governing body have a duty to ensure that arrangements are in place to support pupils at school with medical conditions. They are responsible for ensuring that this policy is adhered to and reviewed on an annual basis.

The Executive Head teacher/Head of School will accept responsibility in principle for members of the school staff giving or supervising children taking prescribed medication during the school day, where those members of staff have volunteered to do so. The Executive Head Teacher/Head of School has responsibility for making sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

The **Inclusion Leader** (Natalie Melehi) will oversee the implementation of this policy. She will organise systems, procedures, and training to ensure that staff are able to manage the medical conditions of children. She will ensure that relevant staff members are made aware of any medical conditions children may have, including supply teachers. She will conduct 'risk assessments' where this is required for

school visits, holidays and other relevant activities. She will liaise with medical professionals to ensure that medical Health Care Plans are monitored and reviewed regularly.

Grace Olley is the **School Nurse** current link nurse for Dog Kennel Hill. She is responsible for notifying the school when a child has been identified with a medical condition. She will support with the implementation and writing of 'healthcare plans' where these are needed. She will provide or support access to appropriate medical training for conditions such as sickle cell, epilepsy, asthma and allergies.

Teachers/Support Staff - Any staff member may be asked to 'provide support to pupils with medical conditions'. Although there is no legal duty for non medical staff to administer medicines or to supervise a child taking it, Teachers should take into account the needs of pupils with medical conditions that they teach. Any staff member who volunteers to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

Parents – should provide the school with sufficient and up-to-date information about their child's medical needs. Parents are key partners who will be involved with the review of their child's individual 'healthcare plan'. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment, update these as necessary and ensure they or another nominated adult are contactable at all times.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. There are cases where the responsibility for administering medicine can and should rest with the child e.g. from year 4 upwards children should be beginning to carry their own asthma inhaler. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Managing Medicines

Administration of medicine is the responsibility of parents and carers. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Medicines at Dog Kennel Hill will normally be administered by Bonnie South or Teagan Dyton, (Reception office based staff) who hold an emergency first aid in school's certificate or an alternative member of staff who holds paediatric first aid training. (See appendix 5 for current members of staff).

Staff must never administer medication of any sort without first ensuring written parental permission has already been sought. If in doubt staff should seek advice from the Head of School or Inclusion Leader who will ensure that appropriate permission has been given and that staff have the appropriate level of training to administer medication.

Short-term illness

☒ Children who are suffering from short-term ailments and who are clearly unwell should not be in school and the Head of School is within their rights to ask parents/carers to keep them at home.

☒ We discourage parents from sending children to school with non-prescribed medicines (e.g. cough mixture) – the Medicine and Healthcare Products Regulatory Authority warned against their use in the under 6s age range.

<http://www.npc.nhs.uk/rapidreview/?p=311>

☒ There are recommended times away from school to limited the spread of infectious disease. Please see '*Guidance on infection control in schools and other childcare settings*' 2014

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/353953/Guidance_on_infection_control_in_schools_11_Sept.pdf

☒ Note, children who have had vomiting and/or diarrhoea should be kept off school until 48 hours symptom-free.

Chronic illness/disability

It may be necessary for children with long term conditions to take prescribed medicines during school hours. Many health advisers encourage children to take control of their medical condition, including taking responsibility for managing their medical care (with help,) from very young. This can include self-administration of

medicines e.g. using an inhaler or giving own insulin injections. We support this practice wherever appropriate.

Where young children or those with special educational needs and or disabilities require medication, adult support will be needed. Whilst responsibility for the medical care of children rest with parents, carers and their health professionals, it may not be feasible for these individuals to come to school to administer medicines.

Acute illness

The teaching profession has a general duty of care towards children in schools. Legally this duty cannot require teachers to administer medicines, but it is expected that teachers react promptly and reasonably if a child is taken suddenly ill. In these cases, clear procedures must be followed, particularly in life threatening situations.

Procedures for accepting Medicine

Under no circumstances must any medication be administered without parental approval and written consent. Medication will only be accepted in school if:

1. It has been prescribed by a doctor, or pharmacist.
2. Paracetamol or ibuprofen may be administered without being prescribed by a doctor (with parental permission), particularly when children have sickle cell that requires this medicine within an IHC plan.
3. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).
3. Each item of medication must be delivered in its original container and handed directly to the office.
4. Where the child comes to school with a child minder/escort etc, it is the responsibility of the parents/guardian to ensure that person is informed of any medication sent with the child.
5. Each item of medication must be clearly labelled with the following information:
 - ☒ Child's name;
 - ☒ Name of medication;
 - ☒ Dosage;
 - ☒ Frequency of dosage;
 - ☒ Date of dispensing;
 - ☒ Storage requirements (if important);

☒ Expiry date.

6. The school will not accept items of medication that are in unlabelled containers.

7. It is the responsibility of parents/guardian to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.

Individual Health Care Plans

For more serious or chronic conditions, including allergies that require the potential use of an epipen, we require an Individual Health Care Plan (IHCP) from a child's doctor/hospital stating exactly what needs to be given and when. This is usually requested via the school nurse service and written with the parent/carer. An IHC plan will detail any medicine that a child may require and emergency procedures to follow if necessary. Appendix 4 sets out the type of information that may be set out in an IHC plan. A model invite to an IHC plan meeting is set out in appendix 6.

The school will ensure that staff, are appropriately trained to implement recommendations set out in IHC plans. IHC plans will be reviewed annually or earlier if adjustments are needed.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will work with the local authority to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Giving regular medicines:

We encourage parents whose child is taking medication three times a day to give it before school, after school and at bedtime. If a doctor has specified that one of the doses should be given at lunchtime and the parent/carer is unable to administer the dose then the school may agree to administer a lunchtime dose.

Procedures for safe administering of medicine

1. Ask the Parent/Carer to complete a Medicine Administration request form. (Appendix 1)
2. Refer to this form prior to giving the medicine.
3. Check the child's name on the form and the medicine.
4. Check the prescribed dose.

5. Check the expiry date.
6. Check the prescribed frequency of the medicine.
7. Measure out the prescribed dose (parents should provide measuring spoons/syringes). If the child is old enough, they can measure the medicine.
8. Check the child's name again and administer the medicine.
9. Complete and sign the Administration of Medicine Record Form when the child has taken the medicine. (Appendix 7)
10. If uncertain, DO NOT give – check first with parents or doctor.
11. If a child refuses medication, record and inform parents as soon as possible.

Off-Site visits

The school will make every effort to continue the administration of medication to a child whilst attending After School Clubs, on trips away from the school premises, even if additional arrangements might be required. All staff attending off-site visits should be aware of any pupils with medical conditions on the visit. Medication will be signed in and out of school by a responsible adult attending the school trip. (Appendix 9) When medicine is administered a record of administration will be completed. (Appendix 8)

Staff should take a First Aid kit whenever children are taken off-site. Buckets and towels, in case of sickness on a journey, are also sensible precautions.

Safe Storage of Medicines

It is the responsibility of the Head of School and Inclusion Leader to ensure safe storage of medicines. Daily maintenance and monitoring of storage of medicines will be carried out Bonnie South.

Unless otherwise indicated all medication to be administered in school will be kept in the school office. All medicines should be kept in the container supplied which should be clearly labelled with the child's name, another identifier (such as date of birth) and instruction for usage. A copy of the Parent application and agreement for school to administer medicine and Health Care plan (if applicable) should be kept with the medicine. Medicines (eg liquid antibiotics, insulin) that require refrigeration will be stored in a fridge in the school office. These should be kept in suitable additional and airtight containers (e.g. Tupperware boxes) and marked 'Medicines'. All children with

medical conditions should have easy access to their emergency medication.

Controlled drugs that have been prescribed for a pupil will be securely stored in a nonportable container with key members of staff having safe access only.

Medicine disposal

Parents are asked to collect out-of-date medication. If this does not occur, medication should be taken to a pharmacy for disposal. Bonnie South is responsible for checking dates of medication and arranging disposal if any have expired. This check should occur three times a year and be documented.

Staff Training

The school will organise certified paediatric first aid training on a regular basis to ensure staff are able to manage the medical conditions of pupils. (See appendix 5 for list of first aiders).

Training will be sought for Teachers and support staff where non-routine administrations of medicine are required, through the School's Health Service.

Nurse: Grace Olley

Email: grace.olley@gstt.nhs.uk

All staff with appropriate accredited paediatric first aid training should wear a first aid kit during the playground duties and when supporting children offsite.

Staff protection

“Universal precautions” and common sense hygiene precautions will minimise the risk of infection when contact with blood or other bodily fluids is unavoidable.

☑ Always wear gloves.

☑ Wash your hands before and after administering first aid and medicines

☑ Use the hand gel provided.

Record keeping/Documentation

The following lists the forms of written documentation that are maintained in school:

☑ Centralised register of children with medical needs

- ☐ Class register of medical needs kept in SEND folder
- ☐ Enrolment forms: should highlight any health condition
- ☐ Request to administer medicines at school form located in the school office and a copy kept with the medicine
- ☐ Record of medicine administer kept in the school office
- ☐ Log of training relevant to medical conditions maintained by Inclusion Leader
- ☐ List of staff who completed paediatric first aid training maintained by Inclusion Leader and posted around the school. (Appendix 5)
- ☐ Individual Healthcare plans: for children with medical conditions giving details of individual children's medical needs at school. Central copy in the school office and kept with medicine. Parents keep a copy and Class Teacher has a copy in SEND file.
- ☐ All staff must protect a pupil's confidentiality.
- ☐ Photographs of children with more severe medical conditions kept on door in the staff room, in the school office and also in the school kitchen.

Emergency procedures – See appendix 2 & 3

When there is a concern regarding an adult or child who has had an accident or become ill, a trained First Aider should check the patient before taking further action.

If it is not an emergency and in the case of a child, parent/carers should be contacted and asked to take the child to the GP or A&E if they think fit. Where it involves a member of staff, they should receive support from another adult.

Where it is deemed an emergency, a member of staff (usually the Admin Officer) will call for an ambulance.

- ☐ Ambulance control will need as much information about the casualty as possible:
 - ☐ Name
 - ☐ DOB
 - ☐ Suspected injury/illness
 - ☐ Level of consciousness

☒ School address and contact information.

Copies of IHC plans/parental applications for administration of medication should be given to the paramedics. They should be informed of any medication that has been administered.

The child's parent/carer should be called immediately to accompany the casualty to hospital (or next of kin where a member of staff is involved). If a parent is unavailable immediately, then a member of staff needs to accompany the child in the first instance and will then return to school once parents, relatives or other carers have arrived at the hospital.

Medi-alerts (bracelets/necklaces alerting others to a medical condition)

For preference children should wear medi-alerts which are safe during practical activities and games, such as silicone bands as illustrated. If medi-alerts are a potential source of injury in games or practical activities they should be removed or covered during those activities but all adults should be made aware of the child's medical condition prior to the band being removed.

Impaired mobility

Providing the GP or hospital consultant has given approval, children can attend school with plaster casts or crutches. There will be obvious restrictions on games and on some practical work to protect the child (or others). This includes outside play. Some relaxation of normal routine in relation to times of attendance or movement around the school may need to be made in the interests of safety.

Employee's medicines

Staff and other employees may need to bring their own medicine into school. They have clear personal responsibility to ensure that their medication is not accessible to children.

Complaints

Should parents be dissatisfied with the support provided to meet their child's medical needs they should discuss their concerns directly with the Head of School or Inclusion Leader.

If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Appendix 1

**Dog Kennel Hill Primary School
Parental Application and agreement for School to administer medicine**

Pupil Details:	
Name:	
Date of birth:	
Year group/class:	
Medical condition or illness:	

Medicine	
Name/type of medication (as described on the container)	
Date dispensed:	
Expiry date:	
For how long will your child take this medication:	

FULL DIRECTIONS FOR USE:	
Dosage and amount (as per instructions on container):	
Timing:	
Special precautions/other instructions:	
Any possible side effects that they school/setting needs to know about?	
Self-administration: Yes/No	
Procedures to take in an emergency:	
NB: Medicines must be in the original container as dispensed by the pharmacy	

Contact Details	
Name:	Daytime telephone no:
Relationship to child:	Address:

Parent/guardian consent. Please read and sign

(NB: This task is being undertaken voluntarily and in a general spirit of care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.)

The above information is to the best of my knowledge accurate at the time of writing and I give consent to school staff to administer medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

Signature: _____ Date: _____ Relationship to pupil: _____

Appendix 2

The school office will call the Emergency Services at the direction of a first aider.

Medical Emergency Procedures:

Contacting Emergency Services

Dial 999, ask for an ambulance speak clearly and slowly and be ready to repeat information

if asked. Provide the following information:

1. Your telephone number – 020 7274 1829
2. Give your location as follows:
 - ☑ State the postcode: SE22 8AB
 - ☑ State the address: Dog Kennel Hill Primary School
 - ☑ provide the exact location of the patient within the school setting
3. Give your name.
4. Give the name of the person needing help.
5. Give a brief description of the person's symptoms (any known medical condition and inform them of any emergency medication administered or procedures followed).
6. Inform the Ambulance Control of the best entrance to use and state that the crew will be met at this entrance and taken to the student.
7. Do not hang up until the information has been repeated back to you.
8. Ideally the person calling should be with the child, as the emergency services may give first aid instruction.
9. Never cancel an ambulance once it has been called.

Ambulance Call Plan

For Accidents, serious medical or life-threatening situations dial 999 and ask for an ambulance.
The ambulance operator will require:
The location where an ambulance and possibly other fast response vehicles are required.

If not with the Patient

- Confirmation of telephone number and location
- Age
- Conscious
- Breathing
- If illness related do they have chest pains

If with the patient

- Confirmation of telephone number and location
- Diagnosis/nature of the problem
- Then guided by emergency medical dispatcher

Help will be with the patient as soon as possible

Ambulance Control Arrival

If the child/patient needing the ambulance has an **Individual health care plan** a copy of the plan should be available for the ambulance crew along with details of any medication administered and any emergency medication that may be needed or the empty pack if it has been administered

School Office staff will provide the ambulance crew full information on the student available from the school office.

Appendix 4

Individual Healthcare Plan

Name of school/setting
Child's name
Group/class/form
Date of birth
Child's address
Medical diagnosis or condition
Date
Review date

Family Contact Information

Name
Phone no. (work)
(home)
(mobile)
Name
Relationship to child
Phone no. (work)
(home)
(mobile)

Clinic/Hospital Contact

Name
Phone no.

G.P.

Name
Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 5

Current First-aiders in the school:

Name of first aider	Type of Training	Expires
Krystal Jackson	First Aid at Work	16/11/2015
Bonnie South	First Aid at Work	21/05/2016
Grace Omolaiye	First Aid at Work	24/05/2016
Barbara Gustaffe	First Aid at Work	16/11/2015
Cathriona Costello	First Aid at Work	24/05/2016
Elizabeth Stafford	First Aid at Work	06/10/2014
Lynn Mullings	Paediatric First Aid	27/11/2015
Maxine Leith	Paediatric First Aid	15/11/2015
Sue Nynd	Paediatric First Aid	15/11/2015

Always wear gloves when administering First Aid.

First Aid book – entries must be clear, in ink, and include:

- ☐ Name of child and class
- ☐ Signature of the person reporting the accident
- ☐ Printed name of the person reporting the accident
- ☐ Date and time
- ☐ Where it occurred and what happened
- ☐ The resulting injury
- ☐ How it was dealt with.

Parents should be notified of any First Aid given to a child during the school day (by letter, sticker or phone call).

Class teachers should be notified of any First Aid given to a child during the school day.

Any serious injuries (other than non-serious bruises, grazes etc.) will require the parents to be contacted immediately.

If the accident occurs due to a Health and Safety oversight, please pass on the information to the Site Caretaker.

Appendix 6

Model letter inviting parents to contribute to individual healthcare plan development:

Dear Parent,

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one.

We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil

support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Appendix 7

Dog Kennel Hill Primary School Record of medicine administered to all children

Date	Child's name	Time	Name of medication	Dose	Name of staff giving medicine	Comments/ Reactions

Appendix 8

Dog Kennel Hill Primary School Record of medicine administered on school trips

Date	Child's name	Time	Name of medication	Dose	Name of staff giving medicine	Comments/ Reactions

Appendix 9

**Dog Kennel Hill Primary School
Record of medicine taken outside of school**

Child's name	Name of medication	Date and time medication signed out	Child's name Name of medication Date and time	Signature of adult responsible for medication	Date and time medication signed in	Signature of adult signing medication in

Signed: _____ **Chair of Governors**
Signed _____ **Headteacher**