



Crockerton Church of England Primary School

Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB

Web: www.crockerton.wilts.sch.uk Tel: 01985 212168

Headteacher: Mrs Nic Ilic

VISION STATEMENT

Together we learn and grow, beyond expectations, guided by our faith and values.

Be joyful. Grow to maturity. Encourage each other. Live in peace and harmony.

2 Corinthians 13:11

Supporting Pupils with Medical Conditions Policy (including Asthma) & Children with Health Needs Who Cannot attend School

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

Written	September 2018
Reviewed	September 2020
Author	Headteacher
Next Review	September 2021

We are committed to safeguarding and promoting the welfare of children and young people



Aim

To ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Policy Implementation

In order to ensure that this policy is effective in meeting our aims the following safeguards are in place:

- A record of medical training is kept and ensure that all training is updated on a regular basis.
- A medical conditions register is maintained. Photographs of all children with known medical conditions are displayed in medical room.
- There will always be a minimum of three medically trained staff to ensure cover arrangements are in place at all times should one staff member not be available.
- All supply teachers are required to familiarise themselves with the relevant info pack at the start of the day.
- A thorough risk assessment procedure is in place in which all pupils with medical needs are explicitly noted and arrangements to meet their needs detailed.
- All pupils who present with any long term medical conditions (longer than 1 week) will be given an individual healthcare plan. This will be written and agreed with parents within 24 hours of the child returning to school.
- A briefing on the policy will form part of every September training day and new staff induction.

Procedure to be followed when notification is received that a pupil has a Medical Condition

If the child is recovering from a short term illness that requires medication we will follow our medications protocol (see attached).

If the child has a longer term condition (more than 10 days) we will:

- Draw up a healthcare plan with parents and relevant healthcare professionals (where appropriate) within 24 hours of child being admitted or re-admitted. Where possible this should be done prior to admission. Every effort will be made to ensure that the necessary arrangements are put in place within 2 weeks. Where a child is leaving the school we will contact the new school to advise them of the child's needs.

Individual Healthcare Plans

Head teacher and class teachers write up the healthcare plans appropriately and in a timely manner. They also take responsibility for ensuring that all the relevant staff are informed including lunch time and break time staff and that class based records are updated.

For all children who have a Special Educational Need this will be recorded on their healthcare plan.

All healthcare plans will be reviewed at least annually but more frequently if necessary depending on the nature of the child's condition. A plan will be automatically reviewed following any advised change in the child's condition.

All individual healthcare plans will be developed with the child's best interests in mind. In devising the plan, the school will assess and manage any risks to the child's education, health and social well-being. We will aim to deliver all necessary care and support with the minimum of disruption.

The format for the IHCP is attached.

Roles and Responsibilities

- **Governing Body**
 - To ensure the policy is appropriate and effectively implemented
 - To have oversight of staff medical training and range of medical conditions
- **Headteacher**
 - To devise and implement an appropriate policy
 - To ensure that all medical conditions are recorded and IHCP devised as necessary
 - To ensure regular liaison with school nursing staff
 - To ensure all medication is securely stored and safely administered including asthma medication
 - To ensure all staff are appropriately briefed
- **Safeguarding Administrator**

- To ensure that all staff receive the appropriate and necessary medical training
- **Teaching Staff**
 - To ensure that all activities are assessed to identify potential risks in terms of pupils' medical conditions
 - To ensure all classroom records are maintained
 - To ensure all asthma medication is appropriately stored and is accessible during any outdoor activities/PE
- **Parents and Pupils**
 - To advise school of medical conditions and symptoms. To provide all necessary medication, correctly labelled, and to be a partner in ensuring an appropriate health care plan is devised

Managing Medicines on School Premises

Please refer to Administering Medicines in School Policy.

Record Keeping

Clear records are kept detailing the date, time, name of child and medication administered. Please also refer to attached:

- Health Care Plan
 - Generic
 - Broken Arm
 - Broken Leg
- Parental Agreement to Administer Medicine
 - General
 - Asthma
- Asthma/ Inhaler

Acceptable Guidelines to follow:

- Ensure children can easily access their inhalers and medication and administer their medication when and where necessary
- Staff understand that every child with the same condition requires the same treatment
- Listen to the views of the child or their parents; acknowledge medical evidence or opinion (although this may be challenged)
- Children with medical conditions should remain in school as much as possible in order for them to be included in normal school activities, including lunch and school trips, unless this is specified in their IHCP
- If the child becomes unwell, send them to the school office accompanied so that the parents can be contacted
- Accept that children's absence from school may be high due to increased appointments that are related to their medical conditions
- Understand that pupils may need to drink more or eat regularly or take toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Trained staff may need to administer medication or provide medical support to a child, including with toileting issues as stated on the IHCP. School staff will support the child as much as possible, in order that parents do not have to give up work to attend school to deal with the child's medical condition

ASTHMA

The School:

- recognises that asthma is a condition affecting many school children and welcomes all pupils with asthma;
- ensures that children with asthma participate fully in all aspects of school life including PE;
- will follow the Emergency Procedure, (Wiltshire Community Health Services) which is displayed in the PPA Staffroom;
- recognises that immediate access to reliever inhalers is vital;
- ensures parents/carers complete the Asthma forms – appendix 1
- ensures the school environment is favourable to children with asthma
- ensures that other children understand asthma
- ensures all staff who come into contact with children with asthma know what to do in the event of an asthma attack

- will work in partnership with all interested parties including all school staff, parents, governors, doctors and nurses, and children to ensure the policy is implemented and maintained successfully.

What to do when a child has an asthma attack:

- Keep calm and instruct pupils to do the same.
- Encourage the child to sit up and slightly forwards – do not hug them or lie them down.
- Remain with the child while inhaler and spacer are brought to them.
- Make sure the child takes two puffs of their reliever inhaler immediately, preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.
- If there is no immediate improvement:
- Continue to give 2 puffs at a time, every two minutes up to maximum of 10 puffs.
- Parents/carers should be contacted at the earliest convenience, following the administering of the maximum number of puffs.
- Stay calm and reassure the child. Stay with them and when feeling better they can return to normal school activities.

Call 999 immediately if:

- The child's symptoms do not improve in 5-10 minutes.
- The child is too breathless or exhausted to talk.
- The child's lips have a blue/ white tinge.
- The child has collapsed.
- You are worried at any time before reaching 10 puffs.
- If the ambulance doesn't arrive in 10 minutes give another 10 puffs in the same way.

Important points to remember:

- Never leave a pupil having an asthma attack.
- The member of staff that has administered the inhaler must complete the individual Asthma Forms, stating the date, time and number of puffs.
- Parents/carers are responsible for ensuring that the inhalers are 'In-date' and labelled correctly
- In an emergency situation, members of school staff are required to act like any reasonably prudent parent – known as having a 'duty of care'.
- Reliever medicine is very safe. Do not be overly concerned a pupil may overdose.
- Send another pupil to get a teacher / adult if an ambulance needs to be called.
- Contact the pupil's parents immediately after calling the ambulance.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent / carer arrives.
- Generally, staff will not take pupils to hospital in their own car. However, in some extreme situations it may be the best course of action. If this is the case, another adult must accompany them.

Record keeping:

- At the beginning of each school year or when a child joins Crockerton Primary School, parents / carers should inform the school if their child has any medical conditions, including asthma, on their enrolment form.
- The school keeps a record of all pupils with asthma, complete with medication requirements
- Parents must inform the school of any changes to their child's condition or medication during the school year.
- These records are updated at least every 2 years.
- Records Sheets when Inhaler is administered (KS1 or 2) is kept in the white medical box.

Complaints

Any complaints about how the school has dealt with a child's medical condition should be made in the first instance in writing to the headteacher. If this does not result in satisfaction parents/carers may complain via the school's formal complaints policy.

Medication Protocol

Medicine brought into school

- Parents must fill in medicine form and sign.
- Antibiotics should be named with Pharmacy label.
- If possible any other medication should be named with pharmacy label.

Adult Receiving medicines

- Check medicine instructions, and form filled in by parents.
- Medicine to be placed in fridge or cupboard in staffroom.
- Put a weekly medication list in the staffroom.

Administering medicine

- Check Bottle for correct name, dosage and photograph.
- When administered tick off on board in medical complete form in staffroom under correct day.
- All non-prescription medication for on-going medical problems can be administered, after phoning home and checking, in case the child has been given medication at home.

Health Care Plan for a Pupil at Crockerton School

Name:	
Class:	
Medical Condition:	
My Symptoms:	
Action to be Taken:	
Administering Medication:	
Parents Signature:	
Date:	

Crockerton CE VA Primary School

Health Care Plan for a Pupil with a Medical Condition/Injury

Name:

Date of Birth:

Class:

Medical Condition: eg **Broken arm**

Date plan drawn up:

Family Contact 1

Name:

Phone No: In office

Relationship:

Family Contact 2

Name:

Phone No: In office

Relationship:

Describe medical condition and give details of pupil's individual symptoms:

- Broken arm
- Arm in a cast and sling
- Possible symptoms – pain, circulation, lack of movement

Daily care requirements (e.g. before sport/at lunchtime):

- Stay in playtime with a buddy
- keep his arm in the sling
- No PE at this time
- Sit on a chair at a table to be comfortable and to avoid weight bearing on arm when standing
- Buddy to carry lunch tray
- Leave the classroom first with a buddy (to help with doors) to ensure he/she isn't tripped

Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:

- Severe pain in the arm
- Numbness, lack of mobility or discolouration of the fingers
- Action – call mother with any concerns and 111/999 in the event of an emergency requiring immediate response

Follow up care/medication:

- Pain relief (analgesia) to be administered if required
- Parent to bring medication to school and this will be stored in the medical room and administered as per medical form
- Learning Journal to be completed by parent and school staff to inform of last medication time. A phone call will be made home if no note is left in the journal and medication is required during the school day.

Copy of Care Plan to:

Class teacher

Parent



Health Care Plan for a Pupil with a Medical Condition/Injury

Name:

Date of Birth:

Class:

Medical Condition:

Date plan drawn up:

Family Contact 1

Name:

Phone No: In office

Relationship:

Family Contact 2

Name:

Phone No: In office

Relationship:

Describe medical condition and give details of pupil's individual symptoms:

-
-
-

Daily care requirements (e.g. before sport/at lunchtime):

- Stay in playtime with a buddy
-
-
-
-

Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:

-
-

Follow up care/medication:

-
-
-
-

Copy of Care Plan to:

Class teacher:

Parent



Appendix 1 – KS1

Crockerton Church of England Primary School

CONSENT FORM KS1

Child's name:

Class:

I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].

1. My child has a working, in-date inhaler, clearly labelled with their name; this inhaler should be kept in school, in the medical room. (ideally one kept at home, one kept in school)
2. In the event of my child's inhaler being empty, not working or not in school, I consent for my child to receive salbutamol from an inhaler held by the school. This procedure would only be put into practice in the case of an emergency.

Signed:

Date:

Name (print).....

Parent's contact details:

Telephone:

Please provide instructions that will help administer the inhaler: eg number of puffs, face mask etc.

Update: Needed every 2 years from signature date.



Appendix 1 – KS2

Crockerton Church of England Primary School

CONSENT FORM KS2

Child's name:

Class:

I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].

1. My child has a working, in-date inhaler, clearly labelled with their name; this inhaler should be kept with the child. (stored in the classroom, ideally with another kept at home)
2. In the event of my child's inhaler being empty, not working or not in school, I consent for my child to receive salbutamol from an inhaler held by the school. This procedure would only be put into practice in the case of an emergency.

Signed:

Date:

Name (print).....

Parent's contact details:

Telephone:

Please provide instructions that will help administer the inhaler: e.g. number of puffs.

Update: Needed every 2 years from signature date.

Appendix A



Crockerton Church of England Primary School

Administration of Medicines

Child's name:

Class:

Parent's name:

Medicine:

Dosage:

Time to be administered:

Signature:

Date:

Risk Assessment for children attending school with injuries



Name of child:

Date:

The class they will mainly be in during the day:

Brief description of the injury:

What are the risks:

- Steps inside the building
- Being able to toilet independently
- Playtimes
- Steps in outdoor areas
- Other children around the child
- Curriculum activities eg PE, Welly Walk

How will any above risks be reduced within the day?

Further comments

Contact details for the parent on that day, if different to usual.

The child's attendance at school has been discussed and both parties are happy for the child to attend school. Another meeting will be planned if necessary to make any changes.

School Signature..... Parent signature.....

Date: