

# STOWFORD SCHOOL



## Policy for the Support of Pupils with Medical Conditions in School

Includes:

First Aid Policy

Medicine Policy

REVIEWED November 2023

# POLICY FOR THE SUPPORT OF CHILDREN WITH MEDICAL CONDITIONS IN SCHOOL

## Policy statement

Stowford School is an inclusive community that aims to support and welcome pupils with medical conditions.

Stowford School aims to provide all pupils with all medical conditions the same opportunities as others at school.

For common illnesses, the school follows the guidance of the UK Health Security Agency (UKHSA) - South-West Health Protection Team and national guidance documents on the GOV.UK website. Please click on the links for further information.

[UKHSA Infection Protection and Winter Readiness and Control Toolkit for Early Years and Education Settings - South West Councils \(swcouncils.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/UKHSA_Infection_Protection_and_Winter_Readiness_and_Control_Toolkit_for_Early_Years_and_Education_Settings_-_South_West_Councils_(swcouncils.gov.uk).pdf)

[Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/UKHSA_Infection_Protection_and_Winter_Readiness_and_Control_Toolkit_for_Early_Years_and_Education_Settings_-_South_West_Councils_(swcouncils.gov.uk).pdf)

For cases of diarrhoea and/or vomiting, we require children to stay off for 48 hours to avoid spreading infection.

### **1. Stowford School is an inclusive community that aims to support and welcome pupils with medical conditions**

- a. This 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.
- b. This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
  - + be healthy
  - + stay safe
  - + enjoy and achieve
  - + make a positive contribution
  - + achieve economic well-being.
- c. 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.
- d. This school aims to include all pupils with medical conditions in all school activities.
- e. Parents/carers of pupils with medical conditions feel secure in the care their children receive at this school.
- f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g. All staff feel confident in knowing what to do in an emergency.
- h. This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- i. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- j. The medical conditions policy is understood and supported by the whole school.

**2. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation**

Parents are informed and regularly reminded about the medical conditions policy by including the policy statement on the school's website and signposting access to the policy at the start of the school year when communication is sent out about Healthcare Plans and when their child is enrolled as a new pupil.

School staff are informed and regularly reminded about the medical conditions policy through copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents, at scheduled medical conditions training and through the key principles of the policy being displayed in several prominent staff areas

All supply and temporary staff are informed of the policy and their responsibilities.

**3. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school**

a. All staff at Stowford School are aware of the most common serious medical conditions at this school.

b. Staff at Stowford 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.

c. All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

d. Training is refreshed for all staff at least once a year.

e. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff in the staff room.

f. Stowford School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

g. Stowford School has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

**4. All staff understand and are trained in the school's general emergency procedures**

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

+ how to contact emergency services and what information to give

+ who to contact within the school.

b. Training is refreshed for all staff at least once a year.

c. Action to take in a general medical emergency is displayed in prominent locations for staff.

d. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

**5. Stowford School has clear guidance about record keeping**

Enrolment forms

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is completed when a child starts school.

Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

An up-to-date list of children with specific medical conditions is kept in the school office, at the first aid area and in the staff room. Every teacher has a list of medical needs for children in their class.

## **Healthcare Plans**

### **Drawing up Healthcare Plans**

Stowford School uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- + at the start of the school year
- + at enrolment
- + when a diagnosis is first communicated to the school.

The parents, healthcare professional, pupil with a medical condition and the school's medical officer may all contribute to the HealthCare plan. Parents then return these signed, completed forms to the school.

### **School Healthcare Plan Register**

Healthcare Plans are used to create a centralised register of pupils with medical needs.

**6. Stowford 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.**

#### **Physical environment**

- a. Stowford School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- b. Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- c. Stowford School's commitment to an accessible physical environment includes out-of-school visits.

The school recognises that this sometimes means changing activities or locations.

#### **Social interactions**

- d. Stowford School ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks, before, and after school.
- e. Stowford School ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

#### **Exercise and physical activity**

- f. Stowford School understands the importance of all pupils taking part in sports, games and activities.
- g. We ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- h. We ensure all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- i. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

### **Education and learning**

j. Stowford School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

k. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

l. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The school's SEND coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

### **Residential visits**

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered; and where help can be obtained in an emergency.

School will make every effort to continue the administration of medication to a young person whilst on activities away from the premises, even if additional arrangements might be required. Separate, formally agreed arrangements are acceptable on educational visits that involve an over-night stay.

## FIRST AID POLICY

### 1. Staff with First Aid Qualifications are listed below.

2. **Full First Aiders:** Lisa Payne, Serrita Hill, Orla Dove and Christine Ward (all renew 7<sup>th</sup> September 2026)

**Emergency First Aid at Work:** Juliet Dean, Liz Dumbiotis, Kim Lannin, Jennifer Medland, Lisa Richmond, Caroline Summers, Claire Willcocks and Sue Williams (all renew 19<sup>th</sup> June 2025).

**Paediatric First Aiders:** Orla Dove, Serrita Hill and Michelle Wark (all renew 8<sup>th</sup> December 2024), Poppy Knight (renew 18<sup>th</sup> March 2025) and Yasmin Rogers (renew 9<sup>th</sup> February 2026).

**Emergency Action (Emergency First Aid in the Outdoors including paediatric elements):** Jamie Green and Sam Roberts (both renew February 2027).

### 3. General:

Children should be encouraged to report accidents. Details of where parents can be contacted in an emergency can be obtained from the School Office. If in any doubt regarding the appropriate action to be taken concerning accidents, contact a member of staff with first aid qualifications.

Confidential lists of medical conditions are in the First Aid areas together with travelling first aid boxes and year group specification in the back of individual registers.

Staff should report all accidents and near misses, no matter how trivial, as this might help prevent a more serious accident in future.

### 4. Minor Cuts etc:

These should normally be attended to by a Teaching Assistant or Mealtime Assistant using the antiseptic wet wipes provided. The attending adult should wear disposable gloves and dispose of waste in a yellow bag.

### 5. More Serious Accidents:

Details should be entered in the Accident Book. The parent/carer should be notified verbally or by letter (copies kept on file in First Aid Room). If the accident is to the head, the head injury leaflet which is on red paper should also be sent home and the child should wear a bumped head sticker stating the time of the injury. This sticker warns all staff to be alert to potential signs of concussion. The sticker should be removed after 24 hours.

### 6. Serious Accidents:

- Send for staff with first aid qualifications. Administer first aid immediately. Inform senior member of staff i.e. Headteacher/Deputy Headteacher.
- Contact Ivybridge Health Centre on 690777 or Highlands Health Centre on 897111 depending on the child's registered doctor. If a doctor is not available and immediate attention is required, an ambulance should be called. In the case of a suspected fracture, the child will have to travel to Plymouth for an X-ray. It is essential in such an instance that the child is accompanied by either his/her parent or a member of staff.

- The parents should be informed as soon as possible. Liability or blame should not be admitted.
- The OSHENS Accident Form should be completed as soon as possible and sent off via online reporting. Retain the copy in the folder in the filing cabinet.

**7. Accidents to Staff:**

These should be reported to the Headteacher or Deputy Headteacher. An accident form should be completed (with full details) and forwarded to Devon Health and Safety reporting system OSHENS. Retain the form in the filing cabinet. All accident and near misses, no matter how trivial, should be reported as this may help to prevent a more serious accident occurring in the future.

**8. Sickness in School:**

It is the responsibility of the Site Manager (when on site) to clean up sickness, at other times Teaching Assistants are responsible. At lunch times, it is the responsibility of the Mealtime Assistants.

Before sending any child home, a member of the Senior Leadership Team must be notified and details entered in the Permission to Leave book, which can be found in the School Office.

**9. First Aid Area/Room:**

Children should not be left alone in the First Aid area or room at any time or sent to the toilets or anywhere else unaccompanied if in danger of shock and/or fainting.

**10. First Aid Boxes:**

A "travelling" first aid box should be taken on all school trips and out-of-school activities including walking to the swimming pool. Asthmatic children should carry their own inhalers. If there is a child present with a need for an epipen in emergency circumstances, then the box, retained in the school office, should be carried and a trained person present.

**11. Asthma:**

Children in Key Stage 2 should be responsible for their own inhalers in line with the recommendations from the Asthma Society. In Key Stage 1, the inhalers are kept by the teacher in each classroom. If a pupil needs their inhaler during break or lunchtimes, the pupil would go to first aid.

On no account should a child use an inhaler belonging to another child.

## MEDICINE POLICY

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

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically asked (or trained in some cases) to do so. There are several members of staff at this school who have been specifically trained to administer medication.

The staff of Stowford School wish to ensure that children with medical needs receive proper care and support whilst at school. The Headteacher will accept responsibility in principle for members of the establishment staff giving or supervising a young person taking prescribed medication during the day, where those members of staff have volunteered to do so.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent/carer. Staff who administer regular medicines e.g. antibiotics or Calpol, undertake training in a set of competencies including the following:

- Two members of staff should check both the medicine and the child.
- Hands should be washed before administration.
- The medicine should be signed for on the 'administration of medicines' form and dated.
- The first dose of any new medicine should not be given in school.

When giving medicine, staff should adhere to safeguarding policy and be visible at all times.

Any parent or carer requesting the administration of medication in school should be made aware that this policy is available on the website or on request from the school office.

Only GP prescribed or GP recommended medication will be administered in school. The Headteacher may agree exceptions to this, e.g. pain relief such as Calpol where a child suffers regular headaches/earache etc. or has a fracture. Calpol will not be administered by school staff for general coughs and colds.

Medication will not be accepted without written and signed instructions from a parent/carer. Medicine forms are available at the school office and can be downloaded from the school website.

The medicine should be clearly labelled with its contents, the child's name, and the dosage required.

If the medicine dosage is only required three times a day, the school has been advised by the school nurse that it is not necessary for a dose to be given in school. This includes antibiotics as the spacing throughout the day of three doses can be managed satisfactorily without a dose during the school lunch break: before school, after school, and bedtime adequately spaces doses throughout a 24 hours period. Therefore, only medication that is required four times a day will be administered in school.

Please note that we cannot administer eye drops or eye cream.

Children may only be permitted to self-administer emollients on completion of a medical form by the parent/carer and under adult supervision.



Throat lozenges bought over the counter are neither prescription nor pharmacy products and therefore will not be administered in school.

Only reasonable quantities of medication should be supplied to school by a responsible person (no more than one week's supply). Each item of medication should be delivered in its original dispensed container and handed directly to the school office staff. Medicine must be delivered and collected by an adult; children are not permitted to bring medicine in their school bag or take it home at the end of the day.

Each item of medication should be clearly labelled with the following information:

- ❖ Child's name
- ❖ Name of medication
- ❖ Dosage
- ❖ Frequency of dosage
- ❖ Date of dispensing
- ❖ Storage requirements (if important) e.g. keep refrigerated
- ❖ Expiry date (if available)

Stowford School will not accept items of medication that are in unlabelled containers or not in their original container. Unless otherwise indicated all medication to be administered in school will be kept in a designated, clearly identified cupboard or in the 'fridge.

Inhalers are kept by the class teachers in Key Stage 1. In Key Stage 2, children keep inhalers in their own trays unless the teacher feels it is not appropriate.

Where it is appropriate to do so children will be encouraged to administer their own medication, if necessary under staff supervision.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a young person's need for medication whilst in school. Parents/Carers should ensure medicine continues to be in date.

Employees who volunteer to assist in the administration of invasive medication will receive appropriate training and guidance from the appropriately medically qualified person. Members of staff who are administering medicine to children as treatment of an ongoing medical condition are individually named in the child's medical care plan and listed in the appendix of this policy (if applicable).

If a pupil at this school refuses their medication, staff record this and follow procedures. Parents/Carers are informed as soon as possible.

### **Safe disposal**

Parents/Carers at Stowford School are asked to collect out-of-date medication. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year on a termly basis by the senior first aider.

Sharps boxes are used for the disposal of needles (if necessary). Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Signed: ...*S. Williams*..... Date: 8<sup>th</sup> November 2023.....

**Headteacher**

To be reviewed October 2024

**Appendix:**

Staff trained for the administration of specific medicines:

**Anaphylaxis and Asthma Training**

**Vicki Clift**

**Gill Coaker**

**Kirsty Cochrane**

**Sam Christophers**

**Sheri Burt**

**Juliet Dean**

**Liz Dumbiotis**

**Brad Farnham**

**Sue Fry**

**Claire Godly**

**Jamie Green**

**Nicki Harvey**

**Matt Jackson**

**Sadie Johns**

**Poppy Knight**

**Kim Lannin**

**Emma Loughran**

**Megan Luggar**

**Jenny Medland**

**Hannah Ocean**

**Lisa Richmond**

**Naomi Roach**

**Yasmin Rogers**

**Sue Russ**

**Hayley Stewart**

**Dave Vear**

**Michelle Wark**

**Sue Williams**



# Stowford School - Medicines Form



## Parental Request/Consent for School to Administer Medicine

The School will not give your child medicine unless you complete and sign this form. Medicine is administered in accordance with the school policy.

Date	
Name of Child	
Class	
Name and strength of medicine	
Expiry Date	
How much to give (i.e. dose to be given)	
Date and time of previous dose given by parent/carer	
When to be given in school (i.e. time)	
Reason for medication	
Time limit - please specify how long your child needs to be taking the medication	..... days    ..... weeks Other .....

**Note: Medicines must be in the original container as dispensed by the pharmacy and clearly labelled with the child's name and dosage.**

**Medicine must be delivered to school and collected by an adult.**

Daytime telephone number of parent/adult contact	
Name and telephone number of GP	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school medicine policy.

## Administration of Medicines in Schools

I confirm that the medicine detailed on this form has been prescribed or recommended by a doctor. I give my permission for the Headteacher (or their nominee) to administer the medicine to my child during the time they are at school. I will inform the school immediately, in writing, if there is any change in dosage/frequency of the medication or the medicine is stopped.

**Parent's signature:** ..... **Date:** .....  
(Parent/Carer/Person with parental responsibility)

### Asthma:

I give permission for my son/daughter to use an asthma inhaler in school following the procedures in the school medical policy.

**Parent's signature:** ..... **Date:** .....  
(Parent/Carer/Person with parental responsibility)

### NOTES OF GUIDANCE

- The Head Teacher (or their nominee) will only administer medicines prescribed/recommended by a doctor. Exceptions to this may be agreed by the Headteacher, e.g. Calpol where a child suffers regular headache, earache etc. or has a fracture (but not administered for occasional coughs/colds).
- This form should be completed by the parent/carer of the pupil and be delivered personally, together with the medicine, to the School Office.
- Please note that the school can only administer prescribed medicine (e.g. antibiotics) required **four times a day**. Any other prescribed medicines must be worked around the school day. Please note that we cannot administer creams, eye drops or anything into ears. Throat sweets are not permitted.
- The medicine should be in date and clearly labelled with:
  - a) its contents                      b) dosage
  - c) the owner's name                d) the prescribing doctor's name
- The information given on this form is requested, in confidence, to ensure that the Headteacher is fully aware of the medical needs of your child.

While no staff member can be compelled to give medication to a pupil, it is hoped that the support given through parental consent will encourage them to see this as part of the pastoral role. Where such arrangements fail, it is the parents' responsibility to make appropriate alternative arrangements.

For further information, please see the school 'Policy for the 'Support of Pupils with Medical Conditions in School includes First Aid Policy/Medicine Policy'.