



Parkside Middle School

First Aid and Medication Policy (including Administration of Medicines and Supporting Pupils with Medical Conditions)

Policy Statement

Parkside Middle School is an inclusive community that welcomes and supports pupils with medical conditions.

Parkside Middle School provides all pupils with any medical condition 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

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

Parkside Middle School understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

Parkside Middle School understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at Parkside Middle School. Staff receive training on the impact medical conditions can have on pupils.

See Appendix 1 – 4 for Individual Healthcare Plan documentation

Policy framework

The policy framework describes the essential criteria for how Parkside Middle School can meet the needs of children and young people with long-term medical conditions.

1 Parkside Middle School is an inclusive community that supports and welcomes pupils with medical conditions.

- Parkside Middle School is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- Parkside Middle School will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from Parkside Middle School and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at Parkside Middle School and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understand that all children with the same medical condition will not have the same needs.
- Parkside Middle School recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

2 Parkside Middle School's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Stakeholders should include pupils, parents, school nurse, school staff, governors, the school employer, relevant local health services and relevant support organisations.

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

- Pupils, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

4 All children with a medical condition should have an individual healthcare plan (IHP)

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

5 All staff understand and are trained in what to do in an emergency for children with medical conditions at Parkside Middle School.

- All Parkside Middle School staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

6 All Staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably knows to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. Only if absolutely necessary would a member of staff take a pupil to hospital in their own car.

7 This school has clear guidance on providing care and support and administering medication at school.

- Parkside Middle School understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Parkside Middle School will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. Parkside Middle School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Parkside Middle School's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Parkside Middle School will not give medication (prescription or non-prescription) to a child under 16 without a parent's/carer's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- Parkside Middle School will provide emergency medical supplies for offsite visits. Parental consent will be obtained prior to administering medication, ointments and creams etc.
- When administering medication, for example pain relief, Parkside Middle School will check the maximum dosage and when the previous dose was given. Parents will be informed. Parkside Middle School will not give a pupil under 16 aspirin unless prescribed by a doctor.
- Parkside Middle School will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at Parkside Middle School understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's their parent/carer is informed as soon as possible and Parkside Middle Schools disciplinary procedures are followed.

8 Parkside Middle School has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish/this is appropriate.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it.
- Parkside Middle School will keep controlled drugs stored securely, but accessibly, with only named staff having access to them immediately.
- Parkside Middle School will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Parkside Middle School disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

9 Parkside Middle School has clear guidance about record keeping.

- Parents at Parkside Middle School are asked if their child has any medical conditions on the enrolment form.
- Parkside Middle School uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- Parkside Middle School has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- Parkside Middle School makes sure that the pupil's confidentiality is protected.
- Parkside Middle School seeks permission from parents before sharing any medical information with any other party.
- Parkside Middle School meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on a visit.
- Parkside Middle School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Parkside Middle School makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the

necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and Parkside Middle School keeps an up-to-date record of all training undertaken and by whom.

10 Parkside Middle 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.

- Parkside Middle School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Parkside Middle School is also committed to an accessible physical environment for out-of-school activities.
- Parkside Middle School makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside Parkside Middle School's Bully Policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- Parkside Middle School understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- Parkside Middle School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- Parkside Middle School makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All Parkside Middle School staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- Parkside Middle School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at Parkside Middle School learn what to do in an emergency.
- Parkside Middle School makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

11 Parkside Middle School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. Parkside Middle School is actively working towards reducing or eliminating these health and safety risks and has written schedule of reducing specific triggers to support this.

- Parkside Middle School is committed to identifying and reducing triggers both at school and on out-of-school visits.
- Parkside Middle School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. The IHP details an individual pupil's trigger and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

12 Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

- Parkside Middle School works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

- Parkside Middle school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

14 The medical conditions policy is regularly reviewed, evaluated and updated. This policy will be reviewed every two years.

- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

Dated: November 2021

Review date: November 2023

Headteacher.....

Chair of Governors.....

Dated.....

*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Appendix 1: Individual Healthcare Plan



Individual Healthcare Plan

PHOTO

Name of school

Parkside Middle School

Child's name

Class

Date of Birth

Child's Address

Medical Diagnosis/Condition

Date

1st Contact Information

Name

Relationship to child

Phone - Work/Home/Mobile

2nd Contact Information

Name

Relationship to child

Phone - Work/Home/Mobile

Clinic/Hospital Contact

Name/Phone

G.P.

Name/Phone

Who is responsible for providing support in school

Rebecca Jenkin – Senior Deputy Headteacher, Behaviour, Inclusion & Welfare
Qualified First Aiders

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

Name of medication	Type of medication	Dosage	Storage
Side effects:			

Daily care requirements

--

Food/other materials known to cause severe allergic reactions

--

Food/snacks to be provided daily by parents

Mid-morning snack
Packed lunch
Other

Food to be provided by school

Mid-morning snack
School meal
Other

Arrangements in school to prevent eating unapproved items

Food Activities in school form Information updated on SIMS Kitchen/Caterers database updated Advice on sharing food with other pupils
--

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

--

Arrangements for school visits/trips etc.

First Aider(s) present on all school visits/trips.
Medication carried in First Aid bag.
Access to emergency service via mobile phone.

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*)

Rebecca Jenkin – Senior Deputy Headteacher, Behaviour, Inclusion & Welfare
Qualified First Aiders

Plan developed with

Parent:	
Healthcare Professional:	
School:	

Staff training needed/undertaken

Training records kept in school.

Emergency Action Plan

First Aid Trained Staff

1. Summon assistance from trained staff (if not already present)
2. Assess condition and give appropriate medication, according to:
 - Agreed procedures for medication depending on severity of reaction.
 - Precautions to be observed in use of medication
3. Contact parents
4. Accompany pupil to hospital unless parents have already arrived or ambulance crew specifically refuse staff accompaniment
5. Do not wait for parents if they have not arrived

Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked

1. Your telephone number – 01527 873660
2. Your name
3. Your location as follows - Parkside Middle School
4. State what the postcode is – B61 0AH
5. Provide the exact location of the patient within the school setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone
9. Inform emergency services of medication given (Type and dose)

Agreement to Individual Healthcare Plan

Worcestershire County Council will indemnify the staff named above (at Section III c), having been trained by a qualified medical practitioner, or paramedic, or a trained nurse working at the direction of a doctor, against any claims of negligence arising from the administration of any or all of the medications named above (at Section III a), including claims arising from inadvertent incorrect procedure.

This Individual Healthcare Plan has been drawn up for

_____ (Name of pupil)

by _____ (Name of parent/carer)

at _____ (Name of school)

Parent/carers signature: _____

Headteacher's signature: _____

Date: _____

Review date: _____

Appendix 2: Letter to parents regarding individual healthcare plan development

Dear Parents/Carers,

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. A copy of the school's policy for supporting pupils at school with medical conditions is available to view on our school website www.parkside.worcs.sch.uk.

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 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.

Thank you for keeping us updated on your child's condition. Please can we ask you to complete the attached Individual Healthcare Plan and return it, together with any relevant supporting information.

Please do not hesitate to contact us should you have any questions.

Yours sincerely,

Mrs R Jenkin
Senior Deputy Headteacher

Appendix 3: Medication Consent

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of child

Date of birth

Class

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Storage/Special precautions/Other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – Yes/No

Procedures to take in an emergency

Doctors Surgery & Telephone

NB: Medicines must be in the original container as dispensed by the pharmacy
Contact Details

Name

Daytime telephone no.

Relationship to child

I understand that I must deliver the medicine personally to

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 policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

This task is being undertaken voluntarily and in spirit of general care and concern. We will make every effort to oversee self-administration by your child or deliver the prescribed medicine personally.

The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If they do so you will be informed immediately.

Parent/Carer Signature(s) _____ Date _____

Staff Signature _____ Date _____

Appendix 4: Record of medicine administered to an individual child (Information held on Medical Tracker Data-Base)

Name of school	
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			