

# **Feltham Hill Infant & Nursery School**

## **Children with Medical Conditions Policy, including the Administering of Medicines and the First Aid Policy**

**September 2019**

Feltham Hill Infant and Nursery is an inclusive school that welcomes and supports children with any medical conditions.

*Prepared by: Nicki Kirby (SEN Leader)  
Discussed with: Senior Leadership Team  
Agreed with: All school staff: September 2019  
Agreed with Governors: September 2019  
To be reviewed and updated: Sept 2021*

This policy should be read in conjunction with:

Health and Safety Policy

There will be occasions when a child will suffer from an illness either long term, short term, chronic or acute. When this happens the child's needs must be met without exception or discrimination.

A child with a medical condition, including both physical and mental health must have the same opportunity as all other pupils so that they are able to lead a full and active role in school life and make typical or more than typical progress.

### **Aims of the policy**

- To enable staff to provide duty of care for children.
- To enable staff to support children in the event of an emergency.
- To support children in becoming well and healthy.
- To enable children to stay safe.
- To support children so they enjoy school and achieve.

### **Responsibilities for Medical Care**

- The Receptionist & Attendance Officer (RAO) is responsible for managing children with Medical Care Plans.
- The RAO is responsible for administering medicines and liaising with other qualified First Aiders.
- Qualified First Aiders will be responsible for administering first aid.
- The RAO will check all medication held in school on at least a termly basis and as medicines approach their expiry date, parents will be informed and requested to provide replacements.
- The SEN Leader (Nicki Kirby) monitors the provision for children with medical needs and liaises with the RAO.
- All staff are responsible for understanding the medical conditions that affect children.
- Senior Leaders must ensure that duties identified in the Children and Families Act 2014 (England only) and the Equality Act (England, Scotland and Wales) related to children with disability or medical conditions are followed.
- The governing body is responsible for ensuring the appropriate level of insurance and liability cover is in place.

### **Ensuring Medical Care**

Everyone is responsible for ensuring medical care. So staff must:

- Understand that the medical conditions of children may be serious and could adversely affect a child's quality of life and impact on their ability to learn.
- Understand that not all children with the same medical condition will have the same needs.
- Feel confident in knowing what to do in an emergency.
- Understand that some conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

- Be familiar with normal procedures for avoiding infection and follow basic hygiene procedures.

### **Managing Medical Care**

- It is important that medication and care is taken as directed by healthcare professionals and parents.
- Only qualified first aiders will administer any medication.
- Medicines 'bought over the counter' will not be administered, except for a single dose of travel sickness medication required for the return journey of an educational visit and then only on the explicit written consent of the parent.
- Parents/carers may come in to school to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.
- Children at this school will not administer their own medication.
- All children with medical conditions have a Medical Care Plan written as soon as possible after diagnosis.
- The Plan will be developed in the context of managing risks to the child's education, health and social wellbeing and to minimise disruption.
- It is reviewed at least annually or more often if necessary.
- The Medical Care Plan will accompany a child if they need to attend hospital.
- Some children who have medical conditions may also have disabilities and/or special educational needs so it may be necessary to refer to the SEND policy and the SEN Code of Practice (2014).

### **Informing the Medical Care Plan**

- It will identify the child's medical condition, its trigger, signs, symptoms and treatment.
- The child's resulting needs, including medication, (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues will be recorded.
- Specific support for the child's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling will be recorded.
- The level of support needed, including in emergencies.
- It will identify who provides this support and their training needs, expectations of their role and confirmation of their proficiency to provide support for the child's medical needs from a health care professional for example the School Nurse.
- Who in school needs to be aware of the child's condition and the support required

### **Emergency Procedures**

- All staff, including supply staff must know what action to take in an emergency.
- Emergency procedures will be written into Medical Care Plans to identify procedures for individual children.

- If a child needs to attend hospital, a member of staff (known to the child) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance.
- A member of staff will not take a child to hospital in their own car
- In case of whole school emergencies staff and children will exit the building using the fire drill rehearsed.
- Office staff will collect the emergency bag as they leave.
- Parents will be informed to collect their children.

### **Professional Training**

- Any member of staff providing support to a child with medical needs will have received suitable training.
- The induction of new staff will include training for supporting children with medical needs.
- Staff will receive training on the impact medical conditions can have on pupils where appropriate.
- Staff will receive appropriate training to support specific medical needs of children in the school.
- The training will be provided by a specialist who could be the school nurse or a professional connected to the family.
- The specialist nurse/other suitably qualified healthcare professional will confirm their competence.
- Staff will receive training on supporting children in an emergency and this will be reviewed every two years.
- All Early Years Practitioners (EYPs) and some Teaching Assistants (TAs) will receive appropriate first aid training.
- The Headteacher alongside the School Business Manager will ensure that First Aid Certificates are renewed at the appropriate time.

### **Medical Resources**

- All qualified First Aiders will have easy access to first aid equipment.
- Main first aid boxes are located in the medical room, the Office, Nursery, Reception, Year 2, Year 1, outside the big hall and The Centre (SCD/ASD).
- Portable first aid kits will be taken on all off site visits.
- Medications will be stored safely in a lockable cupboard in the medical room in the main office or the medical room fridge if required to be stored at a controlled temperature.
- Medication must be in date and labelled in its original container.
- The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump.
- Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.
- There is disposable protective clothing including aprons and gloves kept in the medical room.
- There is suitable disposal equipment to safely deal with spillages of blood or other bodily fluids including the changing of dressings.
- Needles and other sharps are disposed of in a secure box or accompany the medical professional if the child has been collected in an ambulance.

- Sharps boxes are held securely and will accompany a child on off-site visits.

### **Ensuring Inclusion**

- All pupils with medical conditions are welcomed and supported.
- No child will be denied admission or prevented from a place because arrangements for their medical condition have not been made.
- Staff will be aware that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition.
- A child's family will not be penalised for their attendance if their absence relates to their medical condition.
- Children with medical conditions are provided with the same opportunities and access to activities (both school based and out of school) as other pupils.
- Separate arrangements or procedures may be required for school trips or other school activities outside the normal school timetable that will ensure the pupil can participate.
- There will be a risk assessment to identify the needs of the child, associated risks and how these are to be managed for a visit.
- A trained member of staff will accompany a child with a medical condition on an off-site educational visit.
- The parent or an appropriate representative will deliver and collect the child from school.

### **Teaching a Child with Medical Needs**

- Staff will ensure that the school environment is inclusive and favourable to children with medical needs.
- They may use opportunities such as PSHE lessons to raise awareness of medical needs to help promote a positive environment for the child.
- Staff will not force a child to participate in some physical activities if they are unwell.
- Staff will be aware of potential triggers for a child's condition when exercising and how to minimise these.
- A child with medical needs who is experiencing difficulty educationally will be referred to the SEN Leader.

### **Supporting Children and Families**

- Parents must feel confident in the level of care their child receives.
- Parents/carers will attend meetings to write medical care plans and when they are reviewed.
- Parents must inform the school immediately if the child's needs change so that the Care Plan can be updated accordingly.
- Parents/carers may attend school sessions to administer medication or support medical conditions where necessary.
- All pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term.
- Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks.
- The views of parents/carers must be listened to as well as children.

- The governing body with the Headteacher will ensure that parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

### **Record Keeping**

- The Medical Care Plan is stored in the child's personal file, CP file if appropriate but also kept in relevant classrooms.
- Parents and professionals related to the case are given a copy of the Care Plan.
- There is an accurate record of all medication administered, including the dose, time, date and supervising staff member.
- Parents must identify any medical conditions on the admissions form.
- The child's confidentiality must be protected as appropriate.
- All staff are responsible for reporting any accidents or near misses and should follow the Accident Procedure (Appendix A)
- Minor injuries (e.g small cuts on knee in playground) should be recorded in the accident books in the designated areas of the school and incidents reported to parents/carers at the end of the day.
- Potentially serious accidents (including visible and hard bumps to the head) should be recorded in the relevant accident book as above. Parents/carers should receive a phone call to inform them of the incident and discuss the next course of action eg monitor at home, monitor at school, visit a doctor. The incident must be recorded on the accident/incident reporting form available from the pigeon holes of the school office (Appendix B).
- Serious accidents will also be reported to the local authority, within 48hours, using an online proforma by the RAO or SBM

## Appendices are available on shared drive and throughout the school

### Appendix A

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Accident Procedure

1. All accidents must be recorded in the accident/injury record book and an accident/incident form must be completed if applicable.
2. Parents will be notified by the school office if:
  - There is a visible bruise to the head or there has been a hard bump to the head.
  - There is other serious injuries e.g. broken limb, serious cuts.
3. All recording of accidents must be done immediately after the child has had the accident.
4. A member of the Senior Leadership must be informed of the accident, where applicable.
5. A copy of the accident/injury form must go to the SBM where comments on future actions will be made. A copy of the form will then be passed to the Headteacher to sign. The form will then be kept in the child's file.
6. Future actions will be addressed through Senior Leadership Team meetings and feedback.
7. In the event of a child requiring hospital treatment:
  - a. The child's parent/carer or emergency contact will be contacted
  - b. All relevant information will travel with the child, including their medical care plan
  - c. To minimise distress, a staff member will remain with the child until parent/carer arrives

*N.B. Minor injuries (e.g. small cuts on knee in playground) should be recorded in the accident books in the designated areas of the school. Serious accidents however, including visible and hard bumps to the head and all accidents to staff and visitors must be recorded on the accident/incident reporting form available from the pigeon holes of the school office.*

Recording of Accident's Checklist

The following information must be recorded each time a child has an accident/injury

1. Name of child being treated.
2. Date of accident/injury.
3. Time it occurred.
4. Location where the accident/injury happened.
5. Location on child of injury, if a head injury be specific about where.
6. A brief description of the accident/injury.
7. Information relating to the treatment/first aid /action should be given
8. Member of staff completing accident/injury record sheet should sign relevant section and then give to the SBM, where future action will be addressed.

### Appendix B

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Accident/Incident Report Form

The purpose of this form is to record adverse events where the event is significant and requires further investigation. The term **accident** is used where injury or ill health occurs. The term **Incident** includes near misses and undesired circumstances, where there is the potential for injury now or in the future.

Part 1 - to be completed by person involved or their line manager.

Reported by:		Date/time of Incident:	
Person Injured/Involved:	Staff	Pupil	Visitor
If the person involved was under 18, has the parent been informed?	Yes	No	N/A
<b>What type of Incident was it?</b>			
Incident (near miss)	Ill health	Minor Injury	Major Injury
Was the Injury on-site or off-site?	On-site	Off-site	N/A
Please describe the Injury including specific parts of the body:			
<b>What type of treatment was provided?</b>			
A & E	Ambulance/ Paramedic	First aid administered on site	CP Referral
		Kept in hospital for more than 24 hours	None required
Describe details of the Incident and the events leading up to it (what, where, who, when).			
Were there any witnesses?	Yes	No	If yes, please write their name/s below (with contact details if non-school staff):

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Accident/Incident Report Form

Part 2 - to be completed by those responsible for Health and Safety (SBM/Welfare/SLT)

Type of event	Actual/potential for harm	Did the activity require personal protective equipment (PPE) to be worn?
Injury	Fatal or major	Not Required
Ill health	Serious	Required and being worn (include details in incident description)
Near-miss	Minor	Required but not worn (include details in incident description)
Undesired circumstance	Damage only	

**Describe what actions have been taken locally to address the cause of the Incident**

Details from this form should now be submitted online to the local authority for their records. Using the following online form: <https://hounslow.info-exchange.com/schoolincidents>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR reportable?	Yes	No	If yes - date/time of RIDDOR Report

See <http://www.hse.gov.uk/riddor/report.htm> for more information on accidents that are RIDDOR reportable to the HSE. There is a time limit depending on the severity of the incident. Not all accidents are RIDDOR reportable

A copy of this form will be kept in the Health and Safety folder and (if appropriate) on the individual's file.