

Foxdell Primary School

First Aid, Administering Medicine & Supporting Pupils with Medical Conditions

STATUTORY

Date	Review Date	Coordinator	Approved by and date
Dec 23	Dec 24	Headteacher/ Welfare Assistant	Gov Body 14.11.23

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety Act 1974
- Children Act 1989
- Education Act 2002
- Children Act 2004
- The NHS Act 2006
- Equality Act 2010
- School Premises (England) Regulations 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (Amendment) Regulations 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- The Special Needs and Disability (SEND) Code of Practice
- Supporting Pupils at School with Medical Conditions (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)
- Health and Safety (First Aid) Regulations 1981
- Occupiers' Liability Acts 1957 and 1984
- Health and Safety at Work, etc Act 1974
- Workplace (Health Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Foxdell Primary School

First Aid

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all pupils, school personnel and school visitors by providing adequate first aid equipment, facilities and school personnel qualified in first aid.

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is up to date and available at all times in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We will ensure that there are sufficient First Aiders in school who:

- are trained in first aid;
- will attend periodic first aid refresher training;
- are trained in how to administer medication in the case of a severe allergic reaction;
- are familiar with the Individual Health Care Plans of pupils in their care;
- know what to do in an emergency;
- are aware that allergy management strategies are incorporated into risk assessments for all school events, educational visits and sporting events.

We work hard to have in place and to maintain a system that ensures all medical care plans are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all medical care plans clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

Those members of the school personnel who have volunteered to administer or supervise the taking of medication attend regular refresher training and are up to date with the medical care plans for those pupils with specific medical needs or emergency medication.

We are aware that following a change in the law, we are allowed to purchase spare adrenaline auto-injectors such as EpiPen, Jext or Emerade for use on children with serious allergies in emergencies or for use on any person suffering a severe allergic reaction and in a life threatening situation (anaphylaxis.)

We believe that parents will now feel more confident about their children's safety during school time knowing that we have in place spare adrenaline auto-injectors.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth. We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage;

Foxdell Primary School

exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Aims

- To provide adequate first aid provision and medical care for pupils and school personnel.
- To have in place qualified first aid personnel who are aware of hygiene and infection control procedures.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- undertake an assessment of first-aid needs which involves consideration of workplace hazards and risks, the size of the school and the number of people on site in order to determine what first-aid equipment that is required;

Foxdell Primary School

- ensure risk assessments are:
 - in place and cover all aspects of medical and first aid;
 - accurate and suitable;
 - reviewed annually;
 - easily available for all school personnel.
- ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- ensure adequate first aid equipment, facilities and school personnel qualified in first aid are in place;
- ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
- purchase and have in place spare adrenaline auto-injectors such as EpiPen, Jext or Emerade;
- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Person

The nominated person will:

- organise and maintain the medical room as suggested by HSE:
 - a sink with hot and cold running water;
 - drinking water and disposable cups;
 - soap and paper towels;
 - a store for first-aid materials;
 - foot-operated refuse containers, lined with yellow, disposable clinical waste bags or a container suitable for the safe disposal of clinical waste;
 - an examination/medical couch with waterproof protection and clean pillows and Blankets;
 - a chair;
 - a telephone or other communication equipment; and
 - a record book for recording incidents attended by a first-aider or appointed person.
- ensure that there are adequate stocks of first aid equipment;
- ensure first aid kits are British Standard BS 8599 and contain the following as suggested by HSE:
 - a leaflet giving general guidance on first aid;
 - individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
 - sterile eye pads;
 - individually wrapped triangular bandages, preferably sterile;
 - safety pins;
 - large sterile individually wrapped unmedicated wound dressings;
 - medium-sized sterile individually wrapped unmedicated wound dressings;
 - disposable gloves.
- position and maintain first aid containers at appropriate locations around the school;
- conduct with the Health and Safety coordinator annual risk assessments;
- ensure all accidents and injuries are recorded and reported;
- ensure that pupils and school personnel with specific health needs and disabilities are given specific consideration;

Foxdell Primary School

- ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are available for those pupils with specific health needs at all times;
- ensure school personnel are aware of the specific health needs and disabilities
- determine the level of provision:
 - at break times and lunch times
 - when school personnel are absent
 - for all educational visits and sporting activities
 - for curriculum activities
- ensure first aid kits are taken on educational visits or off-site sporting activities;
- ensure there is a designated medical room that is kept well stocked and free from clutter;
- ensure school personnel follow basic hygiene procedures and have access to disposable gloves and handwashing facilities;
- inform parents of any accident especially head injuries and of any first aid administered;
- ensure first aid notices are displayed in the appropriate places;
- ensure first aid information is provided in the staff handbook;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor;

Role of the Health and Safety Coordinator

The co-ordinator will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of School First Aiders

All First Aiders must:

- be aware of first aid arrangements;
- be suitably trained in identifying pupils with expected medical problems;
- report any concerns they have on the medical welfare of any pupil;
- undertake training in first aid, administration of medicines and awareness of medical problems in pupils;
- report and record all accidents and first aid treatment administered;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Foxdell Primary School

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- inform the school of their child's medical history that may be a cause for concern;
- complete the necessary paperwork before the school administers any medication to a child;
- be encouraged to work in school as volunteers;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of Pupils

Pupils:

- be aware of and comply with this policy;
- must report all accidents;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Recording Accidents and Injuries

All accidents and injuries will be:

- recorded in the Accident Book with all details given;
- reported to parents in person, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

Raising Awareness of this Policy

We will raise awareness of this policy via:

- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as fortnightly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body.

Training

All First Aiders:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
 - Health and Safety
 - Basic first aid

Foxdell Primary School

- Medical care
- Dealing with emergencies
- Safeguarding and Child Protection
- Administering Medicines
- Hygiene
- Risk management and risk assessment
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Supporting Pupils with Medical Conditions

Foxdell Primary School is an inclusive community that supports and welcomes pupils with long and short term medical conditions. We will not deny admission to any child with a medical condition or prevent them from taking up a place if arrangements for their medical condition have not been made.

- Parents of children with on-going medical conditions will be given a named contact.
- We aim to include all pupils with medical conditions in all school activities.
- We ensure 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.
- We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- We understand the common medical conditions that affect children at our school. Staff receive training on the impact this can have on pupils.

(The term parent implies to any person or body with parental responsibility such as foster parent, carer, guardian or local authority)

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 about the Medical Conditions Policy:

Foxdell Primary School

- At the start of the school year when communication is sent out about Healthcare Plans
- When their children is enrolled as a new pupil
- Via the school's website, where it is available all year round

Staff are informed and regularly reminded about the Medical Conditions Policy:

- Being part of the school's induction procedure
- At scheduled medical conditions training

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions

All staff are aware of the most common serious medical conditions in the school.

Staff 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.

Training for the relevant staff is refreshed regularly.

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

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

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.

Staff should not take pupils to hospital in their own car. Only those members of staff who are registered to transport children can do so. They will be accompanied by a trained first aider.

Foxdell Primary School has clear guidance on the administration of medication at school

Administration – emergency medication

All pupils with medical conditions have **easy access to their emergency medication in classrooms such as inhalers and EpiPens.**

Pupils know where their medication is stored and how to access it. Pupils know the member of staff and the reserve member of staff who assists them to take their medication safely.

Administration – general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff.

We understand the importance of medication being taken as prescribed.

Foxdell Primary School

All staff and all parents are informed that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication.

Many other members of staff are prepared to take on the voluntary role of administering medication. As a principle, prescribed antibiotic medication will only be applied by staff if it is needed the specified number of times a day. 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.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

All staff have been informed through training that they are required under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes that they should notify the school immediately.

Emergency Inhalers and Epi-pens have been purchased to be used in an exceptional circumstance. Parental consent needs to be provided for the use of an emergency inhaler before it can be used – Appendix 5.

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

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency, and any **other** additional support necessary, including any additional medication or equipment needed.

A trained member of staff, who is usually responsible for administering medication always accompanies children on off-site activities. This is always addressed in the risk assessment for off-site activities.

Guidance on the storage of medication at school

Safe storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities.

Adults will carry emergency medication for pupils with them.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure, lockable cupboard and in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it with adult supervision.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Foxdell Primary School

Safe storage – general

There is an identified member of staff who ensures the correct storage of medication at school.

Three times a year the identified member of staff checks the expiry dates for all medication stored at school.

The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication is brought into school in its original containers. All medication is labelled clearly with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

It is the parent's responsibility to ensure new and in-date medication comes into school on the first day of the new academic year.

Safe disposal

Parents 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 and is always documented.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes 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, school or the pupil's parent.

Collection and disposal of sharps boxes is arranged with the appropriate services.

Record keeping

Admission forms

Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when they start the school.

Healthcare Plans

Foxdell 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.

Foxdell Primary School

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 either:

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

If a pupil has a short-term medical condition that requires medication during school hours, a medication form is sent to the pupil's parents to complete and return to school.

The parents, healthcare professionals and pupils with a medical condition, are asked to complete the Healthcare Plan together. Where relevant a member of school staff is also present.

Healthcare plan register

Healthcare plans are used to create a centralised register of pupils with medical needs. The welfare assistant/admin team has responsibility for the register at this school.

The responsible member of staff follows up with the parents any further details on a pupil's Healthcare plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Healthcare Plans are discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Parents and pupils are provided with a copy of the pupil's current agreed Healthcare Plan.

Care Plans are kept on CPOMs and in the pupils' Red file (also in a file in a locked cabinet in the medical room). Specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' healthcare Plans. These copies are updated at the same time as the central copy.

All staff who work with pupils that have healthcare plans have access to their healthcare plans of pupils in their care.

When a member of staff is new to a pupil, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

All staff are expected to protect pupil confidentiality.

We seek permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Care Plan.

We seek permission from the pupil and parents before sharing any medical information with any other party.

Use of Healthcare Plans

Healthcare Plans are used to:

Foxdell Primary School

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

If a pupil requires regular prescribed medication at school, parents are asked to provide consent giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is issued to parents for pupils taking short courses of medication. As a principle it will only be administered at school if it is prescribed more than 4 times per day.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.

Residential visits

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other record keeping

Each school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

This Federation holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and

Foxdell Primary School

reviewed every 12 months to ensure all new staff receive training.

All staff who volunteer, or who are contracted to administer medication, are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

Each school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

Foxdell Primary 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

This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at each school is accessible.

Foxdell Primary 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

Each 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 and before and after school. This includes classroom testing as appropriate.

Each 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.

All staff at each school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

Foxdell Primary School understands the importance of all pupils taking part in sports, games and activities.

Each school ensures 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.

Each school ensures 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.

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.

Each school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Foxdell Primary School

Each school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Each school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

Each 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.

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.

Teachers across Foxdell Primary School are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the Inclusion Manager. The school's Inclusion Manager 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.

Each school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum. Pupils at each site learn about what to do in the event of a medical emergency.

Residential visits

Risk assessments are carried out 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.

We understand that there may be additional medication, equipment or other factors to consider when planning residential visits. We consider additional medication and facilities that are normally available at school.

Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this Federation's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

We work in partnership with all interested and relevant parties including Foxdell Primary School's Governing Body, all staff, parents, employers, community Federation healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy across Foxdell Primary School. These roles are understood and communicated regularly.

Headteacher

Across Foxdell Primary School the Headteacher has a responsibility to:

- ensure each school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs co-ordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health

Foxdell Primary School

service, the local authority transport service, and local emergency care services

- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

All staff across Foxdell Primary School have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers across Foxdell Primary School have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, the pupil's healthcare professionals, special educational needs co-ordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

First aiders

First aiders across Foxdell Primary School have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary, ensure that an ambulance or other professional medical help is called.

Inclusion Manager

Foxdell Primary School

The Inclusion Manager across Foxdell Primary School has the responsibility to:

- help update the school's medical condition policy
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests.
- ensure that transfer arrangements are undertaken in early summer term for children moving to secondary school

Welfare Assistant and Emotional Wellbeing Trained staff

- provides emotional support for children with medical conditions

The pupils across Foxdell Primary School have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation.

Parents*

The parents of a child in our Primary have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

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

Foxdell Primary School

Appendix 1

Parental/carers consent to administer a prescribed medicine

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

Mobile number of parent/carers	
Daytime landline for parent/carers	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	

Foxdell Primary School

Phone no. of child's GP practice	
---	--

- I give my permission for the headteacher /senior nursery staff member (or his/her nominee) to administer the prescribed medicine to my son/daughter during the time he/she is at school. I will inform the school/nursery immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school/activities, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carers name	
Parent/carers signature	
Date	

Foxdell Primary School

Appendix 2

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Name of Child:
Date medicine provided by parent:
Class:
Dosage received:
Name and strength of medicine:
Expiry date:
Quantity returned:
Dose & frequency of medicine:

Staff signature:

Signature of parent/carer:

Date	Time Given	Dose Given	Any Reactions	Staff Signature	Staff Initials

Foxdell Primary School

Appendix 3

Dear Parent/Carer,

DEVELOPING AN INDIVIDUAL Healthcare Plan FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of Foxdell Primary 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 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 judgments 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 Healthcare 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 xxxxxxxxxx. 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 to contact me (them) by email or to speak by telephone if this would be helpful.

Yours sincerely,

Foxdell Primary School

Appendix 4

INDIVIDUAL Healthcare Plan

DETAILS OF PUPIL:

Name of Child:
Date of Birth:
Class:
Child's address:
Medical diagnosis or condition:
Date:
Review date:

FAMILY CONTACT INFORMATION

Name:
Home telephone No:
Mobile telephone No:
Work telephone No:
Relationship to child:

Clinic/Hospital Contact

Name:
Telephone No:

G.P.

Name:
Telephone No:

Who is responsible for Providing support in school:
--

Foxdell Primary School

Describe medical needs and give details of a 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, contra-indications, 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 be taken 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 and when:

Form copied to:

Foxdell Primary School

Appendix 5

CONSENT FORM USE OF EMERGENCY SALBUTAMOL INHALER

Tick Box
Yes No

Child showing symptoms of asthma / having asthma attack

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

I can confirm that my child has been diagnosed with asthma/ has been prescribed an inhaler

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

My child has a working, in-date inhaler, clearly labelled with their name in school

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

My child only requires an inhaler for mild or seasonal asthma

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Signed: Parent / Carer

Name (Print):

Date:

Child's Name:Class:

Parent / Carer's address and contact details:

.....

.....

Telephone Number: Email:

Foxdell Primary School

Dear Parent/carer

LETTER TO INFORM PARENT/CARER OF EMERGENCY SALBUTAMOL INHALER USE

Child's name:

.....

Class:

Date:

This letter is to formally notify you that.....has had problems with his / her breathing today.

This happened When.....

.....

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs. .

[Delete as appropriate]

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours sincerely

Welfare Assistant

Foxdell Primary School

Dear Parents/Carers

Reference: Guidance on the use of Emergency Salbutamol Inhalers in schools (Annex A)

On 1st October 2014 the Department of Health passed the Human Medicines Regulations 2014 permitting primary and secondary schools to purchase salbutamol inhalers to treat asthma attacks among students who have been diagnosed asthmatic and already have an inhaler prescribed, but unable to use it.

This change applies to all primary and secondary schools in the UK. Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish.

Keeping an inhaler for emergency use will have many benefits. It could prevent an unnecessary and traumatic trip to hospital for a child, and potentially save their life. This also will give our parents greater peace of mind about sending their child to school.

Also we feel having a protocol that sets out how and when the inhaler should be used will also protect staff by ensuring they know what to do in the event of a child having an asthma attack.

The emergency salbutamol inhaler can only be used by children who -

- Have written parental consent for use of the emergency inhaler has been given (see annex A),
- Have either been diagnosed with asthma and prescribed an inhaler,
- Or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

As stated above, as a school we can only use the emergency inhaler if we have written consent from you as parents. Therefore we ask that you complete and return the attached form (Annex A) to the school office.

If you have any queries regarding this letter, please do not hesitate to contact our Welfare Officer who will be able to answer any questions you may have.

Yours sincerely

Mrs R Nisar

Headteacher