

ESSEX PRIMARY SCHOOL

# MEDICAL CONDITIONS POLICY

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The Medical Conditions Policy applies to all aspects of care and medical support for pupils within Essex Primary.

It covers the basic need for good hygiene procedures and cleanliness within school.

It covers our basic first aid procedures and emergency procedures when required.

It covers the specific needs of pupils with identified medical conditions or medical needs.

The person with lead responsibility is Tracy Davis (Deputy Head, Inclusion and Designated Safeguarding Lead)

### **Aims for the Policy**

At Essex Primary, we aim to ensure that we have a healthy and safe environment.

We have a Medical Policy to cover toileting, first aid and procedures with medication.

We aim to ensure that:

- procedures and record keeping systems are in place and consistently used by all staff.
- hygiene/medical rooms are equipped to enable policy to be carried out.
- all appropriate staff receive the following training on a regular basis:
  - first aid
  - asthma
  - allergies
  - epilepsy.

## **A. Hygiene Procedures**

**All hygiene/medical rooms should be equipped with the following:**

- Disposable gloves
- Disposable aprons
- Body wipes
- Anti- bacterial spray
- Clip on hand wash
- First aid kit
- A locked cupboard

It is the responsibility of a named person to ensure that these are maintained; it is the responsibility of all staff members to support this person by informing them of low stocks etc. The named person is Famina Jamaldin (HLTA).

### **Cleaning and Hygiene**

All equipment and areas of the school must be cleaned to a high standard. It must be remembered that pupils may mouth equipment, work on the floors or need to spend time in the toilet.

- Toilets should be checked at the beginning of each session.
- Communal areas such as the ball pool, sensory room and the soft play area are thoroughly cleaned on a regular basis.
- Staff supervising pupils using the ball pool, sensory room and soft play are responsible for leaving it in a clean and tidy state at the end of each session.
- Hygiene/medical rooms and changing areas should be kept clean, tidy and stocked at all times.

## **B. First Aid**

Accident books are kept in each area and will be completed by the staff member/first aider who dealt with the pupil/adult. Letters to inform parents of minor injuries and head bumps are also kept in each area. These are completed by the first aider and a copy kept for records.

A record of more serious accidents and dangerous occurrences is kept online. A member of the Senior Leadership Team will complete an accident form with the relevant adult/pupil.

## First Aiders

The following staff members have a 3-day First Aid certificate. They should be consulted if a pupil/adult is hurt.

	<b>Staff trained to administer first aid to adults and children</b>	<b>Staff trained to administer first aid to pupil <u>only</u> (primary pupil up to puberty)</b>
<b>Nursery</b>		Shapla Khatun Ratha Kaur Katya Ivanova Lisa Peek Charanjit Srail
<b>Reception</b>	Baldev Panesar Aisha Raza Nikki Williams ( <b>can administer first aid to children in KS2 and adults - not EYFS &amp; KS1</b> )	Sultana Uddin Rubina Khan
<b>Year 1</b>	Bisi Aladatan Famina Jamaldin Vandana Parmar Serena Williams Aliza Shaikh	
<b>Year 2</b>	Sandra Jeganathan Nila Chudasama Daniel Parker John Clarke ( <b>can administer first aid to children in KS2 and adults - not EYFS &amp; KS1</b> )	
<b>Year 3</b>		Jaspinder Rai
<b>Year 4</b>	Rashpal Seyan	
<b>Year 5</b>	Rachna Pardesi Taslima Musalman Mehrun Rabbani	
<b>Year 6</b>	Sue Montgomery Tanveer Batool	
<b>Learning Mentors</b>	Shamim Patel Osas Omozusi	
<b>PE Coaches</b>	Dean Glass	
<b>Midday supervisors</b>	Husna Uddin Naseema Patel Sehnaz Patel Monica Yasmin Saeema Naz Qureshi Anne-Marie Farragher	
<b>Site supervisor</b>	Ian Montgomery	

## C. Medication in School

Medication must only be taken in school when absolutely essential. Written permission must be obtained from parents before any medication can be administered. This must state the dosage, the frequency and the expiry date of the medication.

Parents at this school are advised that if their child's medication changes; has expired; is discontinued; or the dose or administration method changes; they must notify the school immediately.

The named member of staff, in consultation with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication, brought in to school, is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

There are several members of staff at this school who have been specifically trained to administer medication.

If emergency medication has been prescribed by a doctor, then a copy of the doctor's authorisation must be held on file by the school.

All pupils at this school with medical conditions are supervised and have easy access to their **emergency medication**.

Each class teacher checks the dates of any medication stored in the classroom (e.g. asthma inhalers, epipens).

The named member of staff, (Famina Jamaldin) checks the expiry dates for all medication stored at school every term.

## D. Management of Asthma

We recognise that asthma is a physical condition, not an emotional illness. A sudden narrowing of the air passages making it difficult to breathe causes an attack. These passages are almost continuously inflamed, red or sore. Asthma can be controlled by:

- avoiding known irritants
- inhaling specific drugs.

Drugs can be self-administered by the pupil concerned with appropriate supervision.

As a school we:

- Welcome all pupils with asthma
- Encourage and help pupils with asthma to participate fully in all aspects of school life;
- Recognise that asthma is an important condition affecting many pupils

- Recognise that immediate access to inhalers is vital
- Do all we can to make sure that the school environment is favourable to pupils with asthma
- Ensure that other pupils understand asthma so that they can support their friends
- Have a clear understanding of what to do in the event of a pupil having an asthma attack
- Work in partnership with parents, schools, school governors, health professionals, school staff and pupils to ensure the successful implementations of a school policy.

### **Asthma Inhalers**

Written permission is sought from parents. Inhalers are to be kept with pupils in their classrooms. Pupils have access to their inhalers at all times.

Pupils may have inhalers on their person during school time, if this has been agreed with parents and everyone feels that the pupil is responsible.

Staff must ensure that pupils take their inhalers to all off-site activities. The school's emergency inhaler must also be taken to all off-site activities.

### **E. Management of Epilepsy**

Training is provided for staff on the management of epilepsy. Clear procedures must be discussed with parents regarding management of a pupil's epilepsy.

There are clear written procedures for dealing with each pupil's individual needs; these may entail the use of emergency treatments. In the event of a pupil having a seizure, staff should inform a member of the Senior Leadership Team and follow the pupil's care plan.

### **AAI (Adrenaline Auto Injectors)/Epipens**

Children with Epipens have individual care plans identifying the allergens for the child and instructions for use of the Epipen. Staff are trained on administration of an Epipen every year. Staff members and catering staff are made aware of children with severe food allergies.

### **AAI/Epipens for emergency use are kept in the school office**

Children with severe food allergies or special dietary requirements are provided with a special diet after consultation with parents and the school's catering service.

## **F. Care Plans**

Prior to admission, we gather information about pupils via application forms and talking to parents. At this time we gather any information about possible medical needs and decide on a course of action. This depends on the level of need and how much intervention the pupil may need.

For pupils with more complex needs, this will involve the need for a care plan which is drawn up with parents and medical professionals. Care plans should be completed prior to admission, if possible. Care plans give clear guidance and procedures for staff to follow, on a daily basis, during care and support for medicines, as well as giving guidance about how to manage a pupil when this becomes an emergency situation.

Famina Jamaldin (HLTA), under the guidance of the SENDCo, takes responsibility for managing care plans with support from medical professionals and parents. These are reviewed ANNUALLY or more often if needs change.

When possible, pupils are involved in this process and encouraged to be as independent as possible, with the right support when needed.

## **G. Support Plans**

For pupils who have an injury or medical condition requiring additional care while at school, a support plan is agreed between the parents and staff member. This outlines the additional care needed and length of this support. Parents keep the school informed of any changes or when the additional care is not needed.

## **H. Emergency Situations**

Individual care plans outline how to proceed in an emergency situation and first aiders are available for advice and support across the school. If staff are concerned about any pupil that they believe to be of an emergency nature then they should relay that to a senior member of staff immediately. If this is not possible in an emergency, then an ambulance should always be called. It is important to remember that we are not medical professionals but are trained to deliver care, medicines and emergency procedures when needed.

### **Automated External Defibrillator (AED)**

This is kept in the school office. All 3 day first aiders have been trained in its use. It can be administered to any parent, staff member, pupil or visitor to the school experiencing a cardiac arrest.

## **I. School Visits and Residential Visits**

Staff planning visits must always be aware of and plan for all pupils to be included. Our policy is that all pupils should have the opportunity to take part in all activities.

For some pupils this requires a very considered and risk assessed approach, to enable them to participate.

Staff need to be aware of:

- Pupils' medical conditions
- Levels of staffing needed
- Ensuring appropriately trained and confident staff are available - pupils under the age of 5 must be accompanied by a member of staff who holds a current paediatric first aid certificate
- Level of first aid support
- Accessible transport
- Liaison with parents
- Liaison with medical professionals if needed