

# PERRYFIELDS INFANT SCHOOL



*Helping each other to learn and grow*

## SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

<b>Approved By</b>	<b>Date</b>	<b>Next Review Date</b>
<b>Governors</b>	<b>12<sup>th</sup> July 2021</b>	<b>Summer 2023</b>

## PERRYFIELDS INFANTS SCHOOL SUPPORTING PUPILS WITH MEDICAL CONDITIONS



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Medical Care Policy for supporting all pupils including those with medical conditions:

#### **Overview**

This school places the highest importance on the care, safety, well-being and health of its pupils and staff especially those with known medical conditions. This policy had been written to give clear guidelines about the appropriate action to be taken where a pupil is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident. It should be read in conjunction with the Medicines in School Policy, Managing Medicines Policy, First Aid Policy, Intimate care Policy and Educational Visits Policy and the DfE guidance 'Supporting Pupils at school with Medical Conditions' Dec 2015.

#### **Objectives:**

1. To ensure that good, effective and appropriate care is provided when a child is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident in school or on a school occasion.
2. To ensure that the DfE guidance 'Supporting pupils with medical conditions' (Dec 2015) is known, understood and followed and to ensure that appropriate training is provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Dec 2015).

#### **Strategies:**

1. Where a pupil is admitted to school with a medical condition, the school will liaise with parents, carers, relevant medical, clinical and other appropriate authorities to ensure that the child's individual needs are met and that they are given full access to the education provided for all pupils. Appropriate records will be kept.
2. Together with the pupil's parents and medical experts a Healthcare Plan will be completed and shared as necessary.
3. Parents must complete a 'Request for school to Administer Medication' form before any medication can be administered by staff. Not all staff will be happy to do this or have the necessary training.
4. The headteacher will make teachers, LSAs and others who care for a pupil with a medical condition, aware of the medical condition and their needs and levels of care and support that are to be provided.
5. Appropriate training will be provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Dec 2015).
6. All medication is stored in appropriate conditions high up in the school office.
7. If any pupil including those with known medical conditions, is unwell in class or has an accident in school, the headteacher and/or first aider (or if the situation occurs out of school – the LSA/First Aider in charge) will assess the pupil and decide on the appropriate action which may include giving care and first aid or calling for an emergency ambulance if a pupil is seriously unwell or injured or their known medical condition is causing concern.
8. In the event of a serious medical emergency requiring hospital treatment, an ambulance should be called immediately and the patient should be cared for by staff until medical help arrives. Incidents are reported on the Online Accident and Incident Report form within the Essex County Council Health and Safety section of the website.

9. In the event of a child in Reception having a serious accident in school, staff should, wherever possible seek the help and support of a Paediatric Trained First Aider.
10. A pupil's parents will be contacted as soon as possible, whenever there is a medical emergency or if a pupil receives first aid treatment or has an accident. Where appropriate, the school will ask the parent/guardian to attend to support the pupil. Parents must always be notified if a child has a head injury, however minor it may appear at the time this will be via an accident reporting slip or phone call.
11. If in an accident or medical emergency, bodily fluids need clearing up the site staff or trained first aiders will be called to deal with the matter.
12. The accident form (for recording accidents and other medical emergencies) must be completed by the member of staff who is present at the scene of an accident or medical emergency and the First Aider.
13. If the injured person is a member of staff, they are responsible themselves for completing the form in the appropriate accident book. All accidents are reported on the Online Accident and Incident Report form within the Essex County Council Health and Safety section of the website.
14. If an accident or medical emergency occurs off the school premises, the member of staff/First Aider present should complete the Accident Form as soon as possible after returning to School.
15. The teacher and class LSA/First Aider in charge of any outing off the school premises has the responsibility for being acquainted with any specific medical needs or conditions of the pupils in his/her charge and the LSA should have appropriate training in how to care for the child's subsequent medical needs.
16. Risk assessments must be carried out for all pupils especially those with known medical conditions on each trip. Prior to educational trips and visits, parents will be asked to complete a Consent Form and provision will be made to meet all risks and cover medical needs.
17. In the event that an accident occurs out of school and the family cannot be contacted, at least one member of staff should accompany the person to hospital. In no circumstances should any students be left unattended as a result of a member of staff accompanying the injured person to hospital; in this instance, an ambulance should be called.
18. Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required and the specific support needed by pupils with known medical conditions.
19. A designated member of staff (LSA/First Aider) will be given overall responsibility for the care of pupils with known and identified medical conditions.
20. A designated governor will be nominated to oversee this policy and to report annually to the governing body on its effectiveness

Conclusion:

This policy will ensure that where a child has a medical condition or where a child or adult is unwell or has an accident in school or on a school occasion, they are appropriately supported and cared for. It will ensure that the school does all that it reasonably can to give all pupils including those with a known medical condition full access to the education provided.

Signed: .....

Date: .....