



Crockerton Church of England Primary School

Potters Hill, Crockerton, Warminster, Wiltshire, BA12 8AB

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Headteacher: Mrs Nic Ilic

VISION STATEMENT

Together we learn and grow, beyond expectations, guided by our faith and values.

Be joyful. Grow to maturity. Encourage each other. Live in peace and harmony.

2 Corinthians 13:11

Supporting Pupils with Medical Conditions Policy & Children with Health Needs Who Cannot attend School

*This is a single policy which has been written on behalf of the Governing Body for
Crockerton Church of England VA Primary School.*

Written	September 2018
Reviewed	September 2022
Author	Headteacher
Next Review	September 2024

We are committed to safeguarding and promoting the welfare of children and young people

Aim

To ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Policy Implementation

In order to ensure that this policy is effective in meeting our aims the following safeguards are in place:

- A record of medical training is kept and all training is updated on a regular basis.
- A medical conditions register is maintained. Photographs of all children with known medical conditions are displayed in the staff room.
- There will always be a minimum of three medically trained staff to ensure cover arrangements are in place at all times should one staff member not be available.
- All supply teachers are required to familiarise themselves with pupils, including those with IHCP or medical conditions.
- A risk assessment procedure is in place in which all pupils with medical needs are explicitly noted and arrangements to meet their needs detailed.
- All pupils who present with any long term medical conditions (longer than 1 week) will be given an individual healthcare plan. This will be written and agreed with parents within 24 hours of the child returning to school.
- A briefing on the policy will form part of every September training day and new staff induction.

Procedure to be followed when notification is received that a pupil has a Medical Condition

If the child is recovering from a short term illness that requires medication we will follow our medications protocol (see attached).

If the child has a longer term condition (more than 1 week) we will:

- Draw up a healthcare plan with parents and relevant healthcare professionals (where appropriate) within 24 hours of child being admitted or re-admitted. Where possible this should be done prior to admission. Every effort will be made to ensure that the necessary arrangements are put in place within 2 weeks. Where a child is leaving the school we will contact the new school to advise them of the child's needs.

Individual Healthcare Plans

Head teacher and class teachers write up the healthcare plans appropriately and in a timely manner. They also take responsibility for ensuring that all the relevant staff are informed including lunch time and break time staff and that class based records are updated.

For all children who have a Special Educational Need this will be recorded on their healthcare plan.

All healthcare plans will be reviewed at least annually but more frequently if necessary depending on the nature of the child's condition. A plan will be automatically reviewed following any advised change in the child's condition.

All individual healthcare plans will be developed with the child's best interests in mind. In devising the plan the school will assess and manage any risks to the child's education, health and social well-being. We will aim to deliver all necessary care and support with the minimum of disruption.

The format for the IHCP is attached.

Roles and Responsibilities

- **Governing Body**
 - To ensure all staff medical training and range of medical conditions are up to date.

- **Headteacher**
 - To ensure that all medical conditions are recorded and IHCP devised as necessary
 - To ensure regular liaison with school nursing team
 - To ensure all medication is securely and appropriately stored and safely administered including asthma medication
 - To ensure all staff are appropriately trained
- **Teaching Staff**
 - To ensure that all activities are assessed to identify potential risks in terms of pupils medical conditions
 - To ensure all classroom records are maintained
 - To ensure all asthma medication is appropriately stored and is accessible during any outdoor activities/PE
- **Parents and Pupils**
 - To advise school of medical conditions and symptoms. To provide all necessary and appropriate medication and to be a partner in ensuring an appropriate health care plan is devised

Managing Medicines on School Premises

Please refer to Administering Medicines in School Policy.

Record Keeping

Clear records are kept detailing the date, time, name of child and medication administered. Please also refer to attached:

- Health Care Plan
 - Generic
 - Broken Arm
 - Broken Leg
- Parental Agreement to Administer Medicine
 - General
 - Asthma
- School Asthma Card

Unacceptable Practice

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCP
- If the child becomes ill, send them to the school office unaccompanied or with someone unsuitable
- Penalise children for their attendance record if their absences are related to their medical conditions eg hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Complaints

Any complaints about how the school has dealt with a child's medical condition should be made in the first instance in writing to the headteacher. If this does not result in satisfaction parents/carers may complain via the school's formal complaints policy.

Medication Protocol

Medicine brought into school

- Parents must fill in medicine form and sign.
- Antibiotics should be named with Pharmacy label.
- If possible any other medication should be named with pharmacy label.

Adult Receiving medicines

- Check medicine instructions, and form filled in by parents.
- Medicine to be placed in fridge or cupboard in staffroom.
- Put a weekly medication list in the staffroom.

Administering medicine

- Check Bottle for correct name, dosage and photograph.
- When administered tick off on board in medical complete form in staffroom under correct day.
- All non-prescription medication for on-going medical problems can be administered, after phoning home and checking, in case the child has been given medication at home.

Health Care Plan for a Pupil at Crockerton School

Name:	
Class:	
Medical Condition:	
My Symptoms:	
Action to be Taken:	
Administering Medication:	
Parents Signature:	
Date:	

Crockerton CE VA Primary School

Health Care Plan for a Pupil with a Medical Condition/Injury

Name:

Date of Birth:

Class:

Medical Condition: eg **Broken arm**

Date plan drawn up:

Family Contact 1

Name:

Phone No: In office

Relationship:

Family Contact 2

Name:

Phone No: In office

Relationship:

Describe medical condition and give details of pupil's individual symptoms:

- Broken arm
- Arm in a cast and sling
- Possible symptoms – pain, circulation, lack of movement

Daily care requirements (e.g. before sport/at lunchtime):

- Stay in playtime with a buddy
- keep his arm in the sling
- No PE at this time
- Sit on a chair at a table to be comfortable and to avoid weight bearing on arm when standing
- Buddy to carry lunch tray
- Leave the classroom first with a buddy (to help with doors) to ensure he/she isn't tripped

Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:

- Severe pain in the arm
- Numbness, lack of mobility or discolouration of the fingers
- Action – call parent with any concerns and 111/999 in the event of an emergency requiring immediate response

Follow up care/medication:

- Pain relief (analgesia) to be administered if required
- Parent to bring medication to school and this will be stored in the staff room and administered as per medical form
- Parent and school staff to communicate the last 'medication given' time by email, telephone or class dojo message. As agreed

Copy of Care Plan to:

Class teacher

Parent

Crockerton CE VA Primary School

Health Care Plan for a Pupil with a Medical Condition/Injury



Name:

Date of Birth:

Class:

Medical Condition:

Date plan drawn up:

Family Contact 1

Name:

Phone No: In office

Relationship:

Family Contact 2

Name:

Phone No: In office

Relationship:

Describe medical condition and give details of pupil's individual symptoms:

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-
-

Daily care requirements (e.g. before sport/at lunchtime):

- Stay in playtime with a buddy
-
-
-
-

Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs:

-
-

Follow up care/medication:

-
-
-
-

Copy of Care Plan to:

Class teacher:

Parent



Appendix 1

Crockerton Church of England Primary School

CONSENT FORM

Child's name:

Class:

I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].

1. My child has a working, in-date inhaler, clearly labelled with their name; this inhaler should be kept in school, in the child's classroom. (ideally one kept at home, one kept in school)
2. In the event of my child's inhaler being empty, not working or not in school, I consent for my child to receive salbutamol from an inhaler held by the school. This procedure would only be put into practice in the case of an emergency.

Please provide instructions that will help administer the inhaler: eg number of puffs, face mask etc.

Signed:

Date:

Name (print).....

Parent's contact details:

Telephone:

Update: Needed every 2 years from signature date.



Appendix 2

Crockerton Church of England Primary School

Administration of Inhaler

RECORD SHEET

When completed please place in the medical file in the staff room.

Child's Name:.....

Date	Time	Inhaler Name	Amount	Observation	Name of adult supervising

Appendix A



Crockerton Church of England Primary School

Administration of Medicines

Child's name:

Class:

Parent's name:

Medicine:

Dosage:

Time to be administered:

Signature:

Date:



Appendix B

Crockerton Church of England Primary School

Administration of Medicines

RECORD SHEET

When completed please place in the medical file in the staff room.

Child's Name:.....

Date	Medicine and Dosage	Time Given	Name of adult supervising

