

Supporting Children with Medical Conditions Policy and Procedure

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Contents

Rationale	Page 2
Aims	Page 3
Entitlement	Page 3
Procedure	Page 4
Individual Health Care Plans	Page 4
Roles and Responsibilities	Page 6
Staff training	Page 7
Identification	Page 7
Specific medical conditions	Page 8
Administering medicines	Page 10
Storage of medicines	Page 11
Disposing of medicines	Page 11
First Aid	Page 12
Homely Remedies	Page 12
Liability and indemnity	Page 13
Complaints	Page 13
Monitoring	Page 14
Further sources of information	Page 15
Other relevant information	Page 15
Guidelines for managing conditions	Page 15
Appendix 1	Page 18
Appendix 2	Page 19
Appendix 3	Page 20

Definition

Children's medical needs may be broadly summarised as being of two types:

- (a) **Short term**, affecting their participation in nursery activities whilst they are on a short course of medication.
- (b) **Long term**, potentially limiting their access to nursery education and requiring extra care and support

Rationale

At Grosvenor Nursery School and Day Care Centre we ensure that access to nursery education is not reduced or restricted for pupils who have a medical need.

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of children with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all children at the school. This may mean making special arrangements for particular children so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. The Governors of Grosvenor Nursery School and Day Care Centre are responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that children with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other staff

in charge of children have a common law duty to act 'in loco parentis' and must ensure the safety of all children in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others, or to the health of the child involved.

Schools, local authorities, health professionals, commissioners and other support services should work together to ensure that children with medical conditions receive their statutory nursery entitlement. In some cases this will require flexibility and involve, for example, arrangements that allow for reduced hours at nursery. Consideration may also be given to how children will be reintegrated back into nursery after periods of absence.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

This policy should be read in conjunction with the Special Educational Needs Policy, Intimate Care Policy, First Aid Policy and Medication in School/Day Care.

Aims

- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- To ensure children at school with medical conditions are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents (and the children themselves, as appropriate).

Entitlement

The school accepts that children with medical needs should be assisted if at all possible and that they have a right to the full nursery education available to other children. The school believes that children with medical needs should be enabled to have full attendance and receive necessary proper care and support. The school accepts all employees have rights in relation to supporting children with medical needs as follows:

- To choose whether or not they are prepared to be involved;
- To receive appropriate training;
- To work to clear guidelines;

- To bring to the attention of management any concern or matter relating to supporting children with medical needs.

Procedure

The Governors, Headteacher and Day Care Manager are responsible for ensuring that whenever the school is notified that a child has a medical condition:

- Sufficient staff are suitably trained;
- All relevant staff are made aware of a child's condition;
- Cover arrangements in case of staff absence/turnover is always available;
- Supply staff are briefed;
- Risk assessments (Care Plans) are completed for medical needs, including allergies. These should be completed by the Headteacher/Day Care Manager with support from the Key Person, SENCO, parents and health professionals. These should then be agreed and signed by the parents and relevant staff;
- Care Plans are monitored termly;
- Transitional arrangements between rooms are carried out when necessary;
- If a child's needs change, the above measures are adjusted accordingly. Where children are joining school at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks. Any child with a medical condition requiring medication or support in school should have a Care Plan which details the support that child needs.

Procedures should also be in place to cover any transitional arrangements between schools/nurseries, the process to be followed upon reintegration or when children's needs change, and arrangements for any staff training or support. For children starting at a new school/nursery, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis, or children moving to a new school/nursery mid-term, every effort should be made to ensure that arrangements are put in place within two weeks. Schools do not have to wait for a formal diagnosis before providing support to children. In cases where a child's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

Individual Care Plan for Children with Special Health Needs

At Grosvenor, the individual Care Plan for Children with Special Health Needs contains all the relevant information to support a child's medical needs in school. The Governing Board should ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

A Care Plan for Children with Special Health Needs helps to ensure that effective support is provided for children with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate, or where there is a high risk that emergency intervention will

be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professionals and parent should agree, based on evidence, when a Care Plan would be inappropriate, or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view. The Care Plan should be easily accessible to all who need to refer to them, while preserving confidentiality. Plans should not be a burden on the school, but should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Individual Care plans (and their review) may be initiated, in consultation with the parent, by a member of staff, or a healthcare professional involved in providing care to the child. Plans should be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. specialist, or children's community nurse, or paediatrician, who can best advise on the particular needs of the child. The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education and how they might work with other statutory services. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school. Where the child has an identified special educational need, the individual Care Plan should be linked to or become part of that EHC plan when that is finalised.

When deciding what information should be recorded on individual Care Plan, the Governing Board should consider the following: the medical condition, its triggers, signs, symptoms and treatments; the child's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g., crowded rooms/doorways; specific support for the child's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to catch-up e.g., with Letters & Sounds and use of rest periods or sleeps; and specific support needed, including in emergencies.

Consideration must be given to who in the school needs to be aware of the child's condition and the support required; arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, separate arrangements or procedures required for school trips or other activities outside of the normal timetable that will ensure the child can participate, where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual Care Plan.

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The Governing Board

- Must make arrangements to support children with medical conditions and ensure that this policy is developed and implemented.
- Must ensure that sufficient staff receive suitable training and are competent to support children with medical conditions.
- Must ensure that the appropriate level of insurance is in place and that it appropriately reflects the level of risk.

The Head Teacher

- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Should ensure all staff who need to know are informed of a child's condition.
- Should ensure sufficient numbers of staff are trained to implement the policy including in emergency and contingency situations, and that they are appropriately insured.

Staff

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a child with a medical condition needs help.

Other Healthcare Professionals

- May provide advice on developing a Care Plan.
- Specialist local teams may be able to provide support for particular conditions (e.g., Asthma/Diabetes).

Children

- Should, wherever possible, be fully involved in discussions about their medical support needs at the appropriate level.

Parents and carers

- Must provide the school with sufficient and up-to-date information about their child's medical needs.
- Are the key partners and should be involved in the development and review of their child's Care Plan
- Should carry out any action they have agreed to as part of the Care Plan

The Nursery Cook will:

- Receive information from the Day Care Manager regarding children with food allergies and food intolerances and know which children have a life threatening allergy (the information provided should be displayed in a discreet area in the kitchen).
- Maintain contact information with vendors and purveyors to access food content information

Staff Training

- Staff must not give prescription medicines or undertake health care procedures without appropriate training (Level 2 Safe Handling of Medication). *A First Aid certificate does not constitute appropriate training in supporting children with medical conditions.*
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- Whole school awareness training will take place when a child is identified with a specific medical condition so that all staff are aware of the school's policy for supporting children with medical conditions and their role in implementing that policy.
- Induction arrangements for new staff will include information and training as appropriate on the medical conditions of children within the school and how to support them.
- The relevant healthcare professional should be able to give advice on training that will help ensure that all medical conditions affecting children in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents/carers should be asked for their views. They should provide specific advice, but should not be the sole trainer.
- The Governing Board will consider providing relevant professional development provision opportunities as appropriate.

See Appendix 1

Identification

Prior to starting school, all medical details are required so that we can provide the level of care required. Where appropriate, management, parents and any relevant members of staff, e.g., Room Leader/Key Person, will meet prior to a child starting, to ensure that appropriate provision is in place. Special arrangements, such as staff training are made when necessary, in order to ensure that medical needs are met.

Specific Medical Conditions

Pupils with Asthma

Every effort is made to encourage and help children who suffer from Asthma to fully participate in all aspects of school life. Children are encouraged to fully participate in physical/outdoor activities. Inhalers are kept in the First Aid cabinets.

If a child has an Asthma attack at school, staff will ensure that the reliever inhaler (blue) is taken immediately and that the dose is repeated every few minutes. Staff will assist by remaining calm, reassure the child and listen to them while encouraging them to breathe slowly and deeply. School will inform parents of the attack. In an emergency situation, medical advice will be sought and an ambulance called.

Anaphylaxis

An Epipen/Jextpen is a preloaded pen device, which contains a single measured dose of adrenaline (also known as epinephrine) for administration in cases of severe allergic reaction. An Epipen/Jextpen is safe, and even if given inadvertently it will not do any harm. It is not possible to give too large a dose from one dose used correctly in accordance with the Care Plan. An Epipen can only be administered by staff that have been designated as appropriate by the Headteacher/Day Care Manager and who have been assessed as competent by the medical professional. Training of designated staff will be provided by a medical professional and a record of training undertaken will be kept by the Headteacher/Day Care Manager. Training will be updated at least once a year. There should be a Care Plan and consent form in place for each child. These should be readily available. They will be completed before the training session in conjunction with parents, school staff and medical professional. Two Epipens/Jextpens must be kept onsite and in the original named box, stored at room temperature and protected from heat and light. They should be readily accessible for use in an emergency; one must be kept in the Grab Bag for the event of an evacuation. Expiry dates and discoloration of contents should be checked by the Headteacher/Day Care Manager/nominated First Aider. The Epipen/Jextpen should be replaced by the parents at the request of the school. The use of the Epipen/Jextpen must be recorded on the child's Care Plan, with time, date and full signature of the person who administered the it. Once the Epipen/Jextpen is administered, a 999 call must be made immediately. If two people are present, the 999 call should be made at the same time of administering the Epipen/Jextpen. The used Epipen/Jextpen must be given to the ambulance personnel. It is the parent's responsibility to renew the Epipen/Jextpen before the child returns to school. If the child leaves the school site e.g. school trips, the Epipen/Jextpen must be readily available

Diabetes

Diabetes is a condition where the person's normal hormonal mechanisms do not control their blood sugar levels. In the majority of children the condition is controlled by insulin injections and diet. It is unlikely that injections will need to be given during school hours, but some older children many need to inject during school hours. All relevant staff will be offered training on diabetes and how to prevent the occurrence of hypoglycaemia. This might be in conjunction with paediatric hospital liaison staff or Primary Care Trust staff. In order to administer insulin, staff must have completed Level 3 training. Staff who have volunteered and have been designated as appropriate by the Headteacher/Day Care Manager will administer treatment for hypoglycaemic episodes. There should be a Care Plan and consent form in place. It will be completed at the training sessions in

conjunction with staff and parent(s). Staff should be familiar with child's individual symptoms of a "hypo". This will be recorded on the Care Plan.

To prevent "hypo's"

- Children must be allowed to eat regularly during the day. This may include eating additional snacks during a session and prior to exercise.
- Meals should not be unduly delayed.
- Off-site activities e.g., visits, will require additional planning and liaison with parent(s).

To treat "hypo's"

- If a meal or snack is missed, or after strenuous activity, or sometimes even for no apparent reason, the child may experience a "hypo". Symptoms may include sweating, pale skin, confusion and slurred speech.
- Treatment for a "hypo" might be different for each child, but will be either dextrose tablets, or sugary drink, chocolate bar or hypostop (dextrose gel), as per the Care Plan. Whichever treatment is used, it should be readily available and not locked away. Expiry dates must be checked each term by a nominated member of staff.
- It is the parent's responsibility to ensure appropriate treatment is available. Once the child has recovered a slower acting starchy food such as biscuits and milk should be given. If the child is very drowsy, unconscious or fitting, a 999 call must be made and the child put in the recovery position. Do not attempt oral treatment. Parent(s) should be informed of "hypos" where staff have issued treatment in accordance with the risk assessment.

Epilepsy

Epilepsy is a neurological disorder. The brain contains millions of nerve cells called neurons that send electrical charges to each other. A seizure occurs when there is a sudden and brief excess surge of electrical activity in the brain between nerve cells. This results in an alteration in sensation, behaviour, and consciousness. Seizures may be caused by developmental problems before birth, trauma at birth, head injury, tumour, structural problems, vascular problems (i.e. stroke, abnormal blood vessels), metabolic conditions (i.e. low blood sugar, low calcium), infections (i.e. meningitis, encephalitis) and idiopathic causes. Children who have idiopathic seizures are most likely to respond to medications and outgrow seizures.

Every child with epilepsy has a Care Plan. Procedures to manage seizures are agreed with parents, healthcare professionals and staff; these are listed on the Plan. In the case of an emergency an ambulance is to be phoned as well as parents.

Head Lice

No child will be inspected for or excluded because of head lice. When cases occur in school, parents will receive an advisory letter, asking them to check their children's hair regularly and treat them if eggs of lice are found.

Administering Medicines

Prescribed medicine to be given during the school day must be in its original container, be in-date and must have the child's name on it. The name of the medicine, its expiry date, the required dosage and the date handed to which staff member must be recorded on the Medication Record before any short term medicine is administered. The Medication Record is a legal document.

Parents must provide written permission on the Medication Record before any short term medicine is administered.

See Appendix 2

In exceptional circumstances, where a child has a high temperature, a parent may sign for Calpol retrospectively, as long as they have previously signed a contractual agreement giving their permission for this.

In the case of long term medication, parents must provide written permission on the Long Term Medication Record before any medicine is administered.

See Appendix 3

Named staff members will give medicines. Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given.

All doses administered will be recorded.

Two members of staff must sign the document to confirm the correct dosage and time it was given.

Non-prescription medication will only be administered at the discretion of the Headteacher/Day Care Manager.

Essential medicines will be administered on educational visits, subject to the conditions above. A risk assessment will be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Antibiotics

Children must not attend within 48 hours of starting a course of antibiotics.

Parent(s) should be encouraged to ask the GP to **prescribe an antibiotic which can be given outside of school hours wherever possible**. Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after school (provided this is possible) and at bedtime.

It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime. This will be the case for children attending an extended day.

Parent(s) must complete the Medication Record and confirm that the child is not known to be allergic to the antibiotic. The antibiotic should be brought into school in the morning and taken home again after school each day by the parent. Whenever possible the first dose of the course, and ideally the second dose, should be administered by the parent(s).

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose and the date of dispensing. In school the antibiotics should be stored in a secure cupboard, or where necessary in a refrigerator. Many of the liquid antibiotics need to be stored in a refrigerator – if so, this will be stated on the label. Some antibiotics must be taken at a specific time in relation to food. Again this will be written on the label, and the instructions on the label must be carefully followed. Tablets or capsules must be given with a glass of water. The dose of a liquid antibiotic must be carefully measured in an appropriate medicine spoon, or oral medicine syringe.

The appropriate records must be made. If the child does not receive a dose, for whatever reason, the parent must be informed that day.

Storage of medicines

All medicines will be stored safely. Medicines needing refrigeration will be stored in the fridge. Inhalers are kept in the First Aid cabinet.

All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the First Aid cabinet. Access to these medicines is restricted to the named persons.

Epipen/Jextpen must be easily accessible and out of reach of children.

Disposing of Medicines

When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharp objects.

First Aid

The majority staff have Paediatric First Aid training. Trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school. Trained staff are aware of the most common serious medical conditions amongst young children. In an emergency situation staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication. Training is refreshed for first aiders at regular intervals. If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable, or school will ask parent to meet ambulance at casualty. Staff should not take pupils to hospital in their own car, unless insured.

Allergies

On entry to school, parents are asked to inform staff of any allergies their children may have. Children with allergies usually have a Care Plan, depending upon the nature and severity of the allergy. It details the allergy and what to do if an allergic reaction takes place. All relevant staff, including the kitchen staff, if appropriate, are notified of allergies. If a child has an allergic reaction then parents are to be informed and protocol from the Care Plan followed.

Homely Remedies

A homely remedy is a product that can be obtained without prescription, for the immediate relief of a minor ailment. A minor ailment is an illness or condition that is not chronic or serious.

For the purpose of this policy, minor ailments include minor cuts and grazes, allergies, toothache, headache, bites and stings, cold and flu like symptoms, dry skin, coughs and minor eye conditions.

A high temperature can also be treated with a homely remedy.

This is a list of products used for the relief of specific symptoms. This list is agreed and reviewed by the Headteacher and Governors.

Homely remedies and the ailments they treat:

- Plasters – cuts and grazes
- Antibacterial cleaning wipes – cuts and grazes
- Antihistamine – allergies, hayfever, bites and stings
- Paracetamol (e.g., Calpol) – temperature, toothache, headache, sore throats
- E45 – dry skin (to be supplied by parent/carer)
- Eye drops for minor eye conditions (to be supplied by parent/carer)
- Linctus – coughs (this is not administered by staff)
- Bonjela – teething

Only the ailments specified in the homely remedy policy may be treated and they may only be treated using the specified products and doses. Administration must only be undertaken by staff trained in the care of medicines. The homely remedies list specifies which products should be used for each ailment and provides details for staff including: indication of use, name of medicine, expiry date, dose and frequency, maximum dose and treatment period. Administration of homely remedies must be in accordance with the licensed indications /manufacturer's directions. Some homely remedies are purchased by the school and stored either for individuals, or as stock. If a parent has supplied a homely remedy then that product must be used only for that child and must be unopened when supplied to school. It must be clearly labelled with the child's name. All homely remedies are stored in a locked cupboard which is clearly labelled.

Parents must give written permission before any homely medicine is administered, and this permission will remain in place. Where possible further confirmation from parents will also be required on the day. It will be communicated to parents which medication has been administered, why and the dosage.

Liability and Indemnity

School staff will be made aware of the insurance arrangements in the event of a claim or liability.

Before carrying out clinical/medical procedures staff will be trained and assessed as competent in the relevant procedures on an individual child basis. There will be written evidence via a risk assessment and/or appropriate training and/or written competency assessment. On the basis that Bolton's policy for managing complex health care needs is followed then Bolton Council is protected by its Public Liability insurance (subject to its terms, conditions and exclusions) for accidental death, injury, damaged caused by such procedures to a third party. For further information contact Risk and Insurance Section of the council. The insurance provided jointly indemnifies with the County Council staff and Members provided they are acting in accordance with their contracted duties. All other partner organisations must have, at least, the minimum public liability insurance and indemnity insurance. Each service will have a procedure for checking this insurance is in place.

NB. The delivery of medication is at the nursery's discretion and no member of staff can be forced to deliver medication. School staff accept no responsibility from improper use of medication where this results from miss-information from families or where the medication is found to be out of date.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Monitoring

This policy is monitored by the Headteacher, Day Care Manager SENCO and the Safeguarding Governor on behalf of the Governing Board. Staff receive the full support of the SLT and Governing Board.

FURTHER SOURCES OF INFORMATION

Other safeguarding legislation

Section 21 of the Education Act 2002 provides that governing bodies of maintained schools must in discharging their functions in relation to the conduct of the school promote the well-being of pupils at the school. **Section 175 of the Education Act 2002** provides that governing bodies of maintained schools must make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a

view to safeguarding and promoting the welfare of children who are pupils at the school. Paragraph 7 of Schedule 1 to the Independent School Standards (England) Regulations 2010 set this out in relation to academy schools and alternative provision academies.

Section 3 of the Children Act 1989 provides a duty on a person with the care of a child (who does not have parental responsibility for the child) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child.

Section 17 of the Children Act 1989 gives local authorities a general duty to safeguard and promote the welfare of children in need in their area. **Section 10 of the Children Act 2004** provides that the local authority must make arrangements to promote co-operation between the authority and relevant partners (including the governing body of a maintained school, the proprietor of an academy, clinical commissioning groups and the NHS Commissioning Board) with a view to improving the well-being of children, including their physical and mental health, protection from harm and neglect, and education. Relevant partners are under a duty to cooperate in the making of these arrangements.

The NHS Act 2006: Section 3 gives Clinical Commissioning Groups a duty to arrange for the provision of health services to the extent the CCG considers it necessary to meet the reasonable needs of the persons for whom it's responsible. **Section 3A** provides for a CCG to arrange such services as it considers appropriate to secure improvements in physical and mental health of, and in the prevention, diagnosis and treatment of illness, in the persons for whom it's responsible. **Section 2A** provides for local authorities to secure improvements to public health, and in doing so, to commission school nurses. Governing Bodies' duties towards disabled children and adults are included in the

Equality Act 2010, and the key elements are as follows:

- ☐ They **must not** discriminate against, harass or victimise disabled children and young people
- ☐ They **must** make reasonable adjustments to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory: adjustments must be planned and put in place in advance, to prevent that disadvantage

OTHER RELEVANT INFORMATION

Section 2 of the **Health and Safety at Work Act 1974**, and the associated regulations, provides that it is the duty of the employer (the local authority, governing body or academy trust) to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. Under the **Misuse of Drugs Act 1971** and associated Regulations the supply, administration, possession and storage of certain drugs are controlled. Schools may have a child that has been prescribed a controlled drug. The **Medicines Act 1968** specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on dealings with medicinal products, including their administration.

Regulation 5 of the School Premises (England) Regulations 2012 (as amended) provides that maintained schools must have accommodation appropriate and readily available for use for medical examination and treatment and for the caring of sick or injured pupils. It **must** contain a washing facility and be reasonably near to a toilet. It **must** not be teaching accommodation. Paragraph 23B of Schedule 1 to the

Independent School Standards (England) Regulations 2010 replicates this provision for independent schools (including academy schools and alternative provision academies).

The Special Educational Needs Code of Practice

Section 19 of the Education Act 1996 (as amended by Section 3 of the Children Schools and Families Act 2010) provides a duty on local authorities of maintained schools to arrange suitable education for those who would not receive such education unless such arrangements are made for them. This education must be full time, or such part time education as is in a child's best interests because of their health needs. Links to other information and associated advice, guidance and resources e.g., templates and to organisations providing advice and support on specific medical conditions will be provided on the relevant web-pages at GOV.UK.

This is supported by policies including:

- SEN/Inclusion
- Child protection/Safeguarding
- Equal Opportunities
- Intimate Care policy
- First Aid policy and procedures
- Health and Safety Policy
- Supporting pupils at school with medical conditions – statutory guidance from DFE

Children and Families Act (2014) places a duty on education, health and social care agencies to work together more closely than they had in the past, particularly with regard to key vulnerable groups of children including those with SEND.

GUIDELINES FOR MANAGING ASTHMA

People with asthma have airways which narrow as a reaction to various triggers. The narrowing or obstruction of the airways causes difficulty in breathing and can usually be alleviated with medication taken via an inhaler. Inhalers are generally safe, and if a child took another child's inhaler, it is unlikely there would be any adverse effects.

1. If staff are administering an inhaler to a child, a Consent Form must be signed by the parent.
2. Inhalers **MUST** be readily available when children need them. Inhalers are kept in the First Aid cabinet and a First Aid trained member of staff is always on hand to administer. A record is kept of any dose given. If a child has needed their inhaler many times in one day, then parents will be informed.
3. Parent(s) must supply the inhaler and it must have an in-date expiry date on it.
4. All inhalers must have a prescription label and must be labelled with the child's name.
5. Some children, particularly the younger ones, may use a spacer device with their inhaler; this also needs to be labelled with their name. The spacer device needs to be sent home at least once a term for cleaning.
6. School staff should take appropriate disciplinary action if the owner or other pupils misuse inhalers.
7. Parent(s) should be responsible for renewing out of date and empty inhalers.
8. Parent(s) should be informed if a child is using the inhaler excessively.

9. Physical activities will benefit pupils with asthma, but they may need to use their inhaler 10 minutes before exertion. The inhaler **MUST** be available during PE and games. If pupils are unwell they should not be forced to participate.
10. If pupils are going on offsite visits, inhalers **MUST** still be accessible.
11. School staff have a clear out of any inhalers at least on an annual basis. Out of date inhalers, and inhalers no longer needed must be returned to parent(s).
12. Asthma can be triggered by substances found in school e.g. animal fur, glues and chemicals. Care should be taken to ensure that any pupil who reacts to these are advised not to have contact with these.

GUIDELINES FOR THE ADMINISTRATION OF EPIPEN/JEXTPEN BY SCHOOL STAFF

An Epipen/Jextpen is a preloaded pen device, which contains a single measured dose of adrenaline (also known as epinephrine) for administration in cases of severe allergic reaction. An Epipen/Jextpen is safe, and even if given inadvertently it will not do any harm. It is not possible to give too large a dose from one dose used correctly in accordance with the Care Plan. An Epipen/Jextpen can only be administered by school staff that have been designated as appropriate by the head teacher and who has been assessed as competent by the school nurse/doctor. Training of designated staff will be provided by the school doctor/nurse and a record of training undertaken will be kept by the head teacher. Training will be updated at least once a year.

1. There should be an individual Care Plan and Consent Form in place for each child. These should be readily available. They will be completed before the training session in conjunction with parent(s), school staff and doctor/nurse.
2. Ensure that the Epipen/Jextpen is in date. The Epipen/Jextpen should be stored at room temperature and protected from heat and light. It should be kept in the original named box.
3. The Epipen/Jextpen should be readily accessible for use in an emergency.
4. Expiry dates and discoloration of contents should be checked by the Headteacher/Day Care Manager termly. The Epipen/Jextpen should be replaced by the parent(s) at the request of the school.
5. The use of the Epipen/Jextpen must be recorded on the child's Long Term Medication Record, with time, date and full signature of the person who administered it.
6. Once the Epipen/Jextpen is administered, a 999 call must be made immediately. If two people are present, the 999 call should be made at the same time of administering the Epipen/Jextpen. The used Epipen/Jextpen must be given to the ambulance personnel. It is the parent's responsibility to renew the Epipen/Jextpen before the child returns to school.
7. If the child leaves the school site e.g. on a trip/visit, the Epipen/Jextpen must be readily available.

GUIDELINES FOR MANAGING EPILEPSY

FIRST AID

- Stay calm
- Protect student from injury but do not restrain movements
- Help the student lie down and turn on one side if possible
- Loosen all tight clothing
- Do not put anything in the mouth
- Do not give medicines or fluids until the child is completely awake

Stay with the student until he or she is fully alert and oriented
Provide reassurance and support after the seizure episode
CPR should not be given during a seizure
Record the duration and describe the seizure on the epilepsy log
Report the seizure to the appropriate person: parents, school nurse and/or administrator

EMERGENCY FIRST AID

Call 999 if:

- First known seizure
- Seizure lasts more than 5 minutes
- Another seizure begins soon after the first
- The student stops breathing or has difficulty breathing after the seizure
- Student cannot be awakened after the seizure
- There are specific orders to call 999 from the doctor or parent 10

Guidelines for defibrillators – sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives.

There is a defibrillator on site. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. It is checked every twelve months. Modern defibrillators are easy to use, inexpensive and safe. Staff members appointed as first-aiders are trained in the use of CPR and use of the defibrillator.

Appendix 1: Staff Training Record – administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Medication Record

Name _____

Date	Medicine & expiry date	Medicine Received by	Time of Previous Dose	Dosage & Times due	Parents/Carers Signature	Time Given	Staff Signatures	Parents/Carers Signature	Notes

Name _____

[illegible]