

# CIRENCESTER KINGSHILL SCHOOL

## POLICY FOR SUPPORTING PUPILS WITH MEDICAL NEEDS

Our aim is to ensure that pupils with medical needs receive proper care and support at school and to enable pupils, parent/carers and staff to feel confident that the pupil is able to integrate as far as possible into “normal school life”.

It is the parents/carers responsibility to keep a child at home when acutely unwell. It is the parents/carers responsibility to inform the school of any on-going medical condition or if a medical condition develops. This should be done in writing to the appropriate Head of Year or Form Tutor, who will then pass the information to Pupil Reception to update records.

### 1. Short term medical needs

- Medication should only be brought into school if it is vital that it should be taken during school hours. Where possible arrangements should be made to take medication out of school hours. Parents/Carers should discuss this matter with the prescribing doctor or dentist.
- Any medication needed during school hours should be clearly labelled with the pupil’s name and tutor group. All medication should be handed in to Pupil Reception and should be accompanied by a written letter, signed by parent/carer and explaining the exact dose and time the medication should be taken. It is the parents/carers responsibility to advise the school of any possible side effects. Any medication will be taken under supervision.
- Painkillers will not be issued by school staff unless an Individual Health Care Plan (IHCP) has been agreed between parents/carers and school. If painkillers are to be given, according to an IHCP, the pupil will be supervised by a member of staff and parents/carers will be notified in writing immediately stating the dose given and the time.

### 2. Long-term medical needs

- It is the parents/carers responsibility to inform the school of any ongoing medical condition and to up-date the school of any changes to the condition and/or treatment. This should be done in writing to the Head of Year or Form Tutor and where appropriate the IHCP will be amended.
- Where the medical condition requires ongoing medication, regular hospital visits or may require emergency treatment, an Individual Health Care Plan (IHCP) will be agreed between parents/carers and the school. This may also require input from the GP/School Nurse as appropriate.
- It is the parents/carers responsibility to ensure any medication kept in school is kept up-to-date and is disposed of when past its expiry date.

### 3. Self-management

- It is good practice for pupils to manage their own medication and, where this has been agreed through an IHCP, the pupil will be supervised whilst doing so.
- Medication must not, for the safety of other pupils, be carried around by the pupil except where a pupil has been prescribed an Epi-Pen for allergic reaction or a blue inhaler for the use of asthma relief. The Epi-Pen should be found within a high visibility bag in the pupil’s school bag. All other medication will be kept in a secure cupboard in Pupil Reception. In the case of Epi-Pens, a spare will be kept in Pupil Reception.

#### 4. School Visits

- It is the parents/carers responsibility to complete in detail medical forms, issued by the school prior to a day/residential visit, and ensure emergency contact details are accurate.
- A copy of the pupil's IHCP should accompany the visit and parents/carers should ensure staff are fully aware of any specific problems that may be encountered on the visit.
- All staff accompanying the visit should be aware of the pupils with IHCPs.
- If staff have further concerns regarding the pupil's safety or the safety of other pupils, they should seek advice from the parents/carers or the school nurse/child's GP.

#### 5. Sporting Activities

- Pupils who are prescribed blue inhalers for the relief of asthma should be allowed immediate access to their medication if necessary.
- Staff supervising sporting activities should be aware of relevant medical conditions and emergency procedures. A copy of any pupils IHCPs will be kept in the P.E. office.

#### 6. Illness in School – Procedure

- It is the parents/carers responsibility to keep the child at home when acutely unwell.
- Staff at school are not health professionals, but will always act in what they believe to be the best interests of the child.
- If a child says s/he is unwell and is unable to carry on in the lesson, the teacher/tutor will issue a 'Medical Card' and the pupil should report to Pupil Reception. Where necessary another pupil should accompany the unwell child.
- Where a pupil is obviously too ill to continue the day in school, parent/carer will be contacted and asked to come to school to collect the child. The parent/carer may authorise another responsible adult to do this on their behalf, but under no circumstances will the child be allowed to leave the school unaccompanied. Pupils must be collected from Reception. If a pupil is collected by another responsible adult Reception will call the pupil's parent/carer to confirm this is correct prior to giving permission to leave school.
- Where the pupil is feeling 'off colour', but has no clear signs of illness they will be encouraged back to lessons after a short spell in the medical room.

#### 7. Accidents/Injuries

- A list of first aiders is displayed throughout the school and those named staff should be contacted immediately in the case of an accident or emergency.
- First aid will be administered and in non-emergency situations parents/carers will be contacted so they can take the child to A & E for further check-ups where appropriate.
- In urgent cases a 999 call will be made first and parents/carers contacted immediately afterwards. Two pupils will be posted near the entrance to the school to advise the ambulance where to go. The child will be accompanied in the ambulance by a member of staff until the parent/carer has arrived.

- Upon return to school any pupil in a wheelchair will have a Risk Assessment carried out by the Head of Year in accordance with the Local Authority Guidance to assess their needs.
- If an injured pupil needs to be taken immediately to hospital (walking wounded - other than ambulance) all members of staff are covered by the schools insurance policy to take them to hospital in their car. If a member of staff is called upon to take a pupil to hospital they must take a first-aider as well.

#### 8. Information about pupils' medical needs

- A copy of IHCPs agreed between parents/carers and school will be kept in Pupil Reception, the pastoral office, PE office and on the pupil's file.
- A list of pupils with specific allergies will be kept in the medical book in Pupil Reception, to enable relevant information to be checked quickly and where necessary relayed to ambulance staff, A & E etc.
- A list of pupils with IHCPs will be posted on the cover board near the staff room, so that teachers covering for colleagues and supply staff can be kept informed. They should refer to the medical file in the Pastoral Office.
- Copies of the IHCP will be available to staff, with the consent of the parents/carers. Every attempt will be made to ensure other staff, such as supply staff, teaching assistants and support staff, are also made aware.

#### 9. Flow charts for dealing with medial issues in school and actions taken

- See attached flow charts – *Injuries* and *Pupil Reports to Medical Room Unwell*.

***If appropriate: you may want to read the following policies in conjunction with this policy. The Accessibility Plan, Anti-bullying Policy, School Discipline and Behaviour Policy, Child Protection Policy, Looked After Children Policy, Equality Policy, E-safety Policy, Exclusion Policy, Offensive Weapons Policy and the Substance Misuse Policy.***

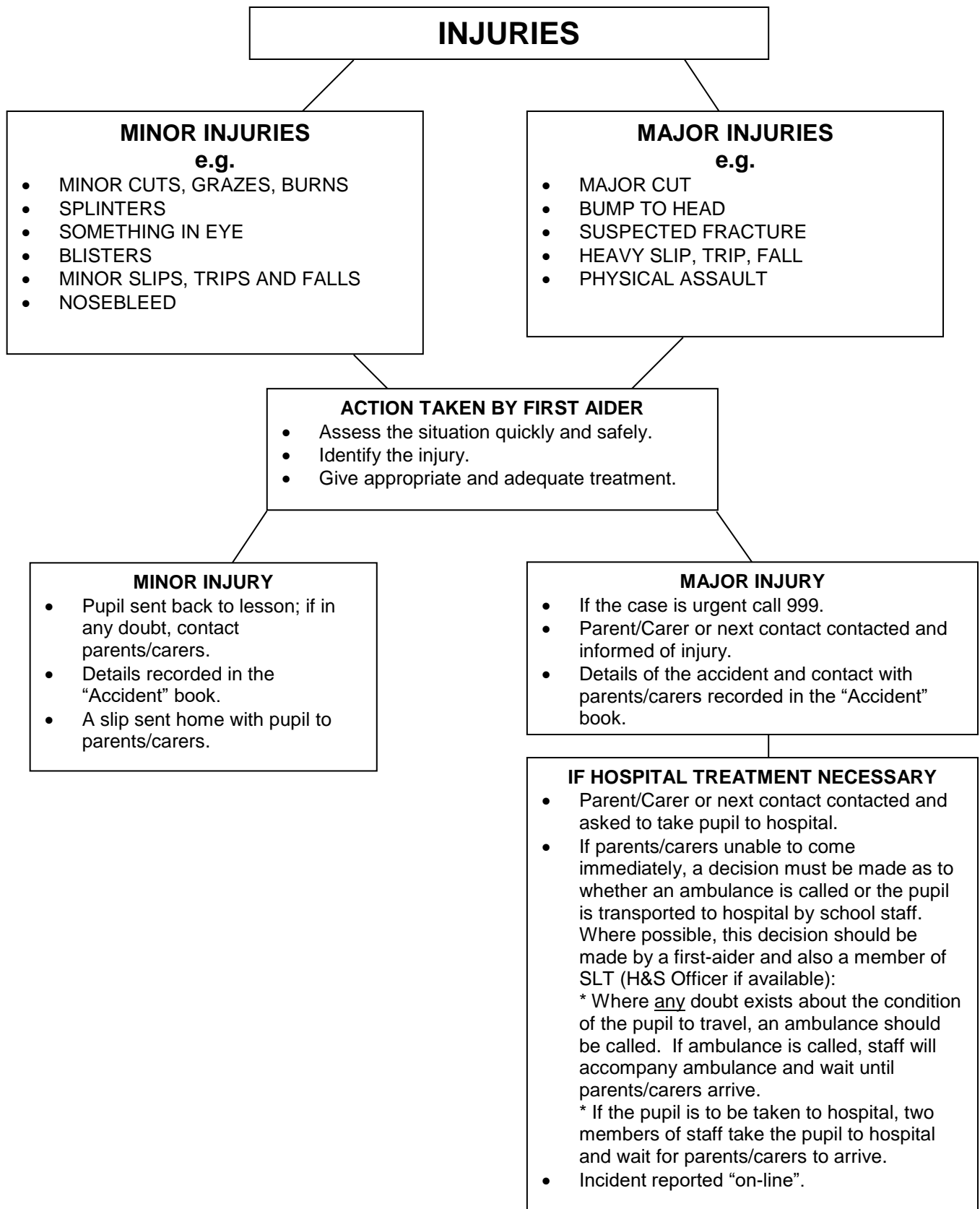
# **CIRENCESTER KINGSHILL SCHOOL**

## **POLICY FOR SUPPORTING PUPILS WITH MEDICAL NEEDS**

Reviewed by D Christopher \_\_\_\_\_ June 2019 \_\_\_\_\_ (Date)

Adopted by Governors \_\_\_\_\_ (Sign) \_\_\_\_\_ (Date)

Review date \_\_\_\_\_ June 2020 \_\_\_\_\_ (Date)



**Additional First Aid points to note:-**

- The above procedure also applies to injuries that occur during activities outside of the school day. Injuries that occur off-site should be logged in the Accident Book at the earliest opportunity.
- PE: - PE Faculty will maintain its own Accident Book and copies of these logs will be regularly sent to the Designated First Aider to be filed centrally.  
- Contact with home will only be made by Reception – pupils should be sent across if this needs to happen.
- Staff taking trips should let the Designated First Aider know 3 days in advance and they will ensure a full first aid kit is available.

**Designated First Aider – Mrs C Sutton**

## PUPIL REPORTS TO MEDICAL ROOM UNWELL (not including injuries)

- NO OBVIOUS EXTERNAL SYMPTOMS.
- PUPIL RESTS IN MEDICAL ROOM FOR NO MORE THAN HALF A LESSON.

- If pupil feels well enough after rest they return to lesson but told to report to teacher if they feel unwell again.
- Visit logged in accident book.
- Pupil given slip to take home to parents/carers.

- If pupil feels no better after rest, parents/carers are contacted, the condition described and parents/carers decide whether or not to collect the pupil.
- Action logged in accident book and pupil signs out.

If parents/carers can not be contacted, then the time of the call is logged and the next contact informed.

If parents/carers can not or will not collect the pupil, then details of this are logged and the pupil is sent back to the lesson, if possible, with a slip which they will show to teachers and give to their parents/carers.

### OBVIOUS ILLNESS e.g.

- ASTHMA
- VOMITING
- HYPOGLYCAEMIA
- ANAPHYLACTIC SHOCK

- If urgent ambulance called.
- Medication administered if held in school and parents/carers have given permission. A log made of this.
- Parents/carers contacted and a record logged.
- Next contact tried if parents/carers cannot be contacted.

### IF AMBULANCE CALLED

- Parents/carers contacted.
- Member of staff goes in ambulance with pupil (if parents/carers not at school) and waits with pupil until parents/carers arrive.
- Incident reported "on-line".