

Medical Policy

Bushmead Primary School

January 2025



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1. Aims

At Bushmead Primary School we believe all children should be given a broad and balanced curriculum which allows pupils to feel safe and challenged. They will be given the opportunity to participate in this curriculum whilst any medical needs are met through the implementation of this policy.

2. Legislation and guidance

Guidance is available from the DFES document, Guidance supporting Pupils at School with medical conditions (Sept 2014)

3. Definitions

SENDCo – Special Education Needs and Disability Coordinator

4. Roles and responsibilities

4.1 The head teacher

The head teacher is **Mr Steve Down**

He will:

Work with staff, parents and governors to determine the strategic development of this policy and provision in the school.

Have overall responsibility for the Health and Safety of everyone in school.

4.2 The SENDCo

The SENDCo is **Mrs Emma Perry**

She will:

Work with the head teacher to manage the implementation of this policy and provision in the school.

4.3 The Governor/s

They will:

Work with the head teacher and SENDCo to ensure the development of this policy is in line with national guidelines and provision is implemented consistently throughout school.

The Governing Body will review this policy in line with the Policy review schedule at the FGB committee meetings



4.4 Class teachers and teaching assistants

Will work to ensure they implement the policy consistently across all age groups.

5. Identification of Pupils

Children with medical and health care needs have the same rights of admission and access to the curriculum as other children. Most children at some time will have short term medical needs, this may include needing access to medication while at school. Some children may have long term needs which require care or longer term medicines to keep them well.

Supporting a child with a medical condition is not the sole responsibility of one person. Partnership between parents, pupils, school staff, healthcare professionals (and where appropriate, social care professionals,) will be critical to ensure the best possible outcomes for the child.

Children with short term illnesses which could be passed on to other pupils should not attend school. Guidance from the local authority is available in the school office.

Bushmead School recognises that children may have mental health needs and will support children to have a relaxation space and time, to promote self - management through breathing and having someone they can talk to if needed.

6. Medicines and creams in school

The school is not able to store or give medicines that have not been prescribed to a child by a medical professional. Parents should make arrangements to come into school if they wish to give their child these medicines.

If medicines are prescribed up to 3 times a day, the expectation is that parents or carers will give these medicines outside of school hours unless specifically stated by a medical professional.

If medicines are prescribed 4 times a day, parents / carers will be required to administer the first 24 hours of dose of any new prescription in order to be aware of any allergic reactions or side effects to the medication. Following this a member of staff would need to be willing to assist the child with medicine on a short term basis. In this case the medicine must be in its original container which has been dispensed by a pharmacist and have the label showing...

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/ frequency of administration.
- Expiry date
- Instruction leaflet showing side effects.

Where medication is to be given in school a Health Care Plan MUST be completed and signed by parents prior to any medication being given.

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Any member of staff who volunteers to accept responsibility for administering prescribed medicines to a child should have appropriate guidance. They should be aware of possible side effects and what to do if they occur.

If a child refuses to take medicine or consume the required dose the parent or carer would need to be informed as soon as possible.

No children should bring any creams, ointments, lip balms or throat sweets to school. Sun Cream should be applied before the school day starts. Children can bring roll on sun cream, in the original container, nut free and must be named. Children will be allowed to self-administer before lunch break. Staff will supervise where necessary.

7. Health care plans and longer term medical needs.

Children with longer term health care needs will be placed on the special educational needs register. The special educational needs coordinator will work with other professionals to identify whether children need a health care plan. Children with asthma will follow the details in section 9 of this policy. All children that require long term medication or treatment will have a health plan which will be written alongside medical professionals.

The health care plan will include...

- Contact information
- Symptom information
- Triggers for attacks or increased symptoms
- Medication and dose
- Treatment and guidance for staff

Any medication must be prescribed and labelled in line with all other medicines stated above.

Some pupils with dietary or toileting issues may have a health care plan alongside following the school's intimate care policy.

Some pupils with mental health issues may have a health care plan identifying ways of grounding or relaxing to support the pupil.

Health care plans will be kept in classroom red bags in each classroom. Alongside copies of policies, including the intimate care policy.

The special educational needs coordinator will arrange annual meetings to review health care plans with support from parents, pupils and medical professionals. Where possible planning for the child to take responsibility for self - medication if appropriate. Teachers and other adults working with the child directly will be invited to this review and have the opportunity to clarify ways to support the child.

8. Responsibility for longer term medicines.

The school will store medicines in line with information on the health care plan or from the pharmacist. Where necessary in a secure location.

Parents are responsible for collecting unused medicines and ensuring medication is in date. If medicine remains unused and out of date the special needs coordinator will arrange for its safe disposal.

Children should know where their medicines are kept and should be able to access them with support as necessary. Apparatus to support medical health, such as blood glucose testers, and adrenalin pens, should be readily available and not outside the child's learning environment. This will need to be planned for when learning takes place outside the classroom.

Children with long term medical needs are encouraged to take responsibility for their own health

needs from an early age. Knowing their symptoms and how they can relieve these symptoms, should

be taught as early as possible. At Bushmead school we allow children time to prevent increased symptoms by using massage, physical activity, relaxation time and medication use as necessary.

9. Asthma

9.1 Statement of Intent- Bushmead Primary School:

- Recognises that asthma is a serious but controllable condition and welcomes all pupils with asthma
- Ensures that pupils with asthma can and do participate fully in all aspects of school life including physical exercise, visits, field trips and other out-of-school activities
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times
- Keeps a record of all pupils with asthma and their medicinal requirements
- Ensures that the school environment is conducive to the education of pupils with asthma
- Ensures that all members of school staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in the event of an asthma attack
- Works in partnership with interested parties, such as the governing body, members of school staff, parents, pupils and outside agencies, to ensure the best educational outcomes possible for pupils with asthma.

9.2 Members of staff leading PE lessons have a responsibility to:

- Understand asthma and its impact on pupils. Pupils with asthma should not be forced to take part in activities if they feel unwell
- Ensure pupils are not excluded from activities that they wish to take part in, provided their asthma is well controlled
- Ensure pupils have their reliever inhaler with them during physical activity and that they are allowed to use it when needed
- Allow pupils to stop during activities if they experience symptoms of asthma
- Allow pupils to return to activities when they feel well enough to do so and their symptoms have subsided (the school recommends a five minute waiting period before allowing the pupil to return)
- Remind pupils with asthma whose symptoms are triggered by physical activity to use their reliever inhaler before warming up
- Ensure pupils with asthma always perform sufficient warm ups and warm downs.

9.3 Pupils with asthma have a responsibility to:

- Tell their teacher or parent/carer if they are feeling unwell
- Treat asthma medicines with respect
- Know how to gain access to their medication in an emergency
- Know how to take their asthma medicine 3

9.4 All other pupils have a responsibility to:

- Treat other pupils, with or without asthma, equally
- Let any pupil having an asthma attack take their reliever inhaler (usually blue) and ensure a member of staff is called immediately.

9.5 Parents and carers have a responsibility to:

- Inform the school if their child has asthma
- Ensure the school has a complete and up-to-date asthma form for their child
- Inform the school of the medication their child requires during school hours
- Inform the school of any medication their child requires during school trips, team sports events and other out-of-school activities
- Inform the school of any changes to their child's medicinal requirements
- Inform the school of any changes to their child's asthmatic condition. For example, if their child is currently experiencing sleep problems due to their condition

9.6 Medication

- Immediate access to a reliever inhaler is vital. Records are kept each time an inhaler is used.
- All inhalers are kept in an individual plastic wallet which is stored in the red bag in the classroom.
- All inhalers must be labelled with the child's name by the parent. School staff are not required to administer medication to children except in an emergency.

9.7 Record Keeping

- At the beginning of each school year, or when a child joins the school, parents are asked to inform the school if their child is asthmatic. All parents of children with asthma are required to complete a School Asthma Form and return it to the school. From this information, the school keeps its asthma register, which is displayed in the staff room, and each child has an individual Asthma log book. If any changes are made to a child's medication, it is the responsibility of the parents or carer to inform the school.
- Bushmead Primary School does now hold an emergency inhaler and spacer as per 'Guidance on the use of Emergency Salbutamol inhalers in schools' March 2015. This medication can only be administered to children on the Asthma Register.
- Each child's inhaler and log book is kept in a plastic wallet, which is kept in their own classroom in a red bag, in their class designated first aid area.
- At the end of each academic year, each inhaler is returned to parents, along with a blank asthma form to be completed, for the start of the next academic year. Parents are asked to check expiry dates for the inhalers
- All staff members are responsible for acquainting themselves with the triggers of a possible attack (allergies, colds, cough, cold weather) for each individual child in their care. All this information is found in their medication wallet along with their medication

9.8 PE

Taking part in sports is an essential part of school life. Teachers are aware of which children have asthma from the asthma register. Children with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson. The class red bag will be taken to the site of the lesson. If a child needs to use their inhaler during the lesson, they will be encouraged to do so. Records are kept every time a child uses their inhaler. Two members of staff countersign the asthma log book.

9.9 School Trips and Outside Activities

When a child is away from the school classroom on a school trip, club, outside sport or PE, their inhaler should accompany them and be made available to them at all times.

9.10 The School Environment

The school does all that it can to ensure the school environment is favourable to children with asthma. The school has a nonsmoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

9.11 Making the School Asthma Friendly

The school ensures that all children understand asthma. Asthma can be included in Key Stages 1 and 2 in science, design and technology, geography, history and PE of the national curriculum. Children with asthma and their friends are encouraged to learn about asthma; information for children and teens can be accessed from the following website www.asthma.org.uk.

9.12 When a Child is falling behind in lessons

If a child is missing a lot of time from school because of asthma or is tired in class because of disturbed sleep and falling behind in class, the class teacher will initially talk to the parents. If appropriate, the teacher will then talk to the school nursing team and special educational needs coordinator about the situation. The school recognises that it is possible for children with asthma to have special education needs because of asthma.

9.13 Asthma Attacks

All staff who come into contact with children with asthma know what to do in the event of an asthma attack.

9.14 After the attack

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities. The child's parents must be informed about the attack.

9.15 Emergency procedure

If the pupil does not feel better or you are worried at any time before reaching 10 puffs from the inhaler, call 999 for an ambulance. If the ambulance has not arrived after 10 minutes, give an additional 10 puffs as detailed above. In the event of an ambulance being called, the pupil's parents or carers should always be contacted. In the event of a pupil being taken to hospital by ambulance, they should always be accompanied by a member of staff until a parent or carer is present.

10. Good practice

A record of medicines administered during the school day, stating the dose and time will be completed and shared with parents.

Staff should treat all children as individuals and ensure health care plan information is followed for all children. It is unacceptable to assume that every child with the same condition requires the same treatment.

All staff should encourage an inclusive education and therefore not send children with health needs

home frequently or prevent them from accessing areas of the curriculum. Children should not be segregated from playtime or lunch time activities unless specified by a professional.

Children will be allowed to drink, eat, or take toilet breaks whenever needed to manage health conditions. Children will not be restricted to access equipment to manage anxiety, mental and physical conditions. Where needed, a child may have time out of the classroom to ensure health needs are not exasperated.

Sharps boxes will be used for disposal of needles and other sharps. This will be kept in a secure area.

11. Monitoring arrangements

This policy will be reviewed by SENDCo or Head Teacher **every 3 years**. It will also be updated if any changes to the information are made during the year.

It will be approved by the FGB .

12. Links with other policies and documents

This policy links to our policies on:

- SEND Policy
- Health and Safety Policy
- Intimate Care policy
- Supporting Students with Medical Conditions

Version:	4	
Written by:	S Down	Date: Spring 2 2025
Last reviewed by governors:	Spring 2025	
Next review due by:	Spring 2 2028	