



Reviewed March 2023

St Bertoline's Church of England Primary School

Supporting Pupils in School with Medical Conditions Policy

This policy has been written using guidance from Halton Borough Council.

In writing this policy the following references and legislation have been used:

- Health and Safety at Work Act 1972
- Management of Health and Safety at Work Regulations 1999
- Disability Discrimination Act 1995
- Special Educational Needs and Disability Act 2001
- Sec 100 Children's & Families Act 2014
- Supporting Pupils at School with Medical Conditions
- Control of Substances Hazardous to Health Regulations 2002
- Misuse of Drugs Act 1971 and associated regulations
- Medicines Act 1968
- Education (School Premises) Regulations 2012
- Education Act 1996 & 2002
- Children Act 1989
- Equality Act 2010
- The Education (Independent Schools Standards) (England) Regulations 2003
- National Standards for under 8s day care and childminding - Premises
- Managing Medicines in Schools and Early Years Settings
- Guidance on the use of Emergency Salbutamol Inhalers in Schools
- 1st October 2014 the Human Medicines (Amendment) (No.2) Regulations 2014

1. Information

Pupils at school with medical conditions, including both physical and mental health conditions, should be properly supported so that they have full access to education, including school trips and physical education.

Some children with medical conditions may be disabled. Where this is the case schools must comply with their duties under the Equality Act 2010. For children with SEND, this guidance should be read in conjunction with the SEND code of practice.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

No child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been

made. These arrangements must give parents and pupils confidence in the school's ability to provide effective support for medical conditions in schools

Individual Health Care plans can help staff identify the necessary safety measures to support children and ensure that they and others are not put at risk.

At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions. The school can use this information to complete a medical register.

Definition

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

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

2. Scope

This Policy is designed to:

1. Ensure that pupils at St Berteline's with medical conditions are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential
2. Support Governing bodies in their duty to ensure that arrangements are in place in schools to support pupils at school with medical conditions
3. Support Governing bodies in their duty to ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
4. Provide regular training for asthma/allergies etc. and ensure staff/supply teachers are aware of school policy.

3. Responsibilities

Governing Body

It is the responsibility of St Berteline's Governing Body to ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. In order to do so they should ensure that:

- 1) they make available adequate resources in the implementation of the Policy
- 2) there are suitable arrangements at school to work in partnership and to generally adopt acceptable practices in accordance with the Policy
- 3) they take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening
- 4) the focus is on the needs of each individual child and how their medical condition impacts on their school life
- 5) in making their arrangements they give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school
- 6) the school demonstrates an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care
- 7) staff are properly trained to provide the support that pupils need
- 8) that written records are kept of all medicines administered to pupils

Head teacher

The head teacher, Sheridan Moss, is responsible for implementing this policy and for the developing Individual Healthcare plans. She is to ensure that relevant staff have sufficient resources, including training and personal protective equipment, to support pupils with medical conditions. In order to do so she should identify a named person(s) who has overall responsibility for:

- a) ensuring that sufficient staff are suitably trained
- b) ensuring that all relevant staff will be made aware of the child's condition including any requirement for the child to participate in outside the classroom activities where appropriate
- c) ensuring cover arrangements are in place at all times in case of staff absence or staff turnover to ensure someone is always available
- d) ensuring supply teachers are briefed
- e) carrying out risk assessments for school visits, holidays, and other school activities outside of the normal timetable
- f) ensuring procedures are in place to cover any transitional arrangements between schools for any medical issues
- g) children starting at the school, ensuring necessary arrangements are in place in time for the start of the relevant school term so that they start at the same time as their peers
- h) ensuring Individual Healthcare plans are monitored including identifying pupils who are competent to take their own medication
- i) the management of accepting, storing and administering any medication

- j) ensuring that appropriate protective equipment is made available to staff supporting pupils at school with medical conditions.

Further to this, the Head teacher will need to ensure that there is effective coordination and communications with relevant partners, professionals, parents and the pupils.

In order to ensure that pupils' health is not put at unnecessary risk from infectious diseases, in line with safeguarding duties, Head teachers must inform parents that they should keep children at home when they are acutely unwell. **They should not accept a child in school at times where it would be detrimental to the health of that child or others to do so.** Also, school staff should also not attend school if acutely unwell and must be clear of any vomiting and diarrhoea for 48 hours prior to returning to work.

In the event of an outbreak situation, St Berteline's will follow any guidance issued by Public Health England. For further information on infection control, please see the Communicable Diseases guidance.

Administration of Medication

The administration of medication at St Berteline's will minimise the time that pupils will need to be absent.

Some children may need to take medicines during the school day at some time during their time in a school or setting. St Berteline's will be flexible in its approach. Following are examples of circumstances under which schools may be requested to administer medicines:

1. Cases of chronic conditions e.g. diabetes, asthma, epilepsy or anaphylactic shock
2. Cases where pupils recovering from short term illnesses may be well enough to attend school but need to finish a course of antibiotics, cough medicine etc.

However, medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the day. It should be noted that wherever feasible, parents should administer medication outside of school hours.

In terms of the administration of medication, Head teachers are responsible for ensuring that:

1. Monitoring arrangements are in place for the administration of medication:
 - o Consent must be obtained from parents (see Appendix 2)
 - o As agreed with parents, any administration of medication must be recorded
 - o Medication should always be stored appropriately, but must be easily accessible to the child in case of an emergency
2. The instructions below are followed:

- o As part of the signed agreement with parents, taking action to ensure that medication is administered
- o Ensuring that all parents and all staff are aware of the policy and procedures for dealing with medical needs
- o Liaise between interested parties, school staff, school nurses, parents, carers, governors, school health services and pupils
- o Ensuring that the appropriate systems for information sharing are followed
- o Staff managing the administration of medicines and those who administer medicines should receive training and support from health professionals, to achieve the necessary level of competency before they take on responsibility to support children with medical conditions. This training includes induction arrangements for new staff and must be refreshed at suitable intervals as advised and a minimum requirement is every 3 years
- o Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'
- o Schools should only accept medicines that are in date, labelled and have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber (see Non-Prescribed Medication below)
- o Medicines should always be provided in the original container as dispensed by a pharmacist or in a container as dispensed and labelled again by a pharmacist. It must include the prescriber's instructions for administration, child's name and dosage and storage
- o Schools should never accept medicines that have been taken out of the original container, unless this has been done by a pharmacist, and the medication is in the packaging/container supplied and labelled by the pharmacist. Another exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- o Schools should never make changes to dosages on parental instructions
- o The school will not be responsible for administering medicines without having had written notification from the parents (see Appendix 2)
- o Medicines are stored securely and with restricted access, although all medication should be easily accessible in an emergency
- o Taking account of circumstances requiring extra caution as per Individual Health Care Plans
- o Where the timing of administration is crucial
- o Where serious consequences may occur through failure to administer
- o Where technical or medical knowledge is needed
- o Where intimate contact is necessary

In these circumstances Head teachers should consider carefully what they are being asked to do. Even if it is within the interest of the child to receive the medication in

school, staff cannot be instructed to administer, however the school still has a duty to ensure that arrangements are in place to support such pupils. In these cases, it would be useful to speak to the school health nurse.

School Staff

School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

However, school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so (see Appendix 1 for list of trained staff). Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

Their responsibilities include:

- a) All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures, as advised by health professionals. Staff should have access to and must use protective disposable aprons and gloves (not latex) and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment
- b) St Bertelme's shall have a request form from the parent for the school to administer medicine to their child (see Appendix 2). The administration of medication should only be conducted in accordance with parental agreement
- c) Long term conditions such as epilepsy, diabetes or asthma should be recorded in the pupil's file along with instructions issued by the doctor as set out in the Individual Health Care Plan
- d) The school should check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case in writing
- e) Medicines should personally be handed over to the school by a responsible adult and not by a child
- f) Medicines must be in date and in the original container marked with a pharmacy label stating the child's name, the type of medicine, in date and the required dosage and storage instructions
- g) Medicines must be kept within a secured area, out of the reach of children and visitors. This is except in emergency situations, where children are competent to self-administer. For medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens, these should not be locked away and should always be readily available to children

- h) Receipt of medicines must be logged and an entry made when returned to parents
- i) An entry should be made of the pupil's name, drug administered, dosage, date and time
- j) The directions of the pharmacy label must be strictly followed
- k) Where possible another member of staff should act as witness to the administration
- l) Parents should be informed of a refusal to take medication on the same day. If a refusal to take medicines results in an emergency, St Bertelina's emergency procedures should be followed
- m) If St Bertelina's becomes aware that a pupil has vomited or has had diarrhoea after taking the medication they should notify the parents.
- n) Ensure pupils have their medication with them when they go on a school trip or out of the classroom.
- o) Ensure pupils who have been unwell catch up on missed school work.
- p) Be aware that a pupil might be tired because of night time symptoms.
- q) Keep an eye out for pupils who may experience bullying because of their medical condition.
- r) Liaise with parents/carers, the school nurse and special educational needs and contact co-ordinators or learning support and special educational needs department if a child is falling behind with their work because of their medical condition.

School Nurses

Every school has access to school nursing services. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but can be responsible for:

- a) notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school
- b) liaising with lead clinicians locally on appropriate support for the child and associated staff training needs
- c) supporting staff on implementing a child's individual healthcare plan
- d) advice and liaison on training to local school staff.

Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other Healthcare Professionals

This includes GPs, specialist healthcare teams and paediatricians and should:

- a) notify the school nurse when a child has been identified as having a medical condition that will require support at school
- b) provide advice on developing healthcare plans
- c) provide support in schools for children with particular conditions (eg asthma, diabetes).

Parents

Parents should:

- a) provide the school with sufficient and up-to-date information about their child's medical needs and provide medication in the original container as dispensed by a pharmacist. It must include the prescribers' instructions for administration, child's name and dosage and storage.
- b) be involved in the development and review of their child's Individual Healthcare Plan, and may be involved in its drafting
- c) carry out any action they have agreed to as part of the implementation of their child's Healthcare Plan, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. If they fail to provide sufficient medication, they should be contacted immediately and necessary arrangements made, e.g. provision of medication, returning the child to the parent awaiting provision of the medication, etc.
- d) Ensure that their child catches up on any school work they have missed.
- e) Ensure their child has regular medication reviews with their doctor or nurse.

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan. Other pupils will often be sensitive to the needs of those with medical conditions.

After agreement with parents, it is good practice to support and encourage pupils, who are able, to take responsibility to manage their own medicines from a relatively early age. Children develop at different rates and so the ability to take responsibility for their own medicines varies. If pupils can take their medicines themselves, staff may only need to supervise.

Inhalers for pupils with asthma need to be readily available. Pupils who are mature enough can look after their own inhalers. They should always be available during physical education classes and outdoor learning experiences. Pupils should always know where their inhalers are stored and know how to take them.

Local Authorities

Local Authorities are responsible for:

- a) commissioning school nurses
- b) promoting cooperation between relevant partners such as governing bodies of school, Clinical Commissioning Groups and NHS England, with a view to improving the well-being of children, so far as relating to their physical and mental health, and their education, training and recreation (Section 10 of the Children Act 2004)
- c) providing support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. (Unfortunately, there is a lag in training due to COVID)
- d) working with schools to support pupils with medical conditions to attend full time
- e) making alternative arrangements for pupils who would not receive a suitable education in a mainstream school because of their health needs
- f) ensuring that they are ready to make other arrangements under statutory duty, when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

Providers of Health Services

These should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children's community nurses, as well as participation in locally developed outreach and training.

Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

Clinical Commissioning Groups (CCGs)

CCGs commission other healthcare professionals such as specialist nurses and have a reciprocal duty to cooperate under Section 10 of the Children Act 2004. They should ensure that:

- a) commissioning is responsive to children's needs, and that health services are able to co-operate with schools supporting children with medical conditions

- b) they are responsive to local authorities and schools seeking to strengthen links between health services and schools, and consider how to encourage health services in providing support and advice, (and can help with any potential issues or obstacles in relation to this).

4. Individual Health Care Plans

It is not appropriate to send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless specified in their Individual Health Care plans. This will include requiring parents to provide up to date information about their child's medical needs, provide their child's medication to the school in the original container and also carry out any action they have agreed as part of their child's healthcare plan, where one is in place.

The aim of Individual Healthcare Plans 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.

Schools have a responsibility for ensuring Individual Healthcare Plans are finalised and implemented. They should agree with partners who will take the lead in writing the plan. They need to be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Plans 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 well-being and minimises disruption

Individual Healthcare Plans, (and their review), may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Pupils should be involved whenever appropriate.

In deciding what information should be recorded on Individual Healthcare Plans the following should be considered:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication 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
- specific support for the pupil's educational, social and emotional needs
- the level of support needed, including in emergencies
- whether a pupil can self-manage their medication and the monitoring arrangements
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support

- 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 Head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- separate arrangements or procedures, including risk assessments, required for school trips or other school activities outside of the normal school 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
- 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 healthcare

Schools do not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgments will be needed about what support to provide based on the available evidence. If consensus cannot be reached, the Head teacher is best placed to take a final view.

5. Administration of Medication

Non-Prescribed Medication

As a school we do not administer non-prescribed medication.

Storing Medicines

The following must be followed in the storage of medication:

1. Medicines should be kept in a secure place with restricted access (see 11 below)
2. Controlled drugs should be stored securely with limited access, but should be easily accessible in an emergency. A record should be kept for audit and safety purposes.
3. Some medication, subject to the Individual Healthcare plan, can be kept in a refrigerator alongside food but should be in an airtight container and clearly labelled
4. Large volumes of medicines should not be stored
5. Children should know where their own medicines are stored, who holds the key and be able to access them

6. Staff should only store, supervise and administer medicine that has been prescribed for an individual child
7. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed
8. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine, storage instructions and the frequency of administration
9. Where a child needs two or more prescribed medicines, each should be in a separate container
10. Staff should never transfer medicines from their original containers
11. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away
12. The inhaler and spacers for salbutamol inhalers (see below) must be kept in a safe and suitably central location in the classroom which is known to all staff, and to which all staff have access at all times, but in which the inhaler is out of the reach and sight of children. The inhaler and spacer should not be locked away.

Controlled Drugs

The supply, possession and administration of some medicines is controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children, e.g. Ritalin, methylphenidate.

Any trained and competent member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

A controlled drug, as with all medicines, should be returned to the parent when no longer required, to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Misuse of a controlled drug, such as passing it to another child or another person for use, is a criminal offence.

Regular Injection

St Bertelme's has a duty to support children with medical conditions at school and, as a result, trained and competent staff may be required to administer injections to pupils suffering from conditions including diabetes, epilepsy, anaphylactic shock, insulin etc. where the child is incompetent for whatever reason to do so themselves. In the case of pupils with an individual Health Care Plan, the Plan must set out what to do in the case of an emergency. This response should be drawn up in consultation with the school health nurse, other medical professionals as appropriate and the child's parents.

As per the Individual Health Care Plan, consideration in these circumstances must be given to the reasonableness of the child being able to participate in out of school activities such as educational visits, residential trips etc.

Self-Management

After agreement with parents, it is good practice to support and encourage children, who are able and competent to do so, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop, they should be encouraged to participate in decisions about their medicines and to take responsibility. This should be documented in the Individual Health Care Plan after discussion with health care professionals and parents.

Children Requiring Emergency Medication

The Individual Healthcare Plans should detail the pupils and circumstances when emergency medication is required. All emergency medication must be readily available and located in an accessible place in a school, which has been communicated to staff and relevant pupils.

Keeping Salbutamol Inhalers (Asthma Attack) for use in Emergencies

Asthma is the most common chronic condition, affecting one in eleven children. On average, there are two children with asthma in every classroom in the UK. Children should have their own reliever inhaler at school to treat symptoms and for use in the event of an asthma attack. If they are able to manage their asthma themselves, they should keep their inhaler on them, and if not, it should be easily accessible to them.

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

As a school we have decided not to keep emergency Salbutamol inhalers.

A pupil can self-administer their asthma inhaler if there is parental consent and this is agreed with the doctor or asthma nurse or headteacher.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired or unused medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of the academic year. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. A written record should be kept and parents informed.

Sharps boxes should always be used for the disposal of needles. Parents, on prescription, can obtain sharps boxes from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and aprons where appropriate and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

The schools will ensure that any member of school staff providing support to a pupil with medical needs should have received suitable training. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.

The relevant healthcare professional should normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans).

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Day trips, residential visits and sporting activities

Arrangements must be clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, including physical education lessons. A medical condition should not prevent them from participating, unless it is otherwise stated in their Individual Health Care Plan.

Teachers and/or other designated school staff should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Schools should make arrangements for the inclusion of pupils in such activities with any reasonable adjustments as required; unless evidence from a clinician such as a GP states that this is not possible.

Schools should consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

6. Emergency Procedures

The Individual Healthcare Plan should clearly define what constitutes an emergency for that particular child and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

As part of general risk management processes all schools should also have arrangements in place for dealing with emergency situations. Schools should therefore take care not to solely focus on emergencies identified in the Individual Healthcare Plans and appreciate that other emergency situations may occur.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when the member of staff responsible is absent or unavailable, this includes out of class activities. At different times of the day other staff may be responsible for children, such as lunchtime supervisors. It is important that they are also provided with training and advice. Other children should know what to do in the event of an emergency, such as, telling a member of staff.

Transport to Hospital

Where the Head teacher considers that hospital treatment is required, the school should contact the emergency services for advice and follow it. Parents must be contacted and informed of the situation.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the school considers that further medical advice is required, the school should contact the pupil's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the school can, **only** in these **exceptional** circumstances arrange to transport the injured person using their school staff transport. An additional responsible adult, to support the injured person, must accompany them. If a child needs to be taken to hospital by ambulance, a member of staff should accompany the child and stay with the injured child until their parents/guardians arrive.

Please note: All staff who are likely to use their own vehicles for business travel must have the appropriate business insurance, a valid MOT certificate (if required). It is the responsibility of the Head Teacher to check these documents together with the individual's driving license making note of any endorsements on an annual basis and maintain appropriate records.

7. Insurance

St Berteline's buys into Halton Borough Council's insurance scheme. Where a member of staff acting in the course of employment supports pupils with medical conditions at schools, they will be indemnified by the Council's liability insurance for any claim for negligence relating to injury or loss through their actions, providing that the following criteria have been met:

- They have received full appropriate training and are competent to carry out any medical interventions for that pupil
- They have received refresher training at the required intervals
- They have used the relevant protective equipment for that purpose
- There is written parental instruction and consent
- It is made clear to non-trained staff that they should not administer medication

Staff should have regard to any local guidance issued by appropriate health service staff.

8. Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the St Berteline's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

9. Review and Evaluation

In order to ensure that this policy continues to be effective and applicable, it will be reviewed biennially by the Governing Body. Conditions which might warrant a review of the policy on a more frequent basis would include:

- Changes to legislation
- Employee concern

Following completion of any review, the policy will be revised and/or updated in order to correct any deficiencies. Any changes to the policy will be consulted through the relevant stakeholders.

10. Appendices

1. List of Trained Staff at the School
2. Parental agreement for school to administer medicine
3. Contacting Emergency Services
4. Recognising and dealing with an asthma attack
5. Further sources of medical information

11. Appendices

Appendix 1

List of Trained Staff at the School

Lead Persons for managing medicines at school

Caroline McDermott

Lyndsey Brennan

School First Aiders are:

	First Aid at Work	Paediatric
Lyndsey Brennan	✓	✓
Gill Read	✓	
Tracey Marcroft	✓	✓
Caroline McDermott	✓	✓
Haley Roach	✓	✓
Louise Ugbo		✓
Tamara Lightfoot		✓
Julie Farnaby		✓
Claire Talbot		✓
Hanan Poston		✓
Katie Davidson		✓

Named people for administering medicines:

Lyndsey Brennan

Tracey Marcroft

Haley Roach

Gill Read

Claire Talbot

Katie Davidson

Tamara Lightfoot

Caroline McDermott

All staff have annual asthma and use of EpiPen training.

Details of training and the dates undertaken are kept in the school office.

Name

Mobile telephone no.

Relationship to child

Address

Who is the person to be contacted in an emergency (state if different for offsite activities)

Emergency telephone contact no.

Name and phone no. of GP

I understand that I must deliver the medicine personally to

[illegible]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school/setting staff (or my son/daughter) administering medicine in accordance with the school/setting policy. I understand that I must notify the school/setting in writing of any change in dosage or frequency of medication or if medication is stopped.

Date _____ Signature(s) _____



Request for an Ambulance

Dial 999, ask for ambulance, and be ready with the following information

1. Your telephone number

01928 719847

2. Give your location

**ST BERTELINE'S C OF E PRIMARY
SCHOOL,
NORTON LANE
RUNCORN WA7 6QN**

3. State that the postcode to be used is

WA7 6PG

4. Give exact location in the school/setting

5. Give your name

6. Give name of child and a brief description of child's symptoms

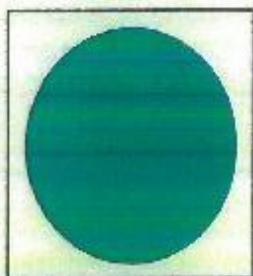
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked



Bridgewater
Community Healthcare
NHS Foundation Trust

ASTHMA MANAGEMENT IN SCHOOL



Keep calm
Reassure
Remain with child
Don't move!

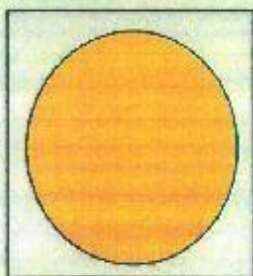
If a child or young person has:

- Increased cough
- Increased wheeze
- Increased breathlessness
- Or they are needing to take their reliever (blue) inhaler more than four hourly

Action to take

1. Give 2 puffs of reliever (blue inhaler)
2. Wait 5 minutes. If no improvement Repeat
3. Wait for a further 5 minutes.
4. If no improvement contact parent/carer and move to **AMBER**

If a child or young person has symptoms in the green section but has had no improvement with treatment recommended.



Keep calm
Reassure
Remain with child
Don't move!

Action to take:

1. Give an additional 5 puffs of reliever (blue) inhaler via spacer device (Volumatic®)
2. Go to a GP/WALK IN CENTRE
3. If no improvement move to **RED**

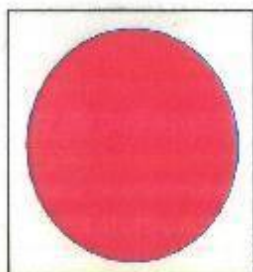
**Emergency
CALL 999**

When the following symptoms are present:

- Difficulty speaking
- Breathing faster than usual, using their tummy muscles or tracheal tug (dipping in at the neck)
- Tired, pale or blue around the lips

ACTION

- Give 1 puff of reliever (blue) inhaler every 30 seconds (up to 10 puffs) using the spacer device (Volumatic®)
- If ambulance has not arrived by this point continue to give 1 puff every 30 seconds until help arrives.



Further Sources of Medical Information

Anaphylaxis

The **Anaphylaxis Campaign** website contains Guidance for schools, which discusses anaphylaxis, treatment, setting up a protocol, and support for pupils and staff. It also includes a sample protocol. The Anaphylaxis Campaign Helpline is 01252 542 029. The Anaphylaxis Campaign has also published the **Allergy in schools** website which has specific advice for pre-schools, schools, school caterers, parents, students and nurses.

Asthma

Asthma UK has downloadable **school policy guidelines** that provide information on asthma, asthma in PE and sports, and what to do when a child with asthma joins the class. It provides comprehensive information on how to develop a school asthma policy and asthma register, with an example. Also available are **school asthma cards** and **information and posters** for young people to encourage them to be active with their asthma. To order copies of these resources call 020 7786 5000. To answer any questions about asthma call the Asthma UK Advice line on 08457 01 02 03 (Monday to Friday, 9am to 5pm) or use the **online form** to email your query to the experts. (see Schools Circular <http://intranet/documents/cyp/schinformation/laschoolsecirc/laschoolsecircular2010/ecircularspringterm2010/ecircular0710/>)

Diabetes

Diabetes UK has information on **diabetes in school**, which discusses insulin injections, diet, snacks, hypoglycaemia reaction and how to treat it. It contains a downloadable version of their school pack, Children with diabetes at school — what all staff need to know. Copies of this can also be ordered from Diabetes UK Distribution, telephone 0800 585 088. Further information is available from Diabetes UK Care line, telephone 0845 120 2960 (Monday — Friday, 9a.m.5p.m.) or see the **Diabetes UK** website for an enquiry form.

Eczema

The National Eczema Society has produced an **activity pack**, available on TeacherNet, to encourage discussion about eczema in the classroom. The pack

follows a lesson plan format and ties in with the National Curriculum and is tailored according to age group.

Epilepsy

Epilepsy Action (British Epilepsy Association) has information for schools in **Epilepsy — A teacher's guide**. This looks at classroom first aid, emergency care, medication, and school activities. For further information is available from the freephone helpline on 0808 800 5050 (Monday-Thursday, 9:00 am — 4.30 pm, Friday 9:00 am — 4:00 pm) or use the **email enquiry form**.

The National Society for Epilepsy (NSE) has information on **education and epilepsy** which looks at epilepsy and learning, special needs examinations, practical activities, medication, the Disability Discrimination Act, and teaching pupils with epilepsy. Contact the UK Epilepsy helpline, telephone 01494 601 400 (Monday-Friday 10:00 am — 4:00 pm.)