



Our vision

Challenging expectations and sharing success

# Waverley Pre-School

## Supporting pupils with medical needs Pupil policy document

<b>Name of School</b>	<b>Waverley School</b>
<b>Agreed</b>	<b>May 2021</b> <b>Curriculum meeting 10th May 2021 and the full governing body meeting 7th June 2021</b>

Original Policy - May 1996	Amended - June 2014
Amended - May 1998	Amended - March 15 by Gail Weir guidance from DFE
Amended - July 2003	Amended - April 2017 Charlotte Millward for Pre-School
Amended - February 2008	Amended - May 2021 Charlotte Millward for Pre-school
Amended - November 2011	

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## WAVERLEY SCHOOL – HEALTH & SAFETY POLICY DOCUMENT

### SUPPORTING PUPILS WITH MEDICAL CONDITIONS AT THE PRE-SCHOOL

Overall responsibility for this policy: Head teacher/Head of Centre

Policy to be reviewed: Every three years or more frequently there are changes to legislation or school circumstances:

*The pre-school opened in Sept 2016 on a separate site to Waverley School (Waverley @ Bell Lane). In September 2020, a further pre-school site opened (Waverley @ Honilands) There is no nurse based at the pre-school sites and so a different policy is required. The nurse supports the pre-school with all aspects of meeting the children's medical needs.*

#### Introduction

At Waverley we believe that it is every child's right to an education. We therefore are an inclusive school who find ways to enable pupils with complex medical needs to attend school.

It is the school's intention to enable access to all students regardless of their medical needs and joint working with health professionals enables us to welcome pupils with even the most complex medical needs.

This policy outlines the procedures adopted at Waverley Pre-School to ensure that all pupils are able to attend school safely and with the least disruption to their education as is possible. The procedures outlined in this policy ensure the safety and wellbeing of the pupils and staff. It is written in conjunction with the Health Service representatives at the School and the Community Paediatrician. The policy has been agreed jointly with the School, the Health Service representatives, the legal department of the LEA and the employees Unions. The policy is available to all staff, Governors and parent/carers.

#### Principles

- The safety and wellbeing of all pupils is paramount.
- All medication will be administered by trained pre-school staff.
- All medical procedures will be carried out by the pre-school staff following training/direction from the school nurse.
- The administration of medicines and medical procedures is voluntary by all other school staff and will not become part of their job description. This excludes the scale 5 Teaching Assistants who are employed to support pupils with medical needs.
- A second willing member of staff should, whenever possible, be present to witness the procedure when medication is administered by staff other than the school nurse.
- Staff agreeing to administer medication or to carry out medical procedures will receive appropriate training.
- Clear records of medicine administration will be kept.
- The school nurse will provide Care Plans for all pupils requiring one.
- Medicines prescribed by a doctor or medical practitioner will be administered in school.
- The decision as to whether a pupil requires other medication will be made by the school nurse.
- Routine medication will be stored in the Medical Room. Anticonvulsants to be used in the event of a seizure will be stored in medical cabinets in each department. All medication will be stored in the original container and labelled with the original label. It will be kept in the medical cupboard unless it requires refrigeration, in which case it will be stored in the medical fridge in the medical room.

- Confidentiality and dignity of the pupil and family must be respected
- Enable pupils to attend school and prevent them from missing school activities
- The safety and wellbeing of all pupils is paramount

### Procedures

When the school is made aware that a pupil has a new medical condition the head of the pre-school centre will notify the school nurse. If there are confidentiality issues raised, designated individuals to be entrusted with information will be notified.

If the school is made aware that a new pupil who has not yet started school has a medical condition information from health professionals should be gathered and shared with the head of centre.

Following a home or school visit the head of centre should complete a risk assessment to ensure that everything is in place for the pupil to attend school safely. There may be actions resulting from this meeting which may need to be completed before the pupil can attend.

The expectation will be that once the risk factors have been reduced the pupil will be able to attend school.

### Storage and administration of medications.

All medication that is transported to and from school in the bus bags must be signed in and out of school, medication must not be transported in the pupils own bags.

All medication must be clearly labelled with the pupil's name and the required doses as prescribed by the pharmacist or doctor. It must be in the original bottle and not transferred to a syringe or any other container.

All medication from the school bus bags is given to the office and then stored in the medical room during the day. At the end of the day, children collect it from the office before getting on their bus. The office staff must register receipt to record medication transfer.

Medication which is kept in school is signed in and the expiry date recorded. The medical TA is responsible for informing the office when medication is about to expire so that new medication can be requested from the parents. Any out-of-date medication will be sent home.

The school nurse trains pre-school staff to administer routine and emergency medication. Trained pre-school staff are then responsible for administering anticonvulsants and other regular medication.

The pre-school has a clear system to ensure that there is a safe system for administration of medication in place. This will include procedures for checking doses. Sheets for recording who has given medication and gastro feeds will be prepared by the Head of Centre in liaison with the school nurse and dietician. These will be recorded on by the class staff.

If a pupil is receiving antibiotics or other temporary medication, then a permission form must be filled in by their parents. School staff will then administer this medication.

School staff will not administer medication, which is to be given 1, 2 or 3 times per day if this can be given at home. If it is essential for it to be given at a specific time, then staff will administer the medication. The Head of Centre will liaise with the school nurse to make this decision.

School staff will only be asked to administer medication, including midazolam, by means of a gastrostomy if all below is satisfied:

1. the nurses are unavailable,

2. there is parental consent
3. they have received appropriate training from the school nurse or another medically trained person,
4. they feel competent in giving the medication or carrying out the medical procedure after they have received appropriate training,
5. they are willing to do so.

All parents/carers will be required to sign a consent form giving permission for medication, including midazolam, to be administered by the school nurse or a member of School staff. This form will be circulated with the Starting School Booklet. Once completed, it is stored in the child's file in the office with a copy in the medical file in class.

The medical file contains all children's care plans, permission forms and records of medication which has been administered. This is stored in the medical room during the day, so it is accessible for staff. It is locked away securely each night.

The medical TA will keep a record of all medication required by pupils. Parents/carer will notify the school nurse or head of centre of any changes to the medication.

Before administering any medication or carrying out any medical procedure, staff should be confident with the procedures. If procedures are adhered to the member of staff will not be held responsible for any accident or mistake in the administration of medication or the medical procedure. School staff will not be asked to give injections, enemas, pessaries or suppositories. They will not be asked to empty catheter bags or give catheterisation. Changing a tracheotomy requires specific training. Some staff may be trained in this procedure however generally this operation should be carried out by the school nurse or other agencies where possible.

Gastrostomy Pumps can be operated safely by all trained staff in school.

Creams and lotions will not be applied unless prescribed and/or supplied by the parent. These should be named and only used for that individual. This includes sun cream.

### Incidents and emergencies

All staff have a responsibility to keep the pupils well and to support the pupils in the case of an accident. Staff should also contact a first aider if they are mildly concerned about a pupil. If a first aider advises or the concern is greater the Head of Centre should be informed.

All pupils with epilepsy have their seizures recorded by the class team. The class teacher is responsible for creating a recording sheet. It should gather information including length of seizure, presentation and any medication given. This record is shared with parents on request. Information from this data is also raised to the nursing team if any concerns are identified.

If any pupil has an epileptic seizure which causes concern or if it is the first time a seizure has been observed or if the pupils has a new medication which has not been administered before, a first aider must be called immediately. If this occurs off the school premises during the school day, then the lead staff member should call for an ambulance for assistance.

Senior leaders should be informed of the outcomes of these actions. Incident and accident forms should be completed as soon as is possible after the incident.

If a child becomes unwell in school, it is the Head of Centre/Class teacher who will decide whether they need to go home. The office will then call the parents.

The Head of Centre/Class teacher in conjunction with a first aider will decide if a pupil should be taken to hospital.

If a member of staff is off school premises the lead staff member must call an ambulance if there is a serious incident concerning the pupils or staff health and if in doubt about the seriousness of the condition, they must use the school mobile and telephone school, take advice and if required take the child to hospital. Staff must always carry the school telephone number, contacts and identification card with them (020 8805 1858). Risk assessment which holds medical information must be completed before an outing.

### Care plans

The school nursing team is responsible for the production of care plans for each pupil who requires one. The head of school, school nurse and parents must sign the care plan to indicate their compliance with the plan.

Care plans should be review at least annually or more frequently if there are any changes to the pupil's health or how their health is managed.

Care plans should be linked to Education health and care plans.

The plan should show medical condition, triggers, signs, symptoms, and treatments. The pupils resulting needs including medication (dose, side effects and storage) other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition and environmental issues eg crowded corridors.

Staff training medical training for new staff and new procedures for staff will be provided by the school nurses as well as all update training. Where necessary training will be specific to individual pupils. Training will be provided during school time.

Staff receive regular onsite training and supervision from the nursing team. The nursing team also deliver bespoke training to class groups and whole school. Specific training is targeted to the classes that has specific medical needs. Training is reviewed annually.

Information regarding protective clothing or equipment will be included in the training and will be provided by the school. Training will be provided and reviewed on an annual basis and at staffs' request. Training will also be provided in all new staff Induction package.

Basic training and instructions will include:

- o Policy on administration of medicines
- o Tasks that staff should not undertake
- o Understanding labels and other instructions
- o Administration methods
- o Infection control measures before and after administration
- o Side effects of and adverse reactions to medicines and medical procedures and details of reporting these.
- o What to do if there is a failure to administer?
- o How and when to contact the school nurse
- o Safe storage of medicines
- o Disposal of waste materials
- o Awareness of policies on infectious diseases
- o Awareness of policy on admitting children with or recovering from illness/diseases etc.

Records of all medical training are kept by the continual professional development lead.

### Pupil absence

A few our pupils require hospital treatment which can affect their attendance at school. To reduce this disruption, we have worked closely with health colleagues to enable many clinic to be held on site therefore reducing the pupils need to leave school to attend appointments. We hold biweekly dietician clinic, wheelchair clinic, paediatrician clinics, epilepsy clinics. Pupils who have long stays in hospital are supported by the hospital teachers, we have strong links with Great Ormond Street Hospital school. If a pupil is absent for long periods, the head of school is made aware by the class teacher and if it is felt that school can support the outreach coordinator may provide some support at home until the pupil is well enough to return to school.

### Good Practice

This policy is accessible to all parents. It is published on our website [www.waverley-school.com](http://www.waverley-school.com). A copy will be filed in the office and individual copies will be available on request.

Each class will be supplied with a green bag for transporting drugs when off site. The bag will also contain a list of all the pupils' contact details, medication requirements, including emergency anticonvulsants, the school telephone number.

### Complaints

All stakeholders and pupils have the right to complain about any aspect of this policy and the implications of its delivery. Complaints regarding any aspect of supporting pupils with medical conditions should be made to the head of school, [enquires@waverley-school.com](mailto:enquires@waverley-school.com) or by talking to them directly. If you are not satisfied with the responses to your concern the chair of governors Rupali Bhullar can be contacted via through the school **02088051858** or [enquires@waverley-school.com](mailto:enquires@waverley-school.com)