



Supporting Children with
Medical Needs Policy
appendix in response to Covid
19

THE
C  **MPASS**
PARTNERSHIP OF SCHOOLS

This policy has been amended to reflect changes in school procedures that have been required as a result of Covid-19. Whilst the aims and objects of our Supporting Children with Medical Needs policy remain, this document serves to provide clarity of procedures during this period.

Information sharing

Bubble staff will be made aware of all medical conditions related to children within their group

Training

- Staff will be trained to respond safely in the eventuality of a child or adult exhibiting symptoms of Covid-19.
- Staff will be inducted in the procedures for providing and recording first aid or medicine administration.
- Annual training will continue as per school requirements during the period of the Covid-19 pandemic
- Staff will be appropriately placed to ensure any child with a known medical condition is in a bubble with an appropriately trained staff member
- Trained back up staff will be available to cover staff absence if required

First Aid

- Each bubble will have access to an emergency first aid kit that they take with them if they move anywhere else within the school.
- Appropriate disposal bags will be provided for any bodily fluid
- Minor first aid will be provided by an identified first aider within the bubble
- First aid provided will be logged on the first aid administration spread sheet
- A central member of staff is on call to support with more serious first aid incidents or where a second opinion may be required
- A non-touch thermometer will be used by the central first aider to check temperature as required
- If a child is bleeding and needs to be moved to another place a second adult will walk ahead to open doors to ensure contaminated gloves do not touch door handles

Use of PPE

- PPE must be used when providing first aid as per usual
- Disposable gloves must be used when dealing with an open wound and any bodily fluids
- If first aid requires close contact with a child's face the member of staff must use a face mask. If the child is coughing or sneezing a face shield or goggles will also be required
- Donning and doffing should take place in a separate location from the symptomatic individual, outside of the room. A bin should be provided to dispose of PPE in the doffing location. Items should be placed in the bin and not pushed down.
- Yellow bags should be used for the disposal of PPE and any other associated items.
- All PPE is disposable.
- To aid hand washing, staff should be bare below the elbow, and watches, bracelets etc should be removed.

Emergency Hospital

- If a pupil needs to be taken to hospital in an emergency staff need to act under the guidance of the paramedics or hospital staff who will make the decision about who if anyone can accompany them. Where parents are not present it is crucial that we keep them informed

Reporting to parents

- Head injuries must be reported to parents. This will be done by a phone call home/slip (please delete as appropriate)
- Other more serious injuries may require a phone call or email home

Administration of medication at school

Administration – emergency medication

- All pupils at this school with medical conditions must have easy access to their emergency medication. Medication must be kept securely within the classroom where the 'bubble' is located and taken with the child if they are in either the playground or hall.
- Where possible children are encouraged to administer their own asthma pumps with appropriate levels of supervision.
- A spreadsheet will be available for staff to quickly record emergency medication that may have need to be taken. This will include electronically signing the medication in and out

Administration - General

- Where possible medicines prescribed to a child will be given outside of the school day.
- Where medicine must be administered a second adult within the hub must assist.
- If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- If for any reason the medication is unavailable this must also be recorded
- Expiry date, date opened and the date the medicine can be opened for before disposal must be checked before administration
- Any medicine given must be recorded on the spreadsheet

Storage of medication in school

Safe storage – general

- All controlled drugs are kept in a lockable cupboard in the bubble classroom and only bubble staff have access, even if pupils normally administer the medication themselves.
- Medication is labelled. If medication requires refrigeration it will be stored in the school office in a labelled airtight container and brought to the bubble at the required time.

Routine for administration

- The expiry dates for all medication stored at school are checked routinely as part of administration routines.
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.

- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and that new supplies are sent to school in a timely way.

Safe disposal

All out of date medication is sent home.

Where possible medication will be sent home at the end of the school year. Where this is not possible it will be stored safely in the school office.

Record keeping

- Any medication given to a child will be recorded on the spreadsheet, noting date, time, dose and names of adults administering and checking
- Before any administration of new medication can take place parents must of completed and signed a consent form – see appendix .

Existing Pupils

The School team update their records of health conditions, medicines and permissions for all children annually and as a matter of course.

Health Care Plans

- The school uses a medical alert booklet to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the medical alert booklet if required.
- The information for each condition and responses contained in the school's medical alert book has been risk assessed in relation to Covid-19 and updated with any additional control measures required.
- Medical alert books must be present in all bubbles.
- Staff must be re-inducted to ensure they fully understand any additional safety measures that are required as a result of the Covid-19 risk assessment.

Response to a child displaying suspected Covid symptoms

- Instantly isolate the child from the group
- A phone call to the office will enable a member of staff to ensure other classes do not transition or allow children to use the toilet during the transition period
- Phone SLT who will escort the child to the Covid-19 isolation space. This is located in Little music room in the music block
- Ensure you remain 2 metres away from the child when you escort them. If this is not possible ensure you use a protective mask and gloves
- Use the shortest route to the Covid-19 emergency bay, ensuring you avoid contact with other bubbles and staff. Where possible take an external route
- Once in the isolation room remain at a 2 metre distance, until full PPE is worn

Appendix 1

Request for Deansfield Primary School to administer medication

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL:

Full Name: _____

Address: _____

Date of Birth _____. Class: _____

Condition or illness: _____

MEDICATION:

Name/Type of Medication (as prescribed on the container):

For how long will your child take this medication _____

Date Dispensed: _____

FULL DIRECTIONS FOR USE:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

Self Administration: _____

Procedures to take in an emergency: _____

CONTACT DETAILS:

Name: _____ Daytime phone No: _____

Relationship to Pupil: _____

Address: _____

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature(s) _____

Relationship to pupil: _____

