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OUT OF HOURS ADMISSIONS POLICY

It is our intention to make Breakfast Club/After School Club genuinely accessible to all children and families within the school.

In order to accomplish this we will:-

- Ensure the existence of our Breakfast Club/After School Club is widely known throughout the school community.
- Arrange our waiting list on a first come first served basis.
- Describe the Breakfast Club/After School Club provisions in terms which make it clear that it welcomes parents, carers including child minders, relations from all cultural, ethnic, religious and social groups with and without disabilities.
- Make our Equal Opportunities Policy widely known.
- Consult with families about the hours of the clubs to avoid excluding anyone.
- Continue to consult local parents to ensure that the group goes on meeting the changing needs of the community.
- Siblings of children already attending will have preference over first come first served waiting list if parents are working.
- A child's place at BC/ASC will be terminated upon receipt of three red letters
- Breakfast Club operates from 7.45am until the start of school
- After school Club operates between 3.10pm and 6pm



LATE COLLECTION OF CHILDREN FROM SCHOOL AND AFTER SCHOOL CLUB

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform

parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents of children starting Out of Hours clubs are asked to provide specific information which is recorded on our Registration Form.
 1. home address and telephone number
 2. place of work and telephone number
 3. mobile phone number
 4. names and contact details of those authorised to collect their child
 5. emergency contact list

- On occasions when parents are aware they will not be at their usual place of work they will inform the club of how they are to be contacted.

- On occasion when there is a change to the person collecting the child they will inform the club in advance and we will agree how identification will be verified.

- If a child is not collected at the end of the session, we will implement the following procedure.
 1. Ring parents to inform them their child has not been collected using all numbers on contact sheet.
 2. If unsuccessful, contact adults who are authorised to pick up children
 3. If this is unsuccessful, contact emergency contacts
 4. If this is unsuccessful we will inform Childrens Services/Police to advise that the child is uncollected.

- If parents are late collecting their child from After School Club there will be a late payment of £1.00 per minute

- Any child not collected from school or a school run club will be placed in After School Club and a fee of £1.00 per minute will be charged.

Social Services do not have the legal authority to collect children, but the Police can take the child into protective custody using a Police Protection Order and then into temporary foster care.



STAFFING AND EMPLOYMENT POLICY

In our BC/ASC:

- We have at least one member of staff to each nine children.
- Regular staff meetings provide opportunities for staff to plan activities and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.
- Staff training meets all regulatory requirements.
- Regular in-service training is available to all staff.
- We seek out and provide training opportunities.
- We support the work of our staff and identify their ongoing training and development needs by means of regular monitoring/appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- We carry out DBS checks on all our staff.



CHILD PROTECTION – POLICIES AND PROCEDURES

We comply with the procedures approved by the Area Child Protection Committee. We intend to create an environment in our Breakfast/After School Club in which children are

safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. In order to achieve this we will:

Exclude known abusers:

- All appointments are made in line with our Safer Recruitment Policy
- It will be made clear to applicants for posts within the BC/ASC that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants for work within the BC/ASC will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.
- All appointments, both paid and voluntary, will be subject to probationary period and will not be confirmed unless the BC/ASC is confident that the applicant can be safely entrusted with children.

Seek and supply training:

- We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse.

Prevent abuse by means of good practice:

- All adults within the Breakfast/After School Club will have a DBS check
- Adults will not be left alone for long periods with individual children or with small groups. An adult who needs to take a child aside – for example, for time out after behaviour which needs improvement – will leave the door ajar.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable the children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- The layout of the room will permit constant supervision of all children.
- In cases of serious misbehaviour, such as racial or other abuse and bullying, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame.

- In any case of misbehaviour, it will always be made clear to the child or children in question that it is the behaviour and not the child that is unwelcome.
- Adults will not shout, or raise their voices in a threatening way.
- Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- Recurring problems will be tackled by the BC/AC, using objective observation records to establish an understanding of the cause.
- Adults will be aware that some kinds of behaviour may arise from a child's special needs.
- If children's behaviour continues parents will be called after a warning to the child, to remove the child from the session.

Respond appropriately to suspicions of abuse:

- The first concern will be the child. Children whose condition or behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.
- Changes in children's behaviour/appearance will be investigated.
- Parents will normally be the first point of reference, but if they are not in a position to allay any legitimate anxieties, the matter will also be taken up with the Children's Services Department, by the School's designated officer.
- In exceptional circumstances, the Children's Services Department may be the first point of reference, by the School's designated officer.
- All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the school's designated officer.
- If a volunteer or member of staff is accused of any form of child abuse, s/he will be interviewed immediately by the Headteacher. The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative. The interview will usually be with the Headteacher. The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay while an investigation is made. Investigations will be in line with the Area Child Protection Committee. Confidential records will be kept of the allegation and of all subsequent proceedings.

Keep records:

- Whenever worrying changes are observed in a child’s behaviour, physical condition or appearance, a note will be made in the BC/ASC red book by the BC/ASC Leader. The record will include, in addition to the name and age of the child: timed and dated observations, describing objectively the child’s behaviour/appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder.
- Such records will be kept in the office and will not be accessible to people other than the BC/ASC Leader, Headteacher and other staff, as appropriate.

Liaise with other bodies:

- The BC/ASC operates in accordance with guidelines laid down by the registering authority. Confidential records kept on children about whom the BC/ASC is anxious will be shared with the Children’s Services Department if the designated officer feels that adequate explanations for changes in the child’s condition have not been provided.
- Any concerns that the designated officer has will be shared with other bodies as he/she feels appropriate

Support families:

- The BC/ASC will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.
- Where abuse at home is suspected, the BC/ASC will continue to welcome the child and family while investigations proceed.
- Confidential records kept on a child will be shared with parents, if appropriate
- With the proviso that the care and safety of the child must always be paramount, the BC/ASC will do all in its power to support and work with the child’s family.



BEHAVIOUR POLICY AND PRACTICE

We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them and the children are free to develop their play and social development without fear of being hurt or hindered by anyone else. We aim to

work towards a situation in which children develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement following the Schools shared values.

In order to achieve this:-

- All adults will provide a positive model for the children with regard to friendliness, care and courtesy and offer strategies for handling conflict in line with the School Behaviour Policy.
- The Diamond Rules are followed within Breakfast and After School Club as they are throughout school: Follow Instructions with thought and care, Care for everyone and everything, Show respect and good manners at all times.
- Rules governing the conduct of the group and the behaviour of the children will be discussed and agreed within the BC/ASC and explained to all newcomers, both children and adults.
- All adults will ensure the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- Adults in the Clubs will help children to challenge bullying and inappropriate behaviour.
- Adults in the Clubs will praise and endorse desirable behaviour such as kindness and willingness to share.
- We will take positive steps to avoid the situation in which children receive adult attention only in return for undesirable behaviour.

When children behave in unacceptable ways:-

- They will give children support in seeing what was wrong and how to behave appropriately.
- Children will never be sent out of the room by themselves or left on their own.
- Physical restraint, such as holding will only be used to prevent physical injury to children/ adults. Any significant event of this sort will be recorded and parents will be informed the same day.
- In cases of serious misbehaviour, such as racial abuse and bullying the unacceptability of the behaviour will be made clear immediately, but by means of explanation rather than blame.

- In any case of misbehaviour, it will always be made clear it is the behaviour that is not welcome not the child.
- Adults will not shout or raise their voices in a threatening way.
- Recurring problems will be tackled through the use of observation records and liaison with parents.
- Adults will be aware that some kinds of behaviours may arise from a child's special needs.
- If children's behaviour continues after using the traffic light system they will be asked to leave the session and will be sent to Headteacher/SLT.
- A child's place at BC/ASC will be terminated upon receipt of three red letters



CONFIDENTIALITY POLICY

The BC/ASC work with children and families will bring us into contact with confidential information.

To ensure that all those using and working in the BC/ASC can do so with confidence, we will respect confidentiality in the following ways:

- Staff will not discuss individual children, other than for purposes of play planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the BC/ASC will not be passed on to other adults without permission.
- Issues to do with the employment of staff, will remain confidential to the people directly involved with making personnel decisions.
- Information will be shared with other bodies regarding child protection etc.



SAFETY POLICY

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the BC/ASC will ensure safety in the following areas:

Environment:

- Safety checks on premises will be made before every session.
- Equipment will be checked regularly and any dangerous items repaired/discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- A record will be kept of any checks by the Fire Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- All dangerous materials, including medicines and cleaning materials, will be stored out of reach of children.

Supervision:

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults.
- Children will not have unsupervised access to kitchens, cookers or any hazardous materials including matches.
- Whenever children are on the premises at least two adults will be present.

Adult Safety:

- Adults in the group, both staff and visitors, will be aware of and respect the group's safety policies.
- If adults need to reach up for stored equipment, they will be provided with something safe to stand on. Heavy materials will not be stored above head height.
- Adults will not be required to be in the building alone after dark.

Management:

- A book will be available at each session for the reporting of any accidents/incidents. This is kept in the school office
- Regular safety monitoring will include checking of the accident records as a basis for risk assessment.
- Any accidents will be recorded in the Infant & Junior injury records book kept in the school office.
- All adults, including parents and carers, will be aware of the system(s) in operation for children's arrival and departures.
- Adults will not walk with hot drinks or place hot drinks within reach of children.
- A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in any emergency.
- There will be no smoking on school premises.
- All first aid equipment is kept in the school office
- Fire extinguishers will be checked annually and staff will know how to use them.
- A fire drill will be carried out termly and the outcome will be fed back to the senior leadership team and Governors.

Special considerations:

Some areas and activities pose particular hazards. All staff will be aware of these:

- All cooking activities involving the use of heat will be continuously supervised. Children will not be allowed in the kitchen for any other purpose.

- In shared premises, stored equipment belonging to other organisations will be checked for potential hazards.
- Systems will be in place to ensure that children are not at risk from swinging doors.
- Systems will be in place to ensure that no child can leave the premises unattended.



We believe that the BC/ASC activities should be open to all children and families, and to all adults committed to their education and care. We aim to ensure that all who wish to work in our BC/ASC have an equal chance to do so.

Admissions:

The BC/ASC is open to every family in the school community. The waiting list is operated on a first come first served basis.

Families joining the BC/ASC are made aware of its equal opportunities policy being on the school website, which is regularly reviewed.

Employment:

Any vacancies will be advertised. The BC/ASC will appoint the best person for each job and will treat fairly all applicants for jobs and all those appointed.

Commitment to implementing the group's Equal Opportunities Policy will form part of the job description for all workers.

Families:

The BC/ASC recognises that many different types of family group can and do successfully love and care for children. The BC/ASC aims to offer support to all families.

The BC/ASC offers a flexible payment system for families with differing means.

Resources:

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society.

Materials will be selected to help children to develop their self-respect and to respect other people by avoiding stereotypes and by using images and words, which reflect positively the contribution of all members of society.

Special Needs:

The BC/ASC recognises that children have a wide range of needs which differ from time to time and will consider what part it can play in meeting these needs as they arise. Planning for BC/ASC meetings and events will take into account the needs of people with special educational needs and disabilities.

Discriminatory Behaviour/Remarks:

Any discriminatory language, behaviour or remarks by children, parents or any other adults are unacceptable in the BC/ASC and these will be dealt with by following the schools procedures (see Behaviour Policy).

Our response will aim to demonstrate support for the victim(s), to help those responsible to understand and overcome their prejudices and to make it clear that such behaviour/remarks will not be tolerated.

Language:

Basic information, written and spoken, will be clearly communicated in as many languages as are necessary and possible.

Bilingual/multilingual children and adults are an asset to the whole group. Parents will be encouraged to speak to children in their first language at home.

Children and parents who have English as a second or additional language will be valued and their languages recognised and respected in the BC/ASC.

Food:

Working in partnership with parents, children's medical, cultural and dietary needs will be met.



SPECIAL NEEDS – POLICIES AND PROCEDURES

- Children with special needs, like all other children, are admitted to the BC/ASC after consultation between parents, BC/ASC leader, Headteacher & SENCO.
- Our aim is to provide for the developmental needs of each child in the group.
- All children in the group, irrespective of their special needs, are encouraged wherever possible and appropriate to participate in all the group's activities.
- The needs and progress of children who have special needs are monitored by BC/ASC leader and SENCO.
- We work closely with the parents of all the children in the group to ensure that –
 1. The group draws upon the knowledge and expertise of parents in planning provision for the child.
 2. The child's progress and achievements are shared and discussed with parents on a regular basis.
- Children are welcome if they are able to cope with a one to nine ratio.
- Our staff attend any special needs training arranged by Reading Borough Council and other professional bodies which is relevant to the running of Breakfast Club/After School Club



HEALTH & HYGIENE - POLICY AND PRACTICE

Our BC/ASC promotes a healthy lifestyle and a high standard of hygiene in its day-to-day work with the children and adults. This is achieved in the following ways:

Health:

Food

- All Breakfasts/ snacks and meals provided will be nutritious and pay due attention to children's particular dietary requirements.

Illness

- Parents are asked to keep their children at home if they have any infection, and to inform the school as to the nature of the infection. This will allow the BC/ASC to

alert other parents as necessary and to make careful observations of any child who seems unwell.

- Parents are asked not to bring into the BC/ASC any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.
- If the children of BC/ASC staff are unwell, the children will not accompany their parents/carers to work in the BC/ASC.
- Cuts or open sores, whether on adults or children, will be covered with a dressing, by an adult who has had first aid training, using gloves.
- If the child is on prescribed medication the following procedures will be followed:
 1. If possible, the child's parents will administer medicine. If not, then medication must be stored in the original container and clearly labelled with the child's name, dosage and an administration of medicine form completed.
 2. Written information will be obtained from the parent, giving clear instructions about the dosage, administration of the medication and permission for a member of staff to follow the instructions.
 3. All medications will be kept in school office.
 4. A medication book will be available to log in; name of child receiving medication; date and time when the medication is administered, together with the signature of the person who has administered each dose. This is in the school office. See the Administration of Medicine Policy.
- With regard to the administration of life saving medication such as insulin/adrenalin injections or the use of nebulisers, if specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.
- There will always be on the premises at least one qualified first aider trained to administer first aid to children. All first aid equipment is kept in the school office.

Information sources

- Parents will have the opportunity to discuss health issues with BC/ASC staff and will have access to information available to the BC/ASC.

Hygiene:

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed:

Personal hygiene

- Hands washed after using the toilet and before handling food.
- Children with pierced ears not allowed to share each other's earrings.
- Children encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically.
- Paper towels available are used and disposed of appropriately.
- Hygiene rules related to bodily fluids followed with particular care and all staff aware of how infections, including HIV infection, can be transmitted.

Cleaning and clearing

- Any spills of blood, vomit or excrement wiped up and flushed away down the toilet. Rubber gloves always used when cleaning up spills of body fluids. Floors and other affected surfaces disinfected using chloride or iodine bleach diluted according to the manufacturer's instructions. Fabrics contaminated with body fluids thoroughly washed in hot water.
- Spare laundered pants and other clothing available in case of accidents, and polythene bags available in which to wrap soiled garments.
- All surfaces cleaned daily with an appropriate cleaner.

Food

The BC/ASC will observe current legislation regarding food hygiene, registration and training.

In particular, each adult will:

- Always wash hands under running water before handling food and after using the toilet.
- Not to be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never smoke on school premises.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.

- Prepare raw and cooked foods in separate areas.
- Keep food covered and either refrigerated or piping hot.

	<u>PARENTAL INVOLVEMENT POLICY</u>
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Parents are the first educators of their young children. The aim of the BC/ASC is to support parents in their essential role. We will:

- Ensure that parents are given information about their child, if required, and have an opportunity to discuss it with staff.
- Ensure that all new parents are aware of and can contribute to the BC/ASC systems and policies.
- Welcome the contribution of parents, whatever form these may take.
- Make known to all parents the systems for registering queries, complaints or suggestions. See School Complaints Policy July 2016.

	<u>SETTLING IN TO BREAKFAST/AFTER SCHOOL CLUB</u>
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We want children to feel safe and happy, to recognise other adults as a source of authority, help and friendship and to be able to share with their parents afterwards the new learning experiences enjoyed in the BC/ASC. We also want parents to feel welcome and involved from the beginning.

In order to accomplish this, we aim to create a partnership with parents in the following ways:

- By creating opportunities for the exchange of information.

- By ensuring plentiful opportunities for parents to inform the BC/ASC about their children’s current achievements and interests.
- By introducing flexible admission procedures; if appropriate, to meet the needs of individual families and children.
- By making clear to families from the outset that they will be welcome and supported in the BC/ASC for as long as it takes to settle their child there.
- By reassuring parents whose children seem to be taking a long time settling into the BC/ASC.

	<p><u>SELECTING PLAY EQUIPMENT AND TOYS POLICY</u></p>
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The toys and equipment in the BC/ASC provide opportunities for children, with adult help, to develop new skills and concepts in the course of their play and exploration. The equipment we provide:

- Is appropriate for the ages and stages of the children.
- Offers challenges to developing physical, social, personal and intellectual skills.
- Features positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- Includes a range of raw materials which can be used in a variety of ways and encourages an open-ended approach to creativity and problem-solving.
- Will enable children, with adult support, to develop individual potential.
- Conforms to all relevant safety regulations and is sound and well-made.

	<p><u>ADMINISTRATION OF MEDICINES</u></p>
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In accordance with 'Managing Medicines in Schools and Early Years Setting' (published by Department for Education and Skills and Department of Health) March 2005: THE SCHOOL WILL ONLY ACCEPT MEDICINES THAT HAVE BEEN PRESCRIBED BY A DOCTOR, DENTIST, NURSE PRESCRIBER OR PHARMASIST PRESCRIBER. MEDICINES MUST

- BE IN THE ORIGINAL CONTAINER (as dispensed by the pharmacist)
- INCLUDE NAME OF PERSON TO RECEIVE MEDICINE, INSTRUCTIONS FOR ADMINISTRATION AND DOSSAGE.

At Southcote we recognise that positive responses by the school to a child's medical needs will not only benefit the child directly, but can also positively influence the attitude of their peers.

Aims:

- To ensure there are robust systems in place so that medicines are managed safely
- To enable regular attendance
- To ensure children with medical needs, as set out in the Disability Discrimination Act (DDA 2005), are protected from discrimination and all reasonable adjustments made
- To ensure children with medical needs have the same rights of admission as other children and the same opportunities to participate in the wider life of the school such as school trips.

Policy in practice

'Children with medical needs' range from:

- Children finishing a course of medicine for example antibiotics (see responsibility of parents bullet point 2)
- Children who require medicines, on a long term basis, to keep them well for example to control epilepsy or cystic fibrosis
- Children who require medicines in particular circumstances such as children with severe allergies who need an adrenaline injection; children with asthma who may need an inhaler

Identification of children with complex health needs

- Parents should inform the school on first enquiring about a place. The Head will then arrange to meet with the parent to explore how the child's needs may be best met and seek further advice from health professionals if required. (Head may delegate to member of Senior Leadership Team)

- Details of complex health needs may come to light when making a home visit. In this case the key person will reassure the parent that we will do our best to meet needs and arrange for a meeting with Head to see how this could happen.
- All children with complex health issues are on the medical alert boards in school to ensure all staff are aware of their needs.
- **Administering prescribed medicine**
 - Parents must hand any medicine to a member of the office staff
 - Staff will only accept prescribed medicine in the original container it was dispensed in.
 - Staff will only give the dose stated on the dispensary label and will not make changes even on parental instructions
 - Parents must give written agreement prior to any medicine being given to a child. *It only requires one parent to agree to a request that medicines are administered. Where parents disagree over medical support the school will continue to administer the medicine in line with the consent given and in accordance with the prescribers instructions.*
 - Where possible, and appropriate, the medicine will be administered by the office or where appropriate Breakfast/After School staff
 - Prior to giving medicine the member of staff must check
 - Child's name
 - Prescribed dose
 - Expiry date (If expired DO NOT give but contact parent immediately and explain)
 - A written record of medicine administered must be made and kept – showing medicine given, dose, time, including date and by who.
 - If a child refuses to take medicine, staff should not force them to do so but note this and inform parents as soon as possible or take action as agreed on Health Plan

Controlled Drugs

- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations (see Annex A). Some may be prescribed as medicine for use by children, e.g.

methylphenidate.

- Any 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 school 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 a dispensing pharmacist (details should be on the label) or the school nurse.

Storage of medicines

- Medicines must be stored in the original container in which they were dispensed
- Medicines will be stored in accordance with product instructions with particular reference to temperature
- Medicines that need to be refrigerated will be stored in the Office refrigerator.
- All medicines (including controlled drugs) will be stored in the school office.
- Emergency medicines such as asthma inhalers and adrenaline pens must not be locked away. Adrenaline pens will be stored in a plastic wallet/bag with the child's name and photograph on in the office and one in the child's classroom. In-halers are stored in the school office, together with a spacer if required.
- Controlled drugs will be locked cupboard and only office staff and Head Teacher will have access.

Support for children

- The school will ensure that managing the administration of medicines and supporting any child with more complex needs is part of their accessibility planning duties.

Health Care Plan

The purpose of an individual Health Care Plan is to identify level of support needed. Not all children with medical needs will require an individual plan

- An individual plan should clarify

- For parents, staff and child what help/systems will be put in place
- When medicines are to be administered
- What to do in an emergency
- The plan will be completed by parents and in consultation with health professionals where necessary.

Risk Assessment

- The SLT will ensure that when managing medicines and medical conditions an assessment of risk will be carried out identifying risks to child, risks to staff and risks to others and note measures put in place to manage identified risks.

Emergency Procedures

- As part of induction all staff should be made aware of how to call the emergency services. Check sheet is displayed next to all telephones.
- In the event of an emergency the person becoming aware of the incident is responsible for ensuring that the emergency services are contacted.
- Ambulances will be called if it is felt appropriate.
- A staff member, preferably an adult the child knows well, will accompany the child to hospital and remain with the child until a parent arrives (health professionals are responsible for any decision on medical treatment when parents are not available)

Responsibilities

Staff:

- have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. The school recognises that in medical circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.
- Should make themselves aware of the likelihood of an emergency arising and what action to take if one occurs

Head Teacher

- The Head recognises that there is no legal duty for staff to administer medicines unless part of their contract of employment, however it is the responsibility of each member of

staff to inform the head if they are not willing to administer medicine or a specific medication

- Will ensure staff managing medicines have appropriate training and support from health professionals where necessary
- Will make sure parents and staff are aware of the policy and procedures for dealing with medical needs

Parents:

- Have the prime responsibility for their child's health and should provide the school with information about their child's medical condition and keep the school informed of any changes in health
- Should only take medicines to school when it is essential; that is when it would be detrimental to a child's health if the medicine were not administered. Where clinically appropriate, it is helpful if parents talk to the prescriber about doses and frequencies that would result in medicines being taken out of school hours.
- Should regularly (minimum termly) check medication kept at school is in-date
- Will remove expired medicines from the school and arrange for their safe disposal.
- Will remove medicines from the school when their child no longer required the medication or no longer attends the school.

Signed	L TELLING
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Date	January 2017
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Review Date	January 2019
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