

Roaches Farm School Network Medical Needs Policy

This policy has been drawn up in accordance with the DfE guidance *Managing medicines in schools* and relates to the care provided to day pupils. Medication for residential children is managed according to Minimum Standards and the procedures pertaining to these that are implemented by Care Today Children's Services.

Principles

Most pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication.

Other pupils have medical condition that, if not properly managed, could limit their access to education. Such pupils are regarded as having *medical needs*. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

This policy defines the ways in which the Roaches Farm School Network supports the needs of pupils with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

Aims

1. To ensure that children with medical needs receive proper care and support in school.
2. To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting pupils with medical needs.
3. To define the areas of responsibility of all parties involved: pupil, parents, carers, staff, heads of site.

Practice

1. Parents/carers are responsible for ensuring that their child is well enough to attend school.
2. Parents/carers must provide the Heads of Site with sufficient information about their child's medical condition and support and care required at school.
3. Parents/carers and the Heads of site must reach an agreement on the school's role and responsibility for support for the child.
4. In the event of legal action over an allegation of negligence, it is the employer rather than the employee who is likely to be held responsible. The need for accurate records in such cases is crucial. Therefore thorough and accurate record-keeping systems have been drawn up, to be maintained by staff involved in supporting pupils with medical needs.
5. The Headteacher will ensure that staff who are willing or for whom care of pupils with medical needs falls within their job role should receive appropriate training to assist them with the role of supporting pupils with medical needs.
6. The Headteacher ensures that all parents are informed of the school's policy and procedures for medical needs.
7. The Proprietorial Body ensures that the school has clear systems in place, in relation to this area of school life.
8. School staff are naturally concerned about their ability to support pupils with a medical condition particularly if it is potentially life threatening. They need to understand:
 - a. The nature of the condition
 - b. When the pupils may need extra attention
 - c. Where the pupils may need extra attention

(This information is to be provided by the pupil's parents)

- d. The likelihood of an emergency
- e. The action to take in the event of an emergency

9. There is no legal duty which requires school staff to administer medication. This is a voluntary role. Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil will receive proper training and guidance, and will also be informed of potential side effects and what to do if they occur.

10. The Roaches Farm Network Schools have determined that staff will not actively administer medication to a pupil except where a child is undergoing an emergency (e.g. anaphylactic shock, severe asthma attack) or where a child is physically unable to self-medicate under supervision.

11. The Roaches Farm Network Schools have determined that non-prescribed medication will *not* be given to pupils, under any circumstances, except where a pupil suffers regularly from acute pain (e.g. migraine). In this case, the parent must authorise and supply appropriate painkillers for their child's use with clear, written instructions. A member of staff will issue the medication, and notify the parents in writing on the day the painkillers are taken.

12. The Roaches Farm Network Schools have determined that school staff may, if willing, supervise pupils taking medication provided:

- a. There has been a written request from parents
- b. There have been written details from the parents or doctor including:
 - i. Name of medication
 - ii. Dose
 - iii. Method of administration
 - iv. Time and frequency of administration
 - v. Other treatments
 - vi. Any side effects

The school will keep a record of medicine taken by pupils under supervision of named staff, using form 2. A record of all medicines stored in school will be kept using Form HSF 35.

13. Where pupils refuse to take their medication under supervision, as requested by parent or doctor, the staff will not force them to do so by any means. The parents/carers will be informed immediately (for this reason it is the parents/carers' responsibility to ensure that accurate and reliable contact details are available at school). Parents will take responsibility for their child's medical needs at this point, by coming to collect their child/supervise medication personally, advising emergency action (e.g. ambulance) or deeming that the child may remain un-medicated in school until the end of the school day. The school will, if in any doubt about a child's condition, contact the emergency services, with or without a parent/carer's request/consent.

14. School Trips

The school will make every effort to ensure that pupils with medical needs have the opportunity to participate in school trips, as long as the safety of the child concerned and that of other pupils is not compromised by their inclusion.

The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the child concerned. Parents/carers must ensure that the party leader has full information on medical needs and any relevant emergency procedures

15. Other bodies which may be accessed or contacted in relation to the support of pupils with medical needs are:

- The Local Authority
- The Health Authority, through NHS Trusts
- The School Nurse
- The child's General Practitioner

Food and Obesity Policy

Aim

To provide children with a well-balanced diet.

- We will promote healthy eating and drinking
- We will offer parents/ carers advice about what to include in healthy lunch boxes
- We will ensure that pupils have access to water during school time

Care and Storage of Food Equipment

Storage of food equipment

Food equipment is stored in its own storage cupboard. The knife cupboard will have a list of contents.

Cleaning of food equipment

It is essential that hot water, washing-up liquid and clean J-cloths are used when washing up. There is also a dishwasher for all cleaning. Drying up will be done with either paper towels or freshly laundered tea towels. Tea towels are kept in the cooking area. The care staff are responsible for laundering them. Once dry all equipment will be returned to the correct cupboard.

The storage of cleaning equipment

- Washing-up liquid, J-cloths and tea towels will be stored in the COSHH cupboard.
- Equal Opportunities
- All pupils will be given equal access to school meals. They are all told the menu and given a sandwich alternative.
- It is realised that some children may not be able to partake in certain foods due to;
 - food allergies
 - food disorders that limit the types of food eaten
 - religious or other reasons
 - being vegetarian

Upon entry to the school, parents/carers identify medical information, including food allergies. A food tasting permission letter will be completed by all parents/ carers to cover these eventualities.

Healthy Working Practices

Cleaning procedures before and after food activities

- All tables must be washed down using clean J-cloths and 'Dettox' both before and after food activities.
- Hands need to be washed before the activity commences with warm water and hand wash cream. Particular attention must be paid to the cleaning of fingernails.

The FOOD ACTIVITY DRESS CODE will be observed:

- Long hair must be tied back
- Watches and rings should be removed
- Food preparation aprons should be worn

Dealing with food waste

- Food waste can be deposited in the waste bin in the identified bin

Cleaning of cookers and refrigerators

- Cookers – the chef or care staff will be given the responsibility of cleaning these at the end of each sitting and a deep clean each week using suitable cleaning materials.
- Fridges — the chef or care staff will be given the responsibility of cleaning these end of each week

THE PURCHASE AND STORAGE OF INGREDIENTS

Food production will be planned in advance.

The chef or care staff are responsible for purchasing them as required, the cost of which can be reimbursed on the production of a receipt.

When in school, dairy products will be stored in the fridge. Meat products will be stored separately, wrapped securely, on the lower shelves of the fridge. There are clearly marked labels on the outside of each fridge to enable safe storage of all food items, for those who are not certain.

Staff are responsible for making sure that ingredients are kept in the correct conditions and that 'use by' dates are strictly adhered to. New supplies are rotated to ensure that older stock is used first. Fridges — The fridges here have thermometers and the temperatures are recorded weekly. If the fridge is found to be operating above 5* C it will be reported and removed from use until repaired or replaced.

Food Safety Training

All teachers and departmental Technicians delivering/supporting with Food Technology will:

Complete the LA Health and Safety course (see Health and Safety portfolios)

Have a current Level 2 certificate in Food Safety in Catering (copy of certificate in Health and Safety portfolio).

Level 3 Chef.

All pupils study food safety and hygiene as an integral part of the food curriculum. Pupils are taught basic food safety and hygiene skills, risk assessment and identification of hazards (evidence in schemes of work)

Obesity Policy

At the Roaches Farm School Network we aim to reduce obesity levels in an effort to save lives as it is clearly evidenced that obesity doubles the risk of dying prematurely and also reduces the risk of depression.

Evidence shows that the burden is falling hardest on those children from low-income backgrounds. Obesity rates are highest for children from the most deprived areas and this is getting worse. Within our setting a large quantity of our pupils come from such backgrounds so as a school we have to work hard to support these families.

We have introduced healthy snacks as part of our daily practice encouraging pupils to try foods that they may not have even seen before. Healthy and appropriate sized school meals are provided free of charge to all pupils. Pupils often arrive with extremely fussy eating habits or with unhealthy diets. We sensitively tackle these habits and diets by encouraging pupils to try new foods. On a positive note these pupils often go on to eat a balanced and varied diet.

At the Roaches School we believe that regular physical activity helps to benefit us all. We go to great lengths to encourage our pupils to take part in active exercise. Pupils have up to 3 break times per day allowing them to play outdoors and take part in activities such as football, running games and the play area.

Pupils have a PE and Outdoor Education on weekly basis and swimming lessons regularly. Residential pupils have further opportunities to take part in further physical activities after school such as swimming and trampoline lessons which is strongly promoted by all.

As well as delivering the importance of healthy eating explicitly through PSHRE, we also deliver it intrinsically across the curriculum.

At the Roaches Upper School we offer a variety of provisions and facilities to help reduce the level of obesity. The children have 3 break times in a day in which they are able to go outside..

Within the timetable there is the opportunity for pupils to explore a range of activities that include walking, climbing, biking, football, basketball, volleyball, rounders, and rugby.

The school also offers several after school clubs. Each half term all pupils are asked if they are interested in joining the after school clubs to ensure that each child has equal opportunities.

RFSN Medical Needs, Food and Obesity Policy 2020
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