



A world of opportunities

MANAGING THE MEDICAL CONDITIONS OF PUPILS

Signed	<i>V. Garrett</i>
Role	Chair of Governors
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Administering Medicine in School

Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing a course of medicine. Other pupils may have medical conditions that, if not properly managed, could limit their access to education.

Support for Pupils with Medical Needs

Parents or guardians have the prime responsibility for their children's health and should provide the school with information about any medical condition.

There is no legal duty that requires staff to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medicine will require access to relevant information and training.

Short Term Medical Needs

Medication should only be taken to school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken out of school hours. Parents/carers should ask the prescribing doctor or dentist about this.

However the school does recognise that sometimes children need to take medicine in school time. If this is the case a parental agreement to administer medicines form must have been completed before any medication, prescribed or non-prescribed, is given to any child.

Medicines must be handed in to the office in a named container.

Prescribed medication must be in its original packaging and display the pharmacy dispensing label, detailing the child's name, date of dispensing and the dosage required.

Two members of staff are required to sign as a record that the medication, in its correct dosage, has been checked and given.

Non-Prescription Medication

The school will not generally give non-prescribed medication to pupils. If a child regularly suffers from acute pain, such as migraine or period pain, parents should supply and authorise appropriate pain killers for their child's use. Pain relief should be supplied to the school in its original packaging and is stored in a locked cupboard which is inaccessible to children. It will only be administered by office staff who will contact the parent/carer by phone if a child requests pain relief before 12 o'clock, in order to establish if pain killers had been given before school. Parents/carers will be texted to inform them that their child has been given a dose of pain relief.

On residential visits, the school will send a letter prior to the visit to ask permission from parents to administer children's pain killers, such as Calpol, should the need arise whilst the child is away from home.

Long Term Medical Needs

The school needs to know about any medical needs before a child starts school or when a child develops a condition. The school will need to know :

- Details of the condition
- Written instructions provided by the parent/carer or doctor
- Medication and any side effects
- What to do and who to contact in an emergency
- The role the school can play.

Storing & Administering Medicines

The school manages the storing and giving of prescribed medicine such as antibiotics, in two ways:

- YR, (EYFS) – Medicine is stored in the fridge in Apple Tree if necessary, or in the classroom in an area inaccessible to children, and administered in class by staff.
- Y1 & Y2 (KS1) – Medicine is stored in Cherry Tree fridge if necessary, or in the classroom in an area inaccessible to children, and administered in class by staff.
- Y3, Y4, Y5 & Y6 (KS2) – Medicine is stored in the staff room fridge, if necessary, or in the school office, and administered by the office staff.
- Epipens which have been prescribed for children who may suffer a severe allergic reaction, are kept in both the child's classroom and in the school office. Staff have received Epipen training.
- Inhalers for asthmatic children are kept in both the classroom and the school office.

Self-Management

Children in Years 3,4, 5 & 6 are encouraged to manage their own asthma medication. Inhalers must be named and are kept in a safe but accessible place in the classroom.

Refusing medication

If pupils refuse to take medication, the school will not force them to do so and will inform their parents immediately.

Record keeping

Parents are responsible for supplying information about medicines and for letting the school know of any changes to the prescription or the support needed. Parents/carers are responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to provide a replacement before expiry.

School Trips

Pupils with medical needs are encouraged to take part in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place. Sometimes an

additional adult might accompany a particular child. There may also be a need to undertake a risk assessment for a particular child.

Sporting Activities

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before and during exercise and be allowed immediate access to their medication if necessary – inhalers for example. Teachers supervising sporting activities will be aware of relevant medical conditions.

Disposal of Medicines

The school does not dispose of medicines. Parents/carers are asked to collect medicines held at school and are responsible for the disposal of out of date medicines.

Hygiene Control

Staff are familiar with normal precautions for avoiding infection and will follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other body fluids and the disposal of dressings or equipment.

Emergency procedures

A telephone procedure for calling the emergency services is displayed at each telephone point in school. A pupil taken to hospital by ambulance will be accompanied by a member of staff.

Generally staff should not take children to hospital in their own car. However in an emergency it may be the best course of action. A member of staff should be accompanied by another adult and have business motor insurance.

Health Care Plan

Some children in school may require a Health Care Plan to manage their medical condition and medication in school – for example Epipens for those likely to suffer a severe allergic reaction in school. These must be signed by the parent/carer of the child.