



Supporting pupils with Medical Conditions and Managing Medicines in School Westways Primary School

To be implemented alongside the DfE guidance for schools 'Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England' December 2015

Westways Primary School will follow the Sheffield City Council guidance document 'Managing children and Young People's Identified Health Needs Guidance for Schools and other educational settings' June 2012

Aims of Policy

- To ensure that children with medical needs have equal access to the learning environment.
- To define procedures for managing prescription medicines which need to be taken during the school day
- To define procedures for the administration of controlled drugs
- Define procedures for managing medicines on educational visits
- Clearly state the roles and responsibilities of staff in managing the administering or supervision of administering of medicines
- Define procedures for the storage of medicines

Information for parents and carers

- Parents/Carers must **inform the school of any medical condition** that might affect a child's education or for which emergency aid may be necessary e.g. **asthma, epilepsy, severe nut allergy**.
- **Contact the school in person or by phone on the first day of illness** to let us know the reason for absence. School staff can advise on whether to keep your child at home or if they are ok to attend.
- It is important that other children in the school are not put at risk from potentially infectious diseases and school staff can advise when a child should be kept at home.
- If a child is taken ill in school it is essential that school staff are able to contact parents/carers immediately. It is vital that all parents **provide up to date contact details for at least two people**.
- If in the judgement of school staff a child requires hospital treatment every effort will be made to contact the parent/carer. If this is not possible or the parent/carer is unable to take the child to hospital, then school staff will accompany the child to hospital and remain with them until a parent/carer arrives.
- There are fully trained first aiders working across the school.
- **In general, medicines other than asthmatic inhalers, should not have to be given at school** and medicines should not be sent into school. Prescribed medicines should only be taken at school when it would be detrimental to a child's health if they did not take it during the school day.
- Please ask your GP or prescriber that the dose frequencies **allow medicine to be taken out of school hours wherever possible** i.e. three times a day - in the morning, after school and at bedtime.
- **If a child needs medicine during the day** parents and carers are welcome to come in to school to administer when necessary.
- **Asthmatic children will need access to their inhalers** at all times and these must be kept with the child or teacher in the classroom or other areas in the school. Inhalers must also go with the child on school trips and residential activities. Please name your child's inhaler and make sure it is in date. School staff will contact you when the inhaler needs replacing.
- **Children with specific medical needs e.g. diabetes will have an individual care plan**. School staff will work with medical professionals involved, parents/carers and the child to write the care plan. Staff will be allocated as necessary to assist with the care plan. Some staff have a responsibility for assisting with care plans and medical support for pupils.
- Please inform the school if your child has head lice, worms or any contagious illness.

Managing Prescription medicines which need to be taken during the school day.

- Parents have the prime responsibility for their child's health and should provide full information about their child's medical needs, including details on medicine their child needs. If appropriate, parents should obtain information for the school from relevant health professionals.
- NON-PRESCRIPTION MEDICINES WILL NOT BE GIVEN BY A MEMBER OF STAFF unless there is specific prior written permission from the parents i.e. travel sickness tablets.
- Medicines should only be taken at school when it would be detrimental to a child's health if they did not take it during the school day.
- Parents are to ask the prescriber that wherever possible dose frequencies allow medicine to be taken out of school hours i.e. three times a day being in the morning, after school and bedtime.
- School should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines will only be given if provided in the original container with the prescriber's instructions for administration included. Parents are asked to complete and sign the 'Parental Agreement for School to administer medicine' form.
- School will not alter the dosage from the prescriber's instructions on parental request.
- Any medicine no longer needed shall be returned to the parent for disposal.
- Children will NOT be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.
- A list of children taking regular medication will be placed in the school register & also kept in the School Office.

Procedures for administering Controlled Drugs

- Only staff who have agreed to take on the role of administering medicines and received appropriate training are allowed to administer medicines and only in line with the prescriber's instructions.
- Controlled drugs will be kept in a locked container which only named staff have access to. A record of named staff will be kept. A record of administering will be kept for safety purposes.
- Any controlled drug no longer needed shall be returned to the parent for disposal.

Procedures for managing medicines on educational visits

As with procedures for administering prescribed medicines above and:

- Wherever possible, it is good practice for school to encourage children with medical needs to participate in educational visits.
- Where necessary, an individual risk assessment will be undertaken for children with long term medical needs.
- Where necessary an additional helper/or the parent will accompany the child.
- Where a health care plan is in place, a copy should be taken by the teacher in charge in order to have any relevant information available in case of emergency.
- If staff are concerned about ensuring the safety of a child/or other children on the visit, school should seek parental/medical advice as appropriate.
- On residential visits a named member of staff will have responsibility for medicines and will liaise with parents and carers prior to the visit.

Roles and responsibilities in managing the administering or supervision of administering of medicines

Parents:

- Should only bring into school prescribed medicines.
- Should ensure they have completed and signed the 'Parental Agreement for School to administer medicine' form.

School:

- The Governing Body will monitor and review this policy annually
- The Headteacher will ensure the policy is known to staff and implemented
- The Headteacher will ensure staff receive any relevant training
- The Headteacher will ensure parents are informed that if acutely ill a child must be kept at home.
- The Headteacher will agree with parents exactly what support is needed and appropriate for both the child and school and seek advice from medical advisors should a parents' request seem unreasonable.
- Staff should be made fully aware of a child's medical needs and procedures to follow if an emergency was to occur. The child's parents/health professionals should provide this information.
- Teachers are not required to administer or supervise the administration of medicines. School should ensure there are enough appropriately trained support staff to carry out this role.
- Any member of staff agreeing to accept responsibility for administering prescribed medicines should receive appropriate training.

Procedures for the storage of medicines

All medicines are potentially harmful to anyone for whom they are not prescribed.

Large volumes of medicines should not be stored by school.

- Medicines should be stored in accordance with instructions i.e. correct temperature
- Medicines will only be accepted if clearly labelled with name, dosage and in the original container.
- Children should be made aware of where their medicine is stored and who is responsible for administering it.
- All emergency medicines such as inhaler and adrenaline pens should be readily available and not locked away.
- In FS & KS1 asthma inhalers will be kept centrally in the classroom.
- In KS2 asthma inhalers will be kept centrally in the staffroom or kept personally by the child depending on need. The children will be responsible for the safe storage and use of their inhaler. Parents are to ensure children are aware of the importance of safe storage/not sharing medicine and how/when to use the inhaler.
- All medicines not requiring refrigeration will be kept in the main school office. Those requiring refrigeration will be kept in the fridge in the School Office, which is not accessed by children.
- Any medication which needs to be taken daily in the longer term i.e. Ritalin will be stored in the School Office subject to the conditions outlined previously re dosage, packaging etc. Children taking this medication will be told who is responsible for administering their medication.

N.B If a child refuses medication, staff should not force them to take it but inform the parents at the earliest opportunity.

GDPR

Our school aims to ensure that all personal collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General data Protection regulation (GDPR) and the expected provisions of the Data Protection Act 2018 as set out in the data protection Bill.

Defibrillator

There is a defibrillator on site and it is kept on the wall in the Reception area.

First Aid training

A number of staff, working across the school, have first aid training. The training is regularly updated and staff are available throughout the school day including breaks and lunchtimes. A trained first aider will always accompany school visits offsite and residential.

Unacceptable practice

All staff are aware of the following unacceptable practice as outlined by the DfE. The school considers it unacceptable to:

- prevent children from easily accessing their inhalers and medication or administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence;
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life.

This policy will be reviewed annually.

Next Review Date: Dec 2024