



Inmans Primary School

Supporting Pupils with Medical Needs Policy

Date	Written By	Approved by	Review Date	Approved by Governors
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Introduction

The staff and governing body of Inmans Primary School are committed to a policy of inclusive education that welcomes and supports pupils with medical needs. This policy is designed to support management of medication and medical care in school and to support individual pupils with medical needs.

Aims

To provide a clear policy that is understood and accepted by all staff, parents and children, providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

Responsibilities

Parents/Carers

Parents or carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and /or any special care needed. If a child has a more complex medical condition, they should ensure healthcare professionals have provided information so that an individual healthcare plan can be written; this should include an agreement on the role of the school in managing medical needs and potential emergencies.

Staff

There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their pupils and to act in 'loco parentis', that is to act as any reasonable parent would, this does not imply a duty or obligation to administer medication. Staff will have access to information on pupils' medical conditions and actions to take in an emergency. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health care professions if they need it.

The policy of the school is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education.

Do not send pupils in with medication as it will not be administered and is a safeguarding risk – the medication will be taken from the child and kept securely until a parent/carer can collect it from the school office.

Prescribed Medicines

Prescribed medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if that medicine were not administered during the school day.

Medicines prescribed 'three times a day' should be administered before school, after school and at night. If a medicine has to be administered during the school day it will only be given if the appropriate form has been completed by a parent / guardian or carer. The school will only give medicines prescribed by a doctor, dentist or other healthcare professional. The medicine must be in its original packaging or container with the dispensary label intact. The label must have the child's name, DOB, prescriber's instructions for administration and dosage.

It is the responsibility of the parents /carers to ensure that all prescribed medicines do not clash with any other medications that are also given to their child for example some children cannot take ibuprofen as they are asthmatic.

Non-Prescribed Medicines

We are not allowed to administer non-prescribed medicines during school, however we welcome parents/carers to come to school to administer them if they feel their child would benefit during the school day.

Paracetamol / 'Calpol'

If a child must have this **MORE than 3 times a day**, and giving it during the school day is unavoidable, it can now be brought into school. It must be brought in 5ml sachet form only - in a sealed envelope with the child's name, class and when it was last administered written on the front. It must be dropped off at the school office by the parent/carer and a medication consent form completed. Staff are only able to give one dose appropriate to age in an afternoon. However, we will only administer non-prescribed paracetamol medication for a maximum of 48 hours. If your child requires it for longer, we must have a pharmacy label on the medication. It is not always necessary to visit your GP for this as pharmacists also provide this service.

Hay Fever (e.g. 'Piriton')

Hay fever medication can be administered outside of school the day and should not be brought into school. Please check the pollen forecast beforehand and administer medication before and after school, if necessary.

Administering Medicines

The school recognises no child should be given medicines without their parent's written consent; this should be done by completing the relevant form (kept in the school office or downloadable from the school website). Following written consent any member of staff administering medicines to a pupil should check:

- Child's name
- Name of medication
- Prescribed dosage
- Expiry date
- Written instructions provided by the prescriber on the label or container
- If in doubt about any procedure, staff will not administer the medicine before checking with parents or a health professional before taking further action.

A written record must be kept following administration of medicines to pupils, using the correct form. This will be administered by one member of staff and checked and signed off by a second member of staff.

If a child refuses to take a medicine, staff will not force them to do so, but will record this on the record sheets and notify parents/carers of the refusal.

Long -Term Medical Needs

Where a pupil has a chronic illness, medical or potentially life-threatening condition, the school will initiate a health care plan to meet individual needs and support the pupil. This will be drawn up by health care professionals in consultation with the child's parents/carer's or guardians and will contain the following information:

- Definition and details of the condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Treatment and medication
- What action to take/not to take in an emergency
- Who to contact in an emergency
- Staff training where required
- The role the staff can play
- Consent and agreement

Record Keeping

It is parent's/carer's responsibility to tell the school about the medicines their child needs to take and provide details of any changes to the prescription or the support required. Medicines must always be in the original container as dispensed by the pharmacist and include the prescriber's instructions. Requests for staff to administer medication should be written on the relevant consent form kept in the school office. The main section of this form is to be completed by the parent/carer. The member of staff who takes the form and medication is to complete the section at the bottom of the form.

Admin staff will follow the 'Medicine Protocol' on display in the school office.

Children with food allergies and medical conditions should have their photographs and details displayed in the school kitchen and staff room to ensure that food products are safe for children and in the event of any medical emergency they are dealt with as quickly as possible.

Updated medical conditions and reviews of policies and practices are monitored by the SEND coordinator, one to one and teaching assistants, and other members of staff who deal with individual children's needs.

Storing of Medicine

Staff will only store, supervise and administer medicine that has been prescribed for an individual child, with the exception of paracetamol in sachets. Medicines must be stored safely in the pharmacist's original container and clearly labelled with the child's name, the dosage and instructions for administration.

Medications requiring refrigeration are stored in the fridge in the small kitchen. All other medicines will be kept in the locked cupboard in the small kitchen. The key is kept in the school office.

Asthma inhalers are to be kept in the classrooms along with a record sheet. As and when a child requires their inhaler a note must be written in the record book stating child's name, date and time, and how many puffs they have had. A slip will also be sent home with the child.

The inhaler box is to be taken with the class to do P.E lessons and must be taken outside at lunchtime.

Epipens are kept in the child's classroom in the green medical box. There is an emergency Epipen in the school office. If Epipens are required for other any other reasons these will be assessed on a case by case basis, alerting staff to where they will be kept. This should also go on the child's care plan.

Epipens and inhalers should never be locked away.

Parents are ultimately responsible for checking expiry dates on their children's medicines and replacing as necessary.

Expired medication and medication no longer required is to be given back to the child's parent to be disposed of.

Educational Visits

The school actively encourages children with medical needs to participate in trips and visits. Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits. Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support pupils. Additional staff/adults will be considered for this purpose. Prior to overnight school trips, parents must complete an up-to-date medical questionnaire about pupil's current general health and medication. Prescribed medication will be administered, providing parents have completed the relevant form. Parents will be invited to provide written consent to enable staff to act "in loco parentis" and administer Calpol / paracetamol if required. Where this is refused, parents are requested to discuss alternative support measures with staff.

Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of all the children's medical questionnaires and health plans if required will accompany the children on all visits as well as any emergency medication that may be required.

Staff will administer non-prescribed medication as a last resort whilst away on residential school trips or on school outings. This will only be done if you have given prior written consent for residential trips. If your child is on a day excursion, the school would make contact via telephone. We would then require an email or text to give consent before administering any medication.

Asthma

The school recognises that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of school life.

Parents have a duty to inform staff if their child is asthmatic. Parents will need to complete the relevant consent form so that an inhaler can be kept in school. A spacer device may be required and the pupil may need support in using this.

If parents/carers state on the pupil's admission/personal information form that their child suffers with asthma, it is their responsibility to provide the school with an inhaler and a spacer if necessary.

Inhalers are kept in the green medical boxes in the classroom. This must not be locked away as children require access at all times. The green box must go to all PE lessons with the class and also taken on any school trips or visits.

Teachers / staff involved in before or after school activities must mark on their register if a child is asthmatic. They must ask them to bring their inhalers to the club and return them to their classroom box after the club has finished.

Head Injuries

Pupils who sustain a head injury MUST be reviewed by a member of staff. If a pupil has a visible wound, swelling or adverse reaction, parents/carers should be informed and invited in to school to assess their child's injuries. Where there seems to be no residual effects, the pupil can remain in school whilst being observed. A head injury note must be given to the child regardless of the severity. Parents/carers will also be notified by email if there is a mark from the head injury.

Epilepsy, Anaphylaxis and Diabetes

Parents/carers have a duty and responsibility to notify the school if their child has any of the above conditions. They must provide details of any treatment and support they may require whilst in school.

Parents must complete the administering medication consent form (available from the school office). Relevant health care professionals will liaise between parents/carers and school personnel to ensure staff are aware of, and trained to provide any relevant or emergency support or treatment. An individual health care plan will usually be compiled, detailing the course of action to be taken.

Parents have responsibility in ensuring their child comes to school with full equipment per day, that it is in date and ready to use. Parents must also ensure they provide any emergency supplies that may be required e.g. Lucozade/insulin/testing kits. Sharps boxes should always be used for the safe disposal of needles. It is the parent's/carer's responsibility to provide the school with these boxes and take away any full boxes to be disposed of in a safe manor via the NHS collection service or via the Pharmacy.

Staff Training

Inmans Primary School members of staff will have a paediatric first aid qualification. Training for this is every three years. New members of staff may require training when they commence employment.

Training is given on an ad hoc basis with regards to Diabetes, Asthma and Anaphylaxis. Staff should make it known to their line manager that they wish to take this training.