

### **Supporting Pupils at School with Medical Conditions Policy**

The aim of these guidelines is to provide a clear understanding and acceptance by staff, carers and students of the ways in which the school will manage medical needs in order to provide appropriate and proper care.

Further, the objective will be to enable regular attendance through formal systems and procedures in respect of administering medicines, developed in partnership with carers and staff.

- It is expected that parents/carers will provide accurate and current information about their child's medical needs. This will be achieved using the common admissions form, the separate form requesting detailed medical information and be complemented by other relevant information provided by parents/carers and/or health professionals.

In all circumstances, the school will comply with the LA policy relating to First Aid at Work. Governors will ensure that sufficient numbers of staff are trained and qualified, given the size of the organisation, to undertake first aid and/or to administer emergency aid in school.

#### **PRESCRIBED MEDICINES**

- Medicines will only be taken in school when essential, i.e where it would be detrimental to a child's health if the medicine were not administered during the school day.
- The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Such medicines must always be provided in their original container as dispensed by a pharmacist and must include the pharmacist's instructions for administration.
- Prescribed medicines will be stored under lock and key in the medical room in the care of the appointed medical administrator.
- The school WILL NOT accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental/carer instructions.
- Parents will be encouraged to ask prescribers to enable dose frequencies which can be accommodated outside the school day.
- The administration of prescribed medicines will be formally recorded to include details of date, time, dosage, the name of the student and the name of the person who administers the medicine.

#### **CONTROLLED DRUGS**

- Some medicines are controlled by the Misuse of Drugs Act ('controlled' drugs) and there may be occasions when such a drug is prescribed as medication for use by children.
- Any member of staff may administer a controlled drug to the child for whom it has been prescribed BUT staff doing so must comply with the prescriber's instructions.
- A child who has been prescribed a controlled drug may legally have it in their possession. If required, the school will look after a controlled drug if there is agreement that it will be administered to the child for whom it has been prescribed.
- Where storage is required, this will be in locked, non-portable container to which only named staff have access.
- A controlled drug will be returned to the parent when it is no longer required and the parent will be responsible for its safe disposal.
- Misuse of a controlled drug will be an offence and will be dealt with under the terms of the school's drugs policy.

### **NON-PRESCRIPTION MEDICINES**

- No students will be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.
- Proprietary medicines will only be administered with the written consent of parents. This consent will be held on record and such medicines will only be administered by an appropriately qualified member of staff. The administration of such medicines will be formally recorded in the Medical Book

### **LONG-TERM MEDICAL NEEDS**

- The school expects that parents/carers will provide sufficient information about the medical condition of any child with long term medical needs
- The school will need to know about any particular needs before a child is admitted or when a child first develops a medical need.

### **ADMINISTERING MEDICINES**

- As part of the admission procedure, parents will be required to furnish details of medical needs on a standard, pro-forma. (Copy attached as an annex to this policy). These will be held on file.
- No student will be given medicines without their parent's/carer's written consent. (relevant pro-forma are included as an annex to this policy)
- Where consent is in place, the member of staff involved will check, the child's name, the prescribed dose, the expiry date and the written instructions provided by the prescriber on the label or container.

- All prescribed medicines will be administered by a member of staff trained in first aid and under supervision with a record kept in the medical book.
- If there is any element of doubt, staff will not administer the medicines but check with parents or a health professional before taking further action.
- Medicines which are left in storage after they are needed and not collected by parents and those which have reached their expiry date will be safely disposed of by the medical administrator

### **SELF-MANAGEMENT**

- It is good practice to support and encourage students, who are able, to take responsibility to manage their own medicines.
- If a student is able to take their medicine themselves, staff may only need to supervise. Where this is the case, the medicine will be stored safely and parental consent will be sought. Medicines should not be carried around school (relevant pro-forma are included as an annex to this policy).

### **REFUSING MEDICINES**

- If a child refuses to take medicine, they will not be forced to do so. The situation must be placed on record and parents informed immediately.
- If the refusal results in an emergency, then appropriate emergency help will be sought from health professionals or the emergency services.

### **RECORD KEEPING**

- Parents will be expected to inform the school about medicines that their child needs to take and to provide details of any changes to the prescription.
- Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. There will be a check that written details include; the child's name, the name of the medicine, the dose, the method of administration, any side effects and the expiry date.
- A record will be kept of the medicines given to students and the staff involved. (relevant pro-forma are included as an annex to this policy)

### **ROLES AND RESPONSIBILITIES**

### Parents and Carers

- It only requires one parent to agree to or request that medicines are administered. As the norm, the named first contact will be this person.
- The school will maintain a record of who has parental responsibility for a child and this record will be retained on the schools administration system.
- Parents will be given the opportunity to provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed. This information will be gathered from the common admission form and the accompanying sheet which requests specific and detailed medical information. They should jointly, with the Headteacher, reach agreement on the school's role in supporting their child's medical needs.
- It is the responsibility of the parent, carer or guardian to ensure that any medication and accompanying instructions provided to the school are kept up to date.

### The Deputy Headteacher

- The Deputy Headteacher is responsible for the implementation of this statement of practice and for developing detailed procedures.
- The Deputy Headteacher has a contractual duty to ensure that staff receive appropriate training.
- The Deputy Headteacher is responsible for ensuring that all parents and staff are aware of this statement of practice and for making sure that appropriate systems for information sharing are available. It will be made clear that parents should keep children at home when they are acutely unwell.
- For a child with medical needs, the Deputy Headteacher will be responsible for agreeing with parents exactly what support can be provided. Where parental expectations appear unreasonable, the Deputy Headteacher will seek advice from the school nurse or doctor, the child's GP or other medical adviser and, if appropriate from the LA.
- In following documented procedures, staff should be fully covered by O.C.C. public liability insurance should a parent make a complaint. The Deputy Headteacher will ask O.C.C. to provide written confirmation of the insurance cover for staff who provide medical support.

### Teachers and other Staff

- Staff with children with medical needs in their class or group will be informed about the nature of the condition. This information will be provided by the child’s parents and relevant health professionals.
- Staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs. ALL staff likely to be responsible for children will receive this information.

Staff Giving Medicines

- The school will ensure that there are sufficient numbers of staff who are either employed or trained to manage medicines as part of their duties.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have appropriate training and guidance.

Associated paperwork with this policy

- Leaflet to parents

**Approved by the Full Governing Body on 5<sup>th</sup> October 2017**

**Signed .....Chair of Governors**

**Next Review September/October 2019**