



# **Naunton Park Primary School**

## **Supporting Pupils with Medical Conditions and Administering Medicines Policy**

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## A. Supporting pupils with medical conditions

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

### Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

### Procedure

Key Staff including the Headteacher, SENDCO, Class Teacher and the office staff are responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained if required (office/Headteacher)
- All relevant staff are made aware of a child's condition (office/Headteacher/SENDCo).
- Cover arrangements in case of staff absence/turnover is always available (office/Class Teacher).
- Supply teachers are briefed (office/SENDCo/Class Teacher if planned absence).
- Risk assessments for visits and activities out of the normal timetable are carried out (office/Class Teacher).
- Individual healthcare plans are monitored at least annually (SENDCo/office).
- Transitional arrangements between schools are carried out (SENDCo/office).
- If a child's needs change, the above measures are adjusted accordingly (all).

Where children are joining Naunton Park Primary School at the start of a new academic year, these arrangements should be in place for the start of term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual care plan which details the support that the child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

### Care plans

The following information should be considered when writing a care plan:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed including in emergencies.
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements.
- Who in school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff or self-administered (children

who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision).

- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate.
- Confidentiality.
- What to do if a child refuses to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.

## **Roles and responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the child.

The governing body:

- Must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions.
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Headteacher/SENDCO:

- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Should ensure all staff who need to know are informed of a child's condition.
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver care plans, including in emergency and contingency situations, and they are appropriately insured.
- Should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.
- Will monitor class medical boxes and care plans for updates.

Teaching and support staff:

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- All staff members should use this policy in conjunction with the school's Safeguarding Policy and adhere to safeguarding and welfare procedures when supporting children.
- Staff to be aware and monitor their class medical box and make sure all care plans and medication is kept in the box.
- Medical boxes should be accessible to staff and not children.
- Medical boxes should be taken on trips, PE lessons and any other time the child will be away from the classroom.

Office Staff:

- Are responsible for photocopying care plans and making sure appropriate staff have a copy along with the SENDCO.
- All medical care plans are added to SIMS.
- Any spare or emergency medication is kept up in a locked cupboard in the office.

- All first aid supplies are replenished regularly.
- Ordering additional equipment needed to safely carry out medical care.

Playworkers and coaches, lunchtime, Kids' Club and after school clubs:

- Must be aware of children with medical needs.
- Must know where to access medical boxes for each class.
- Must attend training on medical needs when appropriate.
- Will carry first aid kits.
- Will deliver basic first aid (cleaning and plasters) when needed.
- Will deliver other first aid (not listed above) once they have completed training.

Other healthcare professionals:

- Should notify the school when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing care plans.
- Specialist local teams may be able to provide support for particular conditions (eg asthma, diabetes).

Parents:

- Must provide the school with sufficient and up-to-date information about their child's medical needs annually
- Are the key partners and should be involved in the development and review of their child's care plan when appropriate
- Should carry out any action they have agreed to as part of the care plan implementation
- Must make sure all medication is in school following holidays and half terms
- Are responsible for providing the school with medication that is in date

## Notes

The following practice is considered not acceptable:

- Preventing children from easily accessing their medication and administering it when and where necessary.
- Assuming children with the same condition require the same treatment.
- Ignoring the views of the child, their parents; ignoring medical advice or opinion.
- Sending children with medical conditions home frequently or prevent them from staying for normal school activities.
- Penalising children for their attendance record if their absences are related to their medical condition that is recognized under this policy.
- Preventing children from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- To require parents to attend school to administer medication or provide medical support to their child (for life limiting or life threatening conditions), including toileting issues (no parent should have to give up working because the school is failing to support their child's long term medical needs).
- Preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips (such as requiring parents to accompany the child).
- Any activity that does not follow our child protection procedures or that cause a concern to staff, pupils or parents in line with the school's Child Protection Policy.

## B. Administering medicines

- We acknowledge that under the standard terms and conditions for the employment of teachers there is no legal duty for them to administer or to supervise a child taking medication.
- Administration of medicines by any member of the school staff is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided to every member of the school staff who have volunteered for and accepted this role. This training will take place before they start this role and will ensure that they are familiar with all administration of medication procedures.
- Medicines will be administered that have been prescribed by a doctor or some other authorised person where it would be detrimental to a child's health if the medicine were not administered during the school day **e.g. not Calpol.**
- It is extremely helpful, where possible, if medication can be prescribed in dose frequencies which enable it to be taken outside of school hours. Parents are requested to ask the prescribing doctor, chemist etc if such an arrangement is possible.
- Non-prescription medicines will only be administered by staff if parents/carers have agreed in writing with the school and have signed consent for their child. Parents must sign to the effect that the medicine has been administered previously to the child without adverse effect. Parents can make arrangements at lunch time to administer the medication to their own child.
- Pupils may under certain circumstances self-administer medicines e.g. asthma inhaler. Those circumstances are, under the direct supervision of an appropriately trained member of staff. In practice, this means, instances such as taking their own inhaler, whilst watched by staff. As a school we follow the government recommendation, that children who are able take responsibility for managing their own medicine do so, within safe parameters.

### Parents/carers

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents should obtain details from their child's GP if needed.

Parents/carers must provide:

- Written permission by completing the request form from the office
- Sufficient medical information on their child's medical condition.
- The medication in its original container.
- Sufficient medicine for the dosage to be given in school.

### Administration of medicines

Members of the school staff who have volunteered to administer or supervise the taking of medication will:

- Be aware of Care Plans and of symptoms which may require emergency action.
- Read and check the Medical Consent Forms before administering or supervising the taking of medicines.
- Check that the medication belongs to the named pupil.
- Check that the medication is within the expiry date.
- Inform the parent if the medication has reached its expiry date.
- Confirm the dosage/frequency on each occasion and consult the medicine record form to prevent double dosage.
- Record on the medication record all relevant details of when medication was given.
- Return medications to the secure area for storage.

- Always take appropriate hygiene precautions.
- Record when a child refuses to take medication.
- Immediately inform the parent/carer of this refusal.

### **Medication record**

The following information must be supplied by the parent/carer:

- Name and date of birth of the child.
- Name and contact details of the parent/carer.
- Name and contact details of GP.
- Name of medicines.
- Details of prescribed dosage.
- Date and time of last dosage given.
- Consent given by parent/carer for staff to administer medication.
- Expiry date of medication.
- Storage details.

### **Storage and security**

- All pupils with care plans will need to keep their medication to hand. This will be in a medical box in the child's classroom and may also be in the school office.
- All classes have dedicated medical boxes for storage of inhalers and any care plans for those pupils.
- Any medication brought to school must be clearly labelled with:
  - The name of the pupil.
  - The name of the medication.
  - The dosage and frequency of administration.

### **Confidentiality**

The staff will treat medical information confidentially. Information that needs sharing will be shared via CPOMS and SIMS (which are password protected).

### **Disposal of medicines**

It is the responsibility of parents to dispose of unwanted/ out of date medicines. Medicines that are not collected, however, will be taken to a local pharmacy for disposal.

### **Hygiene/infection control**

All staff are familiar with normal precautions for avoiding infection and following basic hygiene procedures and regulations. Protective disposable gloves are worn when dealing with spillages of blood or other body fluids, and disposing of dressings or equipment. Medical waste is disposed of in the medical waste disposal unit in the first aid bay.

### **Managing medicines in the classroom**

Any medicines kept in the classroom are stored in a labelled clear plastic box. The teacher keeps this box in a safe place out of reach of the children but available for adults at all times. Each medicine in the box is clearly labelled as above. Pupils who have inhalers for asthma are permitted to carry their own inhalers or keep them in the box.

### **Inhalers**

- The parents of pupils who are required to have inhalers in school for emergency use should complete a care plan.
- Teachers should check that pupils have access to their inhalers during PE sessions (particularly when they are out on the park or visiting the swimming pool) and when they are taking part in off-school site visits.

- Extra-curricular club leaders should check that pupils have access to their inhalers during the club sessions.

### **Educational visits**

- On educational visits a designated person will also attend in order to administer medications when required.
- For residential visits, young people sometimes need minor treatment for conditions such as headaches, rashes, colds and insect bites. If necessary, and only with parental permission, staff will treat these ailments with the following 'off-the-shelf' products which are commonly available from most chemists:
  - Calpol
  - Antihistamine creams
  - Piriton
  - Sun cream

### **Sporting activities**

- Most pupils with medical conditions are able to participate in the PE curriculum and in extra-curricular sports, which are sufficiently flexible for pupils to follow in ways appropriate to their own needs and abilities.
- Any long-term restriction on a pupil's ability to take part in PE will need to be verified by an appropriate health professional with a written record kept on the pupils' personal file and attached to their healthcare plan. Support will be put in place from ATS or other professional that are able to observe and give school strategies.
- Some pupils may need to take precautionary measures before or during physical exercise and/or need to be allowed immediate access to their medication. Teachers responsible for PE and sporting activities should be aware of the medical needs of the pupils in their care and how to respond in an emergency situation.
- We will ensure that pupils have immediate access to their own asthma inhalers during sporting activities in the school day and during extra-curricular clubs.
- During a session on the park, the adult in charge must take a Walkie-Talkie to the park with them and ensure the office staff are aware (or a Kids' Club staff member is aware if after school).

### **Emergency procedures**

- A telephone is situated in the main office. There are extensions in the head's room, outside the head's room, the deputy head's room, the SEND room and in each of the halls and in the kitchen. An emergency call can be made from any of these. Parents must be informed as soon as possible.
- Where a pupil has to be taken to hospital, a member of staff will accompany and remain with them until a parent arrives.
- First aid boxes are located around the school, in classrooms, halls, the KS2 library and practical areas. The school secretary should be informed when supplies are getting low so that she can re-order.
- During lunchtimes minor injuries are dealt with by Lunchtime Playworkers and all other casualties are dealt with in the first aid bay near the school office.
- All head bumps are dealt with by a paediatric first aider.
- During mid-session breaks casualties are dealt with by staff in the lower hall or KS2 library.
- There is a defibrillator in school, positioned by the school office. This can be used by any adult as required, but where possible should be used by office staff or SLT. Instructions are dictated while it is being used.
- Children who are injured or taken ill during lesson time are sent to the main school office. Where necessary the secretarial staff make the appropriate phone calls and look after the children until they are collected.



## **Staff training and information**

- Emergency first aid training is made available to all staff at regular recommended intervals, currently every three years. The training takes place in school. Not all staff have to have first aid training. The majority of our teachers and support staff have first aid training.
- Nominated staff have paediatric first aid training, including the EYFS Lead and Forest School Lead.
- Class teachers are provided with a list of their current pupils' medical needs by the office staff.
- Master lists of all pupils' medical information are kept in the school office and with the SENDCO in the school medical file.
- A list of 'high-risk' pupils with significant long-term conditions such as diabetes, epilepsy, peanut allergy and severe asthma is circulated to all staff responsible for supervising pupils. 'New information' regarding pupils' medical needs is passed on to appropriate staff as soon as the school has been informed.
- Care plans are in a file for the playworkers and coaches as required.
- All staff are aware of the school's child protection procedures and have read (and have access to) the school's Child Protection Policy.

## **Procedure for dealing with accidents or illness in school**

- In the event of a minor accident at school, immediate appropriate action is taken. An entry is made in one of the accident books. These are kept with the first aid kits in the school first aid bay. The member of staff dealing with the injury initials each entry. A slip is sent home with the pupil informing parents. Master copies of these slips and the pages for the accident book are available from the office.
- In more serious incidents, including head bumps, or when children are too unwell to stay in school, emergency telephone contact numbers are used. If a parent cannot collect a child from school, the school will supervise as appropriate.
- It is the parents' responsibility to inform the school of any emergency number changes.
- If the school is concerned about the health or medical well-being of a child then the parents are informed. A referral may be made to the school nurse to support the parents and the parents informed of this.
- Where anyone on the school site (pupil or adult) sustains an injury, which may have Health and Safety implications a separate Accident Report should be completed by the school administrator.
- Club leaders are provided with emergency contact details of parents/carers so that a phone call can be made after office hours if needed.

## **Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.