

Ormesby Primary School Supporting Children with Medical Needs Policy



Reviewed: Autumn Term 2019

Next review date: Autumn Term 2020

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014; *Supporting Children with Medical Conditions in Schools*.

Rationale

Children with medical needs have the same rights of admission to a school, or setting as other children. Many pupils will, at some time, have a medical condition, which could affect their participation in school activities. This may be a short term issue, such as the need for antibiotics, or a long term medical condition which, if not properly managed, could limit their access to education.

Aims

The aim of this policy is to clarify Ormesby Primary School's and parents' responsibilities in relation to supporting children with medical needs in school and the administration of medicine in school. In implementing this policy, Ormesby Primary School aims to:

- To ensure as little disruption to the education of our pupils as possible
- To develop staff training and knowledge
- To ensure safe storage and administration of medication in school
- To provide a fully inclusive environment for our pupil.

Ensuring medical information we hold on pupils is accurate

It is important that the medical details we have on record for individual pupils is up to date and accurate. This is to ensure that each child is appropriately supported in school and has full access to their education. At the beginning of each academic year, a request for medical information is made and the medical register updated accordingly. Parents are responsible for informing school if there is any change to a child's individual medical needs throughout the school year. Where a child has an on-going medical condition, an individual health care plan will be completed to ensure that this is effectively managed.

Types of Medication

All medication will be stored in a locked cupboard in the main school office. Where medication needs to be readily available (e.g. inhalers/epipens) these will be stored in the classroom, in a marked medical box.

- Short-term medication e.g. antibiotics, hay fever relief (these should only be stored in school where the pupil requires four doses a day)
- Long-term medication e.g. inhalers for asthma, insulin
- Emergency medication e.g. an epipen.

Administering medication throughout the school day

Medication will only be stored and administered in school, if the pupil requires four or more doses a day, or if an emergency situation may occur if the child was not to have their medication in school.

If parents wish to come into school and administer medication themselves, they should arrange this with the head teacher.

Any medication to be administered during the school day, by school staff should:

- Be brought to the school office by an adult, with a completed form giving staff permission to administer the medicine
- Be stored in the locked cupboard in the school office (key held by Mrs Shaw/Mrs Pemberton)
- Be in the original packaging, with a pharmacy label detailing the contents, child's name, instructions for administration and expiry date. (Medicines without an appropriate label will not be accepted and cannot be administered.) Insulin is an exception to this, as it is often provided inside an insulin pen, or pump, rather than its original container.
- Have a clean medicine spoon/cup that will allow staff to measure the medication accurately
- Be collected by an adult at the end of the school day, or when the child no longer requires the medication

Children **should not** bring their own medication into school and staff will not administer any medication without the appropriate paperwork completed.

N.B.

- If a child requires more than one medication, an individual form should be completed for each.
- If a child refuses to take prescribed medication, school staff will not force them to do so. In this event, staff will inform parents immediately.
- Cough sweets/throat lozenges etc. are not medication and are not allowed in school.
- Topical lotions and creams may be brought in to school, but the above form must be completed by an adult.
- Medication will not be given to any child without a parent's written consent.

Storing Medication

All medication brought into school must be handed to a member of staff in the first instance. A decision regarding where to best store medication will then be made based on the following guidelines:

- Large volumes of medication cannot be stored in school
- Only medication in an original container, with a pharmacist label will be stored
- Medicines will be stored according to the product instructions (paying particular note to temperature) and in the original container
- Children should know where their medicines are stored and how to access them, always with the supervision of an adult

- Emergency medication should be easily accessible, so should not be locked away. Each year group has a clear, labelled box in which to store emergency medication (e.g. epipens/inhalers). Their location should be clearly noted on the individual health care plan.
- Non-emergency medication will be stored in a locked cupboard in the school office where they are not accessible to children. Keys are held by school office staff.
- A few medicines may need to be refrigerated. If this is the case, they should be placed in a sealed box (to prevent cross-contamination) in the refrigerator in the staff room, where children do not have access.
- In the event of an educational visit, medicines should be taken in a sealed bag, or box under the supervision of an adult. All the appropriate paperwork should also be taken to ensure accurate record keeping.

Record Keeping

Clear records of medication brought into and administered in the school for individual children are maintained. The school keeps a daily record of all medicines administered throughout the school day and parents are informed using a slip, which is given to the child. These records are stored in the main school office. Where the child has an individual health care plan, a copy is stored in the main office and with the child's medication/with their class teacher.

Children with Asthma

Asthma can be a life threatening condition, so particular care should be taken when storing and administering medication for children with asthma. All children with asthma will have an individual health care plan, written with parents and class teachers. Where children's asthma is severe, the advice of a health care professional may be sought. All children with asthma will be placed on the school's medical register.

The following should also be taken into consideration:

- Inhaler devices are generally used to deliver asthma medication. A spacer is often provided to allow the children to administer their own medication. Where children are able to do so, they will be allowed to administer their own medication under the supervision of a named adult.
- Inhalers should be stored safely, but in a readily accessible location. Children should be made aware of where their inhalers are stored.
- Inhalers should always be readily available during physical education and other sporting activities. It is imperative that they are also taken on educational visits.
- As with other medication, careful records should be kept each time the inhaler is used and parents informed, using the slip home.

Children who may require emergency medical treatment

Some children, such as those with a severe allergy, or epilepsy, may require emergency medication to be stored in school. If this is the case, an individual health care plan must be completed with a parent and/or health professionals where appropriate.

- Emergency medication should be kept with the child at all times. It should be stored in a box, clearly labelled with the child's name. A spare may also be stored in a central location.
- All staff who have regular contact with the child should be made aware of the need for emergency medication and be given appropriate training in its administration. First aiders should also be informed.
- Staff are alerted to children with severe medical conditions through photographs in the staff room and the whole school medical register.
- As with other medication, careful records should be kept of administration.
- Where a child may need to be taken to hospital, their medication (even if used) and individual health care plan should be taken with them. Parent's give permission for staff to accompany children to the hospital via the individual health care plan.
- If emergency medication is given, parent's should be informed as soon as is possible.

Individual Health Care Plans

Individual Health Care Plans form part of Ormesby Primary School's commitment to ensuring that children with medical conditions are appropriately supported in school. There are various conditions in which a health care plan would be necessary such as; asthma, epilepsy, severe allergies, bowel issues etc. These are written by the child's class teacher, with input from the parents and/or health care professionals, where appropriate. All members of staff who work with the child sign the plan, as do the parents.

The aim of an individual health care plan is to assess and manage the risks to the child's education, health and social well-being and minimise disruption to their education. They detail information regarding the child's condition, its triggers, signs and symptoms and treatment. It explains the resulting need and how this is going to be supported by staff in school. Adults who support the child will be named and arrangements for special occasions (such as school trips) are detailed.

All individual health care plans are reviewed annually and it is the parents' responsibility to inform school of any changes to necessary care throughout the school year.

Children taking short-term medication do not need an individual health care plan.

An individual health care plan should:

- Give correct factual information, as provided by the parent

- Give information that enables staff to correctly interpret the child's medical condition and the action required
- Be kept somewhere that is easily accessible and be taken with the child should they be out of school (e.g. educational visits)
- Provide sufficient detail, so that children can be fully supported

Unacceptable Practice

Governing bodies and senior leaders should ensure that the school's policy is explicit about what practice is not acceptable. Although school staff should use their discretion and judge each case on its merits with reference to the child's individual health care plan, it is not acceptable to:

- Prevent children from easily accessing their medication, or failing to administer 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 advice, evidence or opinion
- Send children with medical conditions home frequently, or prevent them from staying for normal school activities, including lunch, unless this is specified on their individual health care plans
- If a child becomes ill, send them to the school office unaccompanied, or with someone unsuitable
- Penalise children for their attendance if their absences are related to their medical condition e.g. hospital appointments. (It is the responsibility of parents to ensure that evidence of this is seen by school, to avoid any unnecessary complications).
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring parents to accompany the child

Disclaimer

We have taken every endeavour to ensure that the information in this policy is accurate and reflects current statutory guidance relating to children with medical conditions. While Ormesby Primary School will administer medication to children throughout the school day, this will only be carried out in accordance with the above policy. The administration by staff of medication is not a service that the school is obliged to undertake and Ormesby Primary School will not be held responsible for any issues arising as a result of the administration of medication. It is the responsibility of parents to ensure that information held about a child's medical conditions is up-to-date, including contact details.

If any of the above is unclear, please do not hesitate to contact either the head teacher, or Mrs Lyndsey Taylor, to discuss this further.

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will **not** give medicine to your child unless you complete and sign this form, and the Head Teacher has agreed that School staff can administer the medication.

PUPIL DETAILS			
Surname:		First name(s):	
Condition / Illness:			
MEDICATION			
Name / type of medication: (as described on the container)			
Length of time your child will need to take this medication:		Date dispensed:	
		Expiry date:	
<i>Full directions for use:</i>			
Dosage and method:			
Timing:			
Special precautions:			
Side effects:			
Supervised self administration permissible:	Yes	No	(Circle as appropriate)
Procedures to take in an emergency:			
NB If your child refuses to take the prescribed medication, School staff will not force them to do so. In this event you will be contacted immediately. If necessary School will call emergency services.			
CONTACT DETAILS			
Name:		Daytime telephone number:	
Relationship to pupil:		Alternative contact number:	
<p>I understand that I must deliver the medicine to the agreed member of staff in its <i>original container / packaging</i>, together with a clean medicine spoon or measuring cup and be clearly labelled with:</p> <ul style="list-style-type: none"> ▪ Contents i.e. name and type of medicine ▪ Child's name ▪ Date ▪ Dosage ▪ Prescribing doctor's name <p>I accept that this is a service which the school is not obliged to undertake.</p>			
Signature:		Date:	

