



Supporting pupils at school with medical conditions

School Values
ENJOYMENT HONESTY CARING RESPECT
EQUALITY

Larkhall Primary Campus is committed to reducing the barriers to sharing in school life and learning for all pupils. This policy sets out the steps the school will take to ensure full access for all children who require medication and/or have long term medical conditions.

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies.

Aims of this policy

To outline how pupils with medical conditions will be supported so that they have full access to education.

To explain our procedures for managing prescribed medicines which may need to be taken during the school day.

To explain our procedures for managing prescribed medicines on school trips.

To outline the roles and responsibilities of school staff.

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES.

Prescribed Medicines – these will only be administered where an individual medication plan is in place.

Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.

Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines MUST be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.

Medicines that need to be taken three times a day should be taken in the morning, after school and at bedtime so do not need to be administered in school, unless written instructions are given by a medical practitioner to the contrary.

Medication such as paracetamol or aspirin **cannot** be administered by staff unless prescribed by a medical practitioner.

Children with Asthma

Children who have inhalers should have them available where necessary.

Inhalers are kept in a safe, accessible place, usually within the classroom. Children will be expected to take responsibility for their own inhaler, when they are ready or in Key Stage 2 whichever is sooner.

They should be taken to all physical activities.

Inhalers must be labelled with the child's name and guidelines of administration.

It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out/expired.

Allergies

Children who have severe allergies (such as a nut allergy) and need epipen medication, will have their medication close to hand at all times.

Additional Epipens will be stored in an unlocked cupboard in the medical room.

All staff will be made aware of the identity of children who suffer from anaphylaxis.

Where a child has an allergy care plan this will be kept in the child's central folder and within each class medical box.

Storage of prescribed medicines

All medicines should be delivered to a member of staff by the parent/carer. Under no circumstances should medicines be left in a child's possession, other than asthma inhalers.

The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.

All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.

Medicines will usually be kept in the fridge in the office.

All emergency medicines, such as inhalers or epipens, must be readily available to children and staff and kept in an agreed place.

Children may carry their own inhalers where appropriate.

Disposal of medicines

Staff should not dispose of medicines.

Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.

Parents should collect medicines at the end of the agreed administration time period.

Medicines required daily for a period, which have been left at school over a weekend, will not continue to be administered on return to school.

Visits and outings

Children with medical needs are given the same opportunities as other children at Larkhall Primary Campus. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.

Risk assessments are carried out before any visit.

One member of staff will be nominated to have responsibility for the administration of medication.

Roles and responsibilities

Parent/carer

Should give sufficient information about their child's medical needs if treatment or special care is required.

Must deliver all medicines to a member of staff.

Must complete and sign the parental agreement form.

Must keep staff informed of changes to prescribed medicines.

Keep medicines in date – particularly emergency medication such as epipens.

Head Teacher

To ensure that the school's policy on administering medicines is implemented.

To ensure there are members of staff in school willing to volunteer to administer medicines to specific pupils as required.

To ensure staff receive support and appropriate training as necessary.

To share information, as appropriate, about a child's medical needs.

To ensure that parents are aware of the school's medicine administration policy.

To ensure that medicines are stored correctly.

Staff

To check details are accurate and clear on prescription labels.

To ensure that the parent/carer completes a consent form for the administration of medicines.

To complete the 'administration of medicines' record sheet each time medicine is given.

To ensure medicines are returned to parent/carer at the end of the school day.

To ensure medicines are returned to parent/carer for disposal.

If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.

Record keeping

- Medicine should be provided in the original container. Staff should check that written details include;
- Name of child:
- Name of medicine:
- Dose:
- Method of administration:
- Time and frequency of administration:
- Any side effects:
- Expiry date:

A parental agreement form should be completed and signed by parent/carer before medicines can be administered.

Children with Medical Conditions

It is important that school has adequate information about long term medical conditions. A health care plan may be drawn up, involving parents and other health care professionals.

Parents should notify the school office if their child is diagnosed with a medical condition or in the case where medical investigation into a potential medical condition is being undertaken.

All staff should notify the Pastoral Deputy Headteacher, SENCo and Learning Mentor (or Assistant Headteacher responsible for Woodlarks Autism Resource Base) when they become aware of a child's medical condition.

The school will liaise with the School Nursing Service (or other relevant medical professional) and parents in order to understand the nature of the medical condition, the educational impacts, and implications for social and emotional well-being and attendance. Medical care plans will be requested from the relevant professional body. Where further arrangements are required this will be detailed within a child's Personal Passport which is digitally stored and available to be viewed by all relevant staff. These plans will be reviewed at least annually and more frequently if required.

When deciding what information should be recorded on individual healthcare plans, the following will be considered:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;

- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- 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, e.g. risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Confidentiality

The head and staff should always treat medical information confidentially. The head should agree with the parent/carer who else should have access to records and other information about a child.

Staff training

Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly. Liason will take place between school and the school nursing service or other relevant professional body to decide how and by whom training will be provided.

Staff are trained by the school nurse to administer epipens.

Policy agreed by Governors December 2022