

Barford St. Peter's C.E. (V.A.) Primary School

Together we love; together we learn



Medical Policy

Date adopted: March 2025

Review date: March 2027

Aims of the policy

- Our aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- We recognise that children may require on-going support, medicines or care while at school to help them manage their condition and keep themselves well.
- We will receive and fully consider advice from healthcare professionals and listen to, and value, the views of parents and pupils. We recognise the social and emotional implications associated with medical conditions and will support children and families to achieve the best outcomes possible.
- Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may have special educational needs (SEN) and may have an Education, Health and care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.
- The Head teacher, governors and staff of Barford St. Peter's Primary school have a responsibility to ensure that children with medication needs receive appropriate care and support in order to play and full and active part in their school life.

Roles and Responsibilities

- The Head teacher, senior leaders of the school and governors will ensure that the school's medical policy is adhered to by all school staff.
- The SENDCO will liaise with parents to ensure appropriate and consistent implementation of medical needs provision as outlined in Education Health and Care Plans.
- The effectiveness and appropriateness of medical provision will be reviewed during the annual review process or sooner if necessary. This will help to identify any further training or advice needed for staff supporting children with medical conditions. It will ensure sufficient trained numbers of staff are available to implement the policy and will adapt to any new situations to promote best outcomes for children.

School Staff

- Any member of school staff may be asked to provide support for pupils with medical conditions, including the administering of medicines, although they are not required to do so. School staff undertaking medical duties will be receive sufficient training to undertake medical tasks and will achieve the necessary level of competency before they take on responsibility to support children with medical needs.
- Staff **should not** give prescription medicines or undertake healthcare procedures without appropriate training. The SENDCO is responsible for arranging staff training and ensuring that all relevant staff are made aware of the children's medical conditions. Additional risk assessments will be carried out for school trips, residential stays and other school activities.
- Where a child is returning to school following a period of hospital education or alternative provision, school staff will work closely with parents and other partners to ensure a successful and smooth reintegration.
- Specialist health care professionals may provide advice on developing health care plans and support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

- All school staff, as well as supply teachers and volunteers working school, should familiarise themselves with children with medical conditions. This will be a part of the induction process for new staff.
- Class teachers must display medical information for children in their class discretely in their classroom.
- Class teachers must have medical bags clearly displayed in their classroom and alert all visitors to the classroom where this is stored.
- A designated adult will check the expiry date on emergency medicines (such as inhalers and epipens) stored in the classroom at least once per half term, and always before administering.

Pupils

- Pupils should be fully involved in discussions as much as possible about their medical needs and the support they require. This will include encouraging children who are competent managing their own medicines and procedures as reflected in their health care plans.

Parents

- Parents should provide the school office with the most up to date information about their child's medical needs, which will be treated in the strictest of confidence. However, this information may be shared with the child's class teacher and SENDCO as appropriate. They should work in partnership with the school and health care professionals to develop and review the health care plan.
- Parents should carry out any actions identified on their child's health care plan and/or medical requirements e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
- Parents will ensure they adhere to the following school guidelines:
 - Keep their child at home if acutely unwell or infectious for the recommended period of time.
 - Where the pupil travels on school transport with passenger assistants, parents should ensure they have written instructions relating to any medication sent with the pupil.
 - Renew any medication when supplies are running low and ensure that the medication supplied is within its expiry date.
 - Deliver each item of medication to the school office in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
 - Pupil's Name
 - Name of medication
 - Dosage Frequency
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date
 - Notify the school/ in writing if the pupil's need for medication has ceased.

Local Authority

- Local authorities have a duty to promote co-operation between relevant partners with the view to improving the wellbeing of children.

- Local authorities provide advice, support and training to ensure that support specified within healthcare plans is delivered effectively.
- Local authorities have a duty to make arrangements when it is clear that a child will be away from school for 15 days or more (whether consecutive or cumulative across the school year) because of health needs.

The Governing Body

The Governing body will ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. This includes ensuring staff have adequate training. They should ensure that the Medical Policy is reviewed annually.

Training

The SENDCO will arrange appropriate training for any other members of staff who are supporting children with specific medical needs.

The school undertakes annual Epipen training.

Administration of Medication for Temporary Medical Conditions (for children without an EHCP or care plan)

- School staff **will not administer prescription or non-prescription medication**. There is a high level of risk for the child and for school staff when administering medication, which cannot be mitigated. Therefore prescription medication will only be administered in exceptional circumstances with permission from the head teacher or SENDCO.
- A child under the age of 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- The vast majority of medications for children are prescribed in dose frequencies which enable them to be taken outside of school hours. For example, if the medication is to be taken 3 times per day, the doses could be administered before school, after school, and in the evening.
- If a parent wishes a child to have a dose of medication during school hours, they will be allowed to come into the school entrance to administer the medication themselves.
- If a child attends after school club, exceptions will be made for the administration of medication, with prior consent from the head teacher or SENDCO.

Administration of Medication for Permanent Medical Conditions or for children with EHCPs or Care Plans

- All medicines must be in the original container. They must be in date, labelled with the child's name, instructions for administration, dosage and storage.
- All medicines will be stored safely in a lockable cabinet in the school office, or refrigerator if required. They will be placed in a clear bag which clearly states the child's name and class. Signed permission to administer the medicine will be stored with the medicine inside the bag.
- The Head teacher, office staff, senior midday supervisor or senior leaders may administer a controlled drug to the child whom it has been prescribed by a doctor. When administering medicine, the above named adults will:
 - Check the name, date and dose on the bag
 - Read the permission slip inside the bag
 - Read and check the name, date and dose on the medicine bottle
 - Ensure the child is in a comfortable position

- Have water available for the child should they require it
- Medicines no longer required will be returned to parents to arrange for safe disposal.
- If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Emergency Medicines & Inhalers

Children with emergency medicines such as inhalers and epipens will know where their medicines are kept and must be able to access them immediately. All lunchtime supervisors must know the location of children's medications within each classroom. Medical bags will always be taken by the class teacher or teaching assistant on school trips.

Unacceptable practise

Barford St. Peter's Primary School follows Department for Education guidelines which state schools must make explicit the following unacceptable practices:

- Preventing children from accessing their medication
- Assuming every child with the same condition requires the same treatment
- Ignoring views of the child and parent (although this may be challenged)
- Sending children with medical conditions home frequently or preventing them from staying for normal school activities, unless this is specified in the health care plans.
- Preventing children from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition effectively.
- Requiring parents to attend school to administer medication or to provide medical support to their child, including with toileting issues which have a medical diagnosis.
- Preventing children from participating in any aspect of school life.

Complaints Procedure

Should parents or pupils be dissatisfied with the medical support provided for their child they should discuss their concerns directly with the school SENDCO or Head teacher. If this does not resolve the issue a complaint should be made via the school's complaint procedure. Please request a copy of this from the school office.

Healthcare Plans

Healthcare plans ensure that the focus remains on the individual child's needs and consider how their medical condition impacts on their school life. They provide clarity of what actions need to be taken, when they need to be carried out by and whose responsibility these actions are.

When the school is notified that a pupil has a medical condition, the SENDCO will meet with parents and healthcare professionals. Decisions will be made as quickly as possible regarding transition arrangements, staff training or support and these actions will be kept under review according to the needs of the individual child. Healthcare plans will be reviewed annually or more frequently should the child's needs change significantly. This will be done in consultation with both the parents and child concerned.

Healthcare Plan details will consider the following;

- The medical condition, its triggers, signs, symptoms and treatments.

- The pupils needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, 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 own medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide 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.
- Who in the school needs to be aware of the child's condition and the support required.
- Written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.
- Separate arrangements of 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.
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with the information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements.

Emergency Procedures

In a medical emergency, the Head Teacher or senior leader should be informed immediately. The following process will be followed:

- Dial 999 and inform Emergency Services of the child's condition.
- Ensure a paediatric trained first aider stays with the child at all times.
- Notify the child's parents as soon as possible

Educational Visits / Residential Visits / Sporting Activities

- No child will be excluded from taking part in any of the above unless their medical condition prevents them from doing so.
- All appropriate arrangements will be made to allow the pupil the opportunity to participate.
- A Risk Assessment will be conducted to ensure safe participation.