

Paget Primary School
Managing Medical Conditions and Medicines in School
2023

Rationale:

Schools have a responsibility for the health and safety of pupils in their care. In the case of pupils with special medical needs, this may mean making special arrangements for particular pupils and individual procedures may be required.

Section 100 of The Children and Families Act 2014 places a duty on school to make arrangements for children with medical conditions. Pupils with special medical needs have the same right to admission into school as other children, and cannot be refused admission or excluded on medical grounds alone. It is important that parents feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe. Teachers and other school staff have a common law duty to act in loco parentis and may need to take swift action in an emergency.

The prime responsibility for a child's health lies with the parent who is responsible for the medication and should supply the school with any relevant information.

Definition:

Pupils' medical needs can be broadly summarized as being of two types:

1. Short-term- affecting their participation in school activities while they are on a course of medication.
2. Long-term -potentially limiting their access to education and requiring extra care and support (deemed special medical needs)

Aims:

The Head Teacher has overall responsibility to ensure this policy is implemented and ensure that staff are suitably trained. At Paget, our aims are to:

- Ensure all children have full access to the curriculum
- Educate staff and children in respect of individual special medical needs
- Complete risk assessments for school visits and other school activities outside of the normal timetable
- Liaise as necessary with medical services in support of individual pupils
- Monitor and keep appropriate records
- Ensure all staff understand their duty of care to children in the event of an emergency
- Ensure all staff feel confident in knowing what to do in an emergency
- Ensure all staff receive training on the impact that medical conditions can have on pupils
- Encourage pupils with medical conditions to take control of their condition

Entitlement:

At Paget we accept that pupils with medical needs should be assisted if at all possible, and that they have the right to a full education.

We believe that pupils with medical needs should be enabled to have full attendance and receive the necessary proper care and support.

In line with safeguarding duties, we ensure that pupils' health is not put at risk from, for example, infectious diseases. Therefore, the school do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

At Paget we accept all employees have rights in relation to supporting pupils with medical needs as follows:

- To receive appropriate training
- To work to clear guidelines
- To bring to the attention to the Senior Leadership team any concern or matter relating

to supporting pupils with medical needs

Individual Healthcare plans

The SENCo is responsible for developing individual healthcare plans with parents and healthcare professionals. These provide clarity about what needs to be done, when and by whom. Not all children will require one.

The plans will be easily accessible to all who may need to refer to them, whilst preserving confidentiality.

Plans will be reviewed annually or earlier if the child's needs have changed.

Staff training in dealing with medical needs

Each year lists are compiled for each class informing staff of known medical conditions. Staff receive training every year on asthma, allergies, epilepsy and diabetes. This training is delivered by the School Nurse. A record of staff attending training is by the Deputy Head along with staff who have consented to administer emergency medication (Epipen).

Emergency Procedures

In the event of an emergency, an ambulance will be called and the child will be accompanied to hospital, if required, by a member of staff. Parents will be notified after the ambulance has been called.

Administration of Medicine

We ask parents to request that their doctor, wherever possible, prescribes medicine which can be taken outside of the school day. However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day. We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this policy which is in line with the BCC document "The Administration of Medicines in Schools and Settings"-

Non-prescription medicines may be administered in school with the express consent of the Head Teacher in their absence, a designated person.

Administration & Storage of Medication in School

Should a pupil need to receive medication during the school day, parents / carers will be asked to come into school and personally hand over the medication to staff in the school office.

Prescription medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the pupil's name, name and strength of medication, dosage and instructions for administration printed clearly on the label. The expiry date and dispensing date also need to be included.

In all cases (prescription or non-prescription) the form 'School Medication Consent Record' (obtained from the school office) should be completed by the parent / carer. This will be kept in the office in the main reception.

A record of the administration of each dose will be kept on the 'School Record of Medication' form, which will be signed by the member of staff who administered the medication.

Reasons for any non-administration of regular medication should be recorded and the parent / carer informed on that day. A pupil should never be forced to accept a medication. "Wasted doses" (e.g. tablet dropped on floor) should also be recorded.

Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.

If medication needs to be replenished, this should be done in person by the parent / carer.

Should the pupil be required or is able to administer their own medication e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibilities in this area.

Storage & Disposal of Medication

Asthma inhalers will be kept in the pupil`s classroom and will be accessible to the pupils at all times

Allergy medication is stored in set bags, with copies of alert cards in the Deputy Heads office. A regular check will be made of the medication cabinet at least termly, and parents / carers will be asked to collect any medication which is out of date or not clearly labelled. If parents / carers do not collect this medication; it will be taken to the local pharmacy for disposal.

School trips, visits and after school clubs

Children with medical needs are encouraged to take part in school trips and visits as well as after school clubs. Where necessary risk assessments are carried out for these children. All staff should be aware of any medication needed and be able to administer it. A copy of any Individual Care Plans should be taken on visits in the event of the information being needed in an emergency

Review Date 10.2023