

# **St Oswald's C of E Primary School**



TO SERVE ONE ANOTHER

## **Medical Policy**

**Policy reviewed: March 2021**

**Policy ratified: April 2021**

**Next reviewed: March 2023**

# St Oswald's C of E Primary School



## **MANAGING MEDICINES AND SUPPORT CHILDREN WITH MEDICAL NEEDS**

This policy is in lined with DFE 'supporting pupils at school with medical conditions' September 2014 (last updated August 2017)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

### **Introduction**

Our aim is to ensure that all children with medical conditions 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.

At St Oswald's Primary School we receive and fully consider advice from healthcare professions 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.

### **Roles and Responsibilities**

#### **Headteacher**

The Headteacher ensures that the school medical policy is developed and effectively implemented with partners. The school staff are aware of the policy and understand their role in the implementation

The Headteacher has overall responsibility for the development of health care plans. However, the day to day management of healthcare plans has been delegated to the Family & Inclusion Leader working in partnership with parents, healthcare professionals and where appropriate social care professionals.

The Headteacher makes sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

The Headteacher will liaise with the Inclusion Leader/SEN Leader to monitor the effectiveness of medical provision. This will help identify any further training /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 cannot be required to do so.

School staff undertaking medical duties will receive sufficient training to undertake medical tasks and will achieve the necessary level of competency before they take on the responsibility to support children with medical needs.

Staff should not give prescription medicines or undertake healthcare procedures without appropriate training.

The School Business Manager supported by the Inclusion Leader is responsible for arranging staff training and ensuring that all relevant staff are made aware of the child's medical condition. 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 professionals/partners to ensure a successful and smooth reintegration.

The Inclusion Leader takes the lead in writing health care plans and will meet with parents and staff to devise and review them (this is done on an annual basis)

Specialist health care professions may provide advice on developing health care plans and support in school for children with particular conditions (eg. Diabetes, epilepsy)

## **Parents**

Parents should provide school with the most up to date information about their child's medical needs.

Parents 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 eg. Provide medicines and equipment and ensure they are or another nominated adult are contactable at all times.

Parents will ensure they adhere to the following school guidelines:

- Provide complete written and signed instructions for any prescribed medications as without this the school cannot administer them
- Keep their children at home if acutely unwell or infectious for the recommended period of time
- Provide reasonable quantities of medication at a time (for example, a maximum of four weeks supply at any one time)
- 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 staff in the 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 of administration
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date
- Notify the school/in writing if the pupil's need for medication has ceased
- Abide by the rule that the school cannot administer any medicines that have not been prescribed by a Doctor.

## **Children**

It is important that the dignity of children is upheld when medical care is administered. Therefore, staff must consider a quiet and private area for administering if this is appropriate.

The feelings and emotions of the child must also be taken into account and if a child refuses to take a medication, then it must not be forced on them. Instead, parents should be contacted immediately to discuss the next steps to support the procedure.

## **Local Authority**

Local authorities have the duty to commission school nurses and to promote cooperation 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 the 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 this policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils with medical conditions.

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.

## **Training**

Whole staff awareness training regarding supporting children's medical needs is in place and regularly updated.

The school undertakes First aid training which involves EpiPen training.

## **Procedures for managing medicines**

Medicines should only be administered in school when it would be detrimental to a child's health or school attendance not to do so.

A child under the age of 16 should never be given medicine containing aspirin unless prescribed by a doctor.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.

All medicines must be prescribed by a Doctor and in the original container. They must be in date, labelled with the child's name, instructions for administration, dosage and storage. The exception being insulin which still must be in date but will generally be available to schools inside an insulin pump or pen, rather than in original container.

All medicines will be stored safely. Children and staff will know where their medicines are kept and must be able to access them immediately. Healthcare plans, medicines and equipment will accompany children on all trips.

**Exception** – asthma inhalers are stored in the child's classroom, to enable pupils to access them without delay. They are stored in a location which is clearly visible. The plan for administration should be clearly displayed near it. A note will be sent home to inform parents that their child has used their inhaler if this is more than stated on the health care plan. School have a register for children who have been diagnosed with Asthma and this is visible on the school's Scholarpack website and each child will have an Individual health care plan also visible on Scholarpack.

Staff may administer a controlled drug to the child whom it has been prescribed by a Doctor. A record will be kept and instructions will be followed.

Medicines no longer required will be returned to parents to arrange for safe disposal. Sharps boxes are available in the office for the safe disposal of needles.

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.

### **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.

Healthcare plans provide clarity of what actions need to be taken, when they need to be carried out by and whose responsibility these actions are. It is the Inclusion Leader's responsibility to ensure that all staff working with a child have been given access to their Healthcare plan. Staff are made aware of the confidentiality and sensitivity that such information should be dealt with.

When the school is notified that a pupil has a medical condition, the Inclusion Leader/SEN Leader will meet with parents/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. All healthcare plans are reviewed annually.

### **Disposing of clinical waste**

There is a yellow clinical waste bin at the entrance to the office in order to dispose of swabs and dressings. Staff wear protective gloves and PPE when dealing with any hazardous or bodily liquids.