



# **St. LAWRENCE PRIMARY SCHOOL**

## **Supporting Pupils with Medical Needs**

This policy is drawn up in consultation with staff and is based on the DFE 2014 statutory guidance publication 'Supporting pupils at school with medical conditions'.

### **Pupils with Medical Needs**

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medicine.

Other pupils have medical conditions that, if not properly managed, could limit their access to education, affect their quality of life and may be life-threatening.

### **Support for pupils with Medical Needs**

Parents or guardians have the prime responsibility for their children's health and should provide the school with information about any medical condition.

**There is no legal duty which requires school staff to administer medicine; this is a voluntary role.**

The Head Teacher is responsible for assessing training needs on an annual basis and ensuring that:-

- Sufficient staff are suitably trained to ensure someone is always available in case of staff absence
- All relevant staff are made aware of children's conditions, including supply teachers
- Risk assessments are in place for school visits and activities both within and outside of the normal school day
- Individual healthcare plans are in place and monitored

### **Short Term Medical Needs**

Medication should only be taken to school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. ***Parents should ask the prescribing doctor or dentist about this.***

However, the school recognises that sometimes children do need to take medicines in school time, usually if 4 or more doses are required in a 24 hour period. If this is the case, there has to be prior written agreement, on the request form, from parents for any medication to be given to a child. This written agreement must also include the dosage.

Medicines must be handed over to the office in the original named container.

The class teacher or teaching assistant are the authorised volunteer personnel who can administer medicines (apart from inhalers and the medicines to treat Anaphylaxis and Diabetes). Any dose given is noted on the back of the request form and initialled by the staff member.

### **Non-Prescription Medication**

The school will not generally give non-prescribed medication to pupils, unless a doctor's note is provided.

### **Long term Medical Needs**

The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. The school will need to know:

- Details of the condition
- Special requirements
- Medication and any side effects
- What to do, and who to contact in an emergency
- The role the school can play

### **Administering Medicines**

No pupil should be given medication without written parental consent. Authorised personnel should check:

- Pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

### **Self Management**

It is good practice to allow pupils who can be trusted to do so to manage their own medication from an early age. With this aim in mind, and for reasons of immediacy, children with inhalers will be expected to administer the required dose themselves and record in the class medical book. At the teacher's discretion, KS2 children may also carry their inhaler or keep it in their drawer, with parental consent. Other inhalers should be kept in the classroom in a safe place known and accessible to the children. All inhalers must be named. Children are reminded not to share inhalers.

### **Refusing Medication**

If pupils refuse to take medication, the school will not force them to do so and will inform parents immediately.

### **Record Keeping**

Parents are responsible for supplying information about medicines and for letting the school know of any changes to the prescription or the support needed. Parents/carers are responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to replace any medication with a replacement before expiry. A record will be kept of the date and time any medication is administered and made available to parents (with inhalers, this will be kept in the child's pack in the classroom and parents/carers should check regularly whether replacement is required/child's usage). Parents should provide an Asthma Management Plan, available from the GP, for use in school.

### **School Trips**

Pupils with medical needs are encouraged to participate in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place.

Sometimes an additional adult might accompany a particular pupil. There may also be the need to undertake a risk assessment for a particular child.

### **Sporting Activities**

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example. Teachers supervising sporting activities are made aware of relevant medical conditions.

### **Storing Medication**

Any medication should be provided in the original container that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and within expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non health care staff should not transfer medicines from their original containers.

Medicines are kept in the medicine cabinet or when necessary in the staffroom fridge, in a clearly labelled container with restricted access, apart from Inhalers which will be kept in the classroom or with the child.

**Disposal of Medicines**

The school does not dispose of medicines. Parents should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

**Hygiene Control**

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

**Emergency Procedures**

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff in the absence of a parent.

**Health Care Plans**

Some children require an individual health care plan to identify the level of support that is needed at school. The principal First Aider is responsible for ensuring that Health Care Plans are drawn up if required and identify specific training needed by volunteer staff. Staff should not give medication without appropriate training.

Training is given on an individual child basis, by the local health authority (usually the school nurse) for administering epipens.

Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment.

Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances.

This policy will be reviewed every 2 years, or sooner if circumstances change.

Signed: .....

Chair of Governors

Date: .....

Review Date: January 2021