

# Moldgreen Community Primary School

Supporting Children with Medical Needs and  
Managing Medicines Policy



January 2020

## 1. Introduction

At Moldgreen Community Primary School, 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.

- a) 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.
- b) At Moldgreen Community Primary School, we receive and fully consider advice from healthcare professional 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.
- c) 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.
- d) The Headteacher, governors and staff of Moldgreen Community Primary school wish to ensure that children with medication needs receive appropriate care and support in order to play a full and active part in their school life. regular/daily basis, if required.

## 2. Roles and Responsibilities

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

- a) The Headteacher retains overall responsibility for the development of health care plans. However, the day to day management of healthcare plans has been delegated to the school SENCo, working in partnership with parents, school staff, healthcare professionals and where appropriate, social care professionals.
- b) The Headteacher makes sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- c) The Headteacher will liaise with the SENCo and other involved professionals to monitor the effectiveness of medical provision. This will help to 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 promoted best outcomes for children.

### **3. School Staff**

- a) 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. Administering of medicines will always be undertaken and logged by two members of staff together– one of whom should be first aid trained.
- b) 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 responsibility to support children with medical needs.
- c) Staff should not give prescription medicines or undertake healthcare procedures without appropriate training.
- d) The SENCo supported by the Headteacher 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.
- e) 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.
- f) The School Nurse/Medical Professional/SENCo will take the lead in writing healthcare plans and will meet with parents and staff to devise and review them, providing training and advice where necessary.
- g) 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).

### **4. Pupils**

Pupils are often best placed to provide information about how their condition affects them and should be fully involved in discussions as much as possible about their medical support needs. This will include encouraging children who are competent managing their own medicines and procedures as reflected in their health care plans.

### **5. Parents**

- a) Parents should provide the SENCo with the most up to date information about their child's medical needs.
- b) Parents should work in partnership with the school and health care professionals to develop and review the health care plan.
- c) 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.

d) Parents will ensure they adhere to the following guidelines:

- Provide complete written and signed instructions for any prescribed medication 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 (e.g. a maximum of 4 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 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 of administration
- Date of dispensing
- Storage requirements
- Expiry date

e) Parents must notify the school in writing if the pupil's need for medication has ceased.

## **6. The Governing Body**

a) 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 at school with medical conditions.

b) 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.

## **7. Training**

a) Whole staff awareness training regarding supporting children's medical needs will be carried out at the beginning of each term.

b) New members of staff and volunteers will have this training as part of their induction package. Arrangements for this have been set out in the induction policy.

c) The school undertakes regular Epipen training and other training matched to the individual child's health care plan.

## 8. Procedures for managing medicines

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

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

c) **Prescription Medicines:** All medicines prescribed by a Doctor should be in the original container, 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 pen, rather than in the original container. Where possible the child should have used the medication before it is administered by school to ensure they do not suffer any allergic or other adverse reaction. The parent/carer must speak to the health care professional or pharmacist supplying the medication to determine whether the timing of medicines can be such that administration during school time is minimised.

**Non-Prescription Medicines:** Non-prescription medicines are medicines which can be bought from a pharmacy or other shop e.g. a supermarket. These medicines, including tablets and creams can be administered in school. Medicines must be provided in the original packaging, with clear directions for administration including dosage and storage. School will require written consent from the parent/carer and confirmation that the child has used this medication before and did not suffer any allergic or other adverse reaction. School will also confirm that the maximum dosage will not be exceeded if they are administered.

d) 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.

e) Staff may administer a controlled drug to the child when it has been prescribed by a Doctor. Two staff must be present, one of whom should be first aid trained. Both members of staff will check dosage prior to medication being administered, instructions will be followed and a record will be kept which both members of staff will sign.

f) Medicines no longer required will be returned to parents to arrange for safe disposal.

g) 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.

## 9. Unacceptable practice

Moldgreen Community Primary School follows Department for Education guidelines which states 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. If the child becomes ill, sending them to the school office unaccompanied or with someone unsuitable.
- Penalising children for their attendance record if absences are related to their medical condition e.g. hospital appointments.
- Preventing children from drinking or eating or taking toilet breaks whenever they need in order to manage their medical condition effectively.
- Requiring parents to attend school to administer medication (when it is not possible to administer outside of school hours) or to provide medical support to their child, including with toileting issues.
- Preventing children from participating in any aspect of school life.

## **10. Complaints Procedure**

- a) Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school.
- b) If for any reason 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.

## **11. Healthcare Plans**

- a) Healthcare plans ensure that the focus remains on the individual child's needs and consider how their medical condition impacts on their school life.
- b) 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.
- c) When the school is notified that a pupil has a medical condition, the SENCo 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. All healthcare plans are reviewed as required.

**The Policy will be reviewed annually**