

SANDWOOD PRIMARY SCHOOL & LCR



Medical Policy



This policy sets our guidance on the principles that should apply to medical conditions, including the administration of medications.

The Headteacher is responsible for ensuring:

- all staff are aware of this policy on supporting pupils with medical conditions and understand their role in its implementation and follow the correct procedures.
- This policy clearly identifies how the roles and responsibilities of staff who are involved in the arrangements to support pupils at school with medical conditions are made clear to all staff, parents/carers and the child.
- all relevant staff are aware of an individual's child's medical condition and needs.
- that sufficient numbers of staff received appropriate training to fulfil the roles and responsibilities of supporting children with medical conditions.
- that a system is in place which identifies procedures to be followed on receipt of a notification of a pupil's medical needs; procedures should cover any transitional arrangements or when a pupil's needs changed.
- that cover arrangements are always available in the event of staff absence or staffing changes.
- risk assessments relating to the school, environment are in place, as appropriate including consideration for actions to take in the event of an emergency situation.
- risk assessments relating to off-site visits, residential trips and extended school opportunities offered outside the normal timetable are in place as appropriate.
- the notification procedure is followed when information about a child's medical needs are received.
- parents/carers provide full and up to date information about their child's medical needs.
- administration of medication for is completed.

Staff Responsibilities

- Any member of staff may be asked to provide support for a child with a medical condition, including the administration of medicine (s) and medical interventions (s), although this is purely on a voluntary basis.
- School staff will receive sufficient and suitable training and achieve competency before they take on responsibility for supporting children with medical conditions.

Parents/carers are required to:

- Provide the school with sufficient and up to date information about their child's medical needs and to update it at the start of each school year, or if needs change.
- Complete administration of medication sheet.
- Provide up to date emergency contact information
- Provide any medication in its original packing with the pharmacy label stating the following:
 - Child's name
 - Child's date of birth
 - Name of medicine
 - Frequency/time medication administered
 - Dosage and method of administration
 - Special storage instructions

- Ensure medicines or resources associated with the delivery for a medical intervention have not passed the expiry date.
- Collect and dispose of any medicines held in school at the end of each school year.
- Provide any equipment required to carry out a medical intervention.

Managing Medicines/Medical interventions on school premises.

- Medicines/medical interventions will only be administered at school when it would be detrimental to a pupils' health or attendance not to do so.
- It is expected that parents/carers will normally administer medication/medical interventions during their time at home, where at all possible.
- No medication /medical intervention will be administered without prior written permission from the parents/carers (Administration of Medication sheet)
- No changes to administration method or dosage of medication or changes in procedures relating to medical interventions will be carried out without written authority from parents/cares and recorded appropriately (Administration of Medication sheet).
- All medicines/medical interventions will normally be administered during school breaks and/or lunchtime.
- If, for medical reasons, medicine has to be taken at other times during the day or a medical intervention delivered at a different time, arrangements will be made for this.
- Pupils will be told where their medication/medical intervention equipment and resource are kept and who will administer them
- Any member of staff on each occasion giving medicine/medical intervention to a pupils should check:
 - Name of pupil
 - Written instructions provided by parent/carer/health care professions
 - Prescribed dose (if appropriate)
 - Expiry date
- Any member of staff will make a written record of medication/medical intervention.

Refusing medication/medical intervention

- If a child refuses to take their medication/medial intervention, staff should not force them to do so. Refusal should be recorded and parents/carers informed immediately.

Controlled and non-controlled drugs

- Controlled drugs will be kept in a non-portable locked cabinet (Kingfisher Corner). Only named staff have access.
- Records of administration on dosages given and the amount stored on the premises. should be kept
- All medicines and medical equipment will be stored safely

Records

- The school will keep a record of all medicines/medical interventions administered on each occasion, including the following:
 - Name of pupil
 - Date and time of administration
 - Who supervised the administration
 - Name of medication
 - Dosage
 - A note of any side effects/reactions observed

Training

- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. A First Aid certificate does NOT constitute appropriate training in supporting children with medical conditions.
- All staff will be made aware of the school's policy for supporting pupils with medical conditions and their role in its implementation.
- Specialist training and advice will be provided by appropriate healthcare professionals e.g. specialist epilepsy nurse.
- Training will be provided as and when appropriate.
- Supporting a child with a medical condition during school hours is not the sole responsibility of one person.
- Training will ensure that sufficient members of staff are competent and have confidence in their ability to fulfil any medical requirements. The school will make every effort to ensure that specialist training will be completed as quickly as possible to ensure that a child is able to attend school safely.
- A record of training will be kept, identifying the date review or refresher training where appropriate.

Intimate and Invasive care

Cases where intimate or invasive care is required will be agreed on an individual basis.

Off-site and extended school activities

- Pupils with medical conditions will be actively supported in accessing all activities on offer including school trips, sporting activities, clubs and residential trips.
- Preparation, risk assessment and forward planning for all off-site and extended school activities will take place in good time to ensure that arrangements can be put in place to support a child with a medical condition fully.
- School will consider what reasonable adjustments need to be out in place to enable children with a medical condition to participate fully.
- School will carry out a thorough risk assessment to ensure the safety of all pupils and staff. In the case of pupils with medical needs the risk assessment will require consultation with the child, parents/cares and relevant health care professionals to ensure the pupil can participate safely.
- In some instances evidence from a clinician may state that participation in some aspects offered is not possible. Where this happens the school will make alternative arrangements for the child.

Managing emergencies and emergency procedures

- The Headteacher will ensure that all staff are aware of the school's general risk assessment processes and planned emergency procedures
- A Personal Emergency Evacuation Plan (PEEP) that details the actions to be taken by staff to support the child's evacuation from the building will be in place where appropriate.
- School will follow the procedure for contacting the emergency services.

Confidentiality and sharing of information within school

- School is aware of the need to manage confidential information sensitively and respectfully, maintaining the dignity of the child and family at all time.
- School will disseminate information to key members of staff involved in the child's care on a needs-to-know basis, as agreed with parents/carers.
- School will ensure that arrangements are in place to inform new members of staff of the child's medical needs.
- School will ensure that arrangements are in place to transfer information on a child's medical needs to staff during any transition.
- Each class has a list of medical conditions – this is updated yearly.

Asthma

- School has an asthma policy in place and an overview of children who have this condition.
- Asthma posters outlining guidance are in place throughout the school and in Forward Planning Folders.