



# Supporting Pupils with Medical Conditions Policy

<b>Committee ownership for this policy:</b>	FGB
<b>Must be approved by FGB:</b>	Yes
<b>Required by: 1 / 2</b> <ul style="list-style-type: none"> <li>Where 1 is indicated, the requirement is statutory</li> <li>Where 2 is indicated, the requirement is recommended</li> </ul>	1
<b>Frequency of review:</b>	Every three years
<b>Date last reviewed:</b>	October 2017
<b>Date of next review:</b>	October 2020
<b>Display on website:</b>	No
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>- To ensure compliance with Section 449-462 Education Act 1996</li> <li>- To ensure compliance with Schools' Financial Regulations and Standing Orders</li> </ul>
<b>Consultation:</b>	F&R committee
<b>Links with other policies:</b>	

At Kew Riverside Primary School Primary we are committed to ensuring that all our children learn successfully. We recognise that it is the responsibility of all stakeholders in school to work in partnership with other agencies, parents and children to contribute to the identification and support of pupils' medical needs. We believe that in so doing each child with needs will be properly supported so that they have full and equal access to learning, including school trips/journeys and P.E.

The Board of Governors has a responsibility to monitor that all arrangements are in place for a child's additional medical needs. The implementation of clear procedures for early identification and assessment, involvement of parents, systematic action and planning, appropriate record keeping and monitoring of needs are all critical to maximizing a child's achievements.

Kew Riverside Primary School is an inclusive school, where every pupil with a medical need has entitlement to fulfill his/her optimum potential. This is achieved by ensuring the wellbeing of all pupils in relation to: being healthy, staying safe, enjoying and achieving, making a positive contribution, and achieving social and economic wellbeing.

This policy is written under the statutory guidance issued by the Secretary of State and the **Children and Families Act 2014**.

## **PURPOSE**

To ensure that children with medical needs receive proper care and support in the school setting. To ensure that clear procedures are in place for the safe storage, handling and administration of medicines. To provide clear guidelines to enable parents and staff to work together so that children with medical needs attend school regularly.

## **SUPPORT AND CARE OF CHILDREN WITH MEDICAL NEEDS**

Close co-operation between the school, parents, health professionals and other agencies is essential so that each child can have a successful and fulfilling school experience where they are cared for, stay safe, enjoy and achieve.

Children with long term medical needs are identified and known to all staff. For children who attend hospital appointments on a regular basis, special arrangements and liaison with the hospital and school may be necessary. Some children will need a written health care plan involving the parents and relevant health professionals to ensure that staff are aware of their specific needs and what to do in an emergency. Where children have specific needs, training and advice will be arranged with local health professionals (see Appendix 1).

All class teachers and staff concerned are provided with a confidential up-to-date list of medical needs. Files containing individual medical plans and class lists of needs are kept in the office, medical room and the headteacher's office.

## **PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY**

### **Storage, administration and handling of Medicines:**

For safety reasons, all medicines with the exception of asthmatic inhalers and eczema creams are stored centrally in a locked cupboard in the school's medical room. Asthma inhalers and eczema creams are stored in medical room. All medicines are handled by adults only, with the exception of asthma inhalers. Children administer their own inhalers. Children needing to apply eczema creams may apply these themselves under adult supervision. If the child needs assistance to apply creams, parental written permission will be required.

Two epipens (for those who need them) are required on site. One is stored securely in the medical room and one in an individual clearly marked emergency box in the child's classroom.

Parents are asked to deliver any medication to school via the school office and to collect them at the end of the day in the same way. Parents must be asked when the last dose was given. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental consent, are appropriately named and in the original doctor prescribed container are allowed in school.

### **Timing of Administration of Prescribed Medicines:**

The designated member of staff for assisting with the administration of medicines will administer the medicines as prescribed at the appropriate time. This varies as some need to be taken with food, whilst others have to be taken an hour before food. Children requiring eczema creams, asthma inhalers, epipens, medazelam or diabetic glucose or insulin etc will have these administered as on the medical plan. The administration of antibiotics should be done at home or the child's parent or nominated person comes into school to administer at lunchtime. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

N.B. Any medicine administered at school will need to be witnessed, checked and recorded by **two staff members.**

## **Parental Authorisation Forms**

Before medication can be given in school, parents must complete the appropriate authorisation for administering medicines in school form or an asthma card, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the School administrator. For children who have extreme eczema, a medical plan will be drawn up.

## **Non-prescribed Medicines:**

Medicines that have not been prescribed by a doctor or dispensed by a chemist such as cough lozenges, hayfever or travel sickness tablets will not be administered by staff and are not to be brought into school. For residential journeys parents may give permission for the administration of travel sickness tablets. This must be in writing and school procedures will be followed when these are administered.

## **Monitoring of Administration of Medicines:**

When a child receives prescribed medication in school, details of the time, the date and amount are to be recorded in the Administration of Medicines log.

## **Administration of medicines on school trips:**

On school outings or residential trips, administration of prescribed medicines will be the responsibility of a designated member of staff. Parents must have completed an authorisation form in advance of the trip and give the medication to the teacher in the original dispensed container, together with any information about administration. All medicines and medical plans are taken on day trips and school journeys as required.

N.B. Asthma and eczema creams would be taken from school and already have parental consent. Administration of these would need to be recorded in the Administration of Medicines log.

## **School responsibilities:**

The school will store medicines safely and supervise appropriate administration in line with the prescriber's instructions and parental consent. If the administration of medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional. Training will depend on individual cases. The school will liaise with the school nurse for advice as necessary.

## **Parental responsibilities:**

It is the responsibility of parents to ensure that a parental consent form is completed whenever their child requires medication at school. Parents must also ensure that all epipens, asthma inhalers and eczema creams held in school are in date. Parents must also inform the school of any possible side effects from

medication that their child is taking. Parents must ensure that medicines that are brought into school are in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Parents must ensure that asthma inhalers taken to football matches etc are returned to school. Parents must dispose of any out of date medicines.

**Defibrillator - Defibtech Lifeline Fully Automatic AED with 5 Year Battery Pack:**

In the event that a defibrillator is required, it is kept in the reception, in a labelled box. As the defibrillator has a long life battery, staff member to simply follow the instructions that are expressed verbally by the pack.

**Staff training:** This will be carried out on a yearly basis and on a new staff needs basis. All staff are trained in the administration of Epipens.

**Confidentiality**

All information regarding an adult or child's medical needs and medication will be treated in confidence by the school.

**First Aid medication- aspirin**

The HSE advises that in the event of someone having a suspected heart attack, they should be asked by a First Aider whether they are allergic to aspirin and if the response is 'No' Aspirin 300mg can be offered to chew slowly whilst emergency assistance is summoned. These tablets will be stored in the office cupboard.

## Appendix 1

RECENT PHOTO TO BE PROVIDED BY PARENT/CARER

**CARE PLAN** (Drawn up in conjunction with parent/carer)

**Name:**

**DOB:**

### Contact Numbers

*Please put name, relationship and number*

- 1.
- 2.
- 3.
- 4.

### Type of allergy, medical condition or illness

*Please provide a brief paragraph (please use second sheet if necessary)*

**Please list any signs & symptoms of your child's condition. For example if your child is allergic to a food, do they get blotchy skin, wheezy etc.**

- 1.
- 2.
- 3.

### What to do if your child has an allergic reaction:

- 1.
- 2.
- 3.

**IF (CHILD'S NAME) HAS A REACTION IN SCHOOL THE DESIGNATED PEOPLE WILL BE:**

1. Designated first aider
2. Head Teacher
3. Deputy Head
4. Assistant Head
5. Any other qualified first aider

**Please return this form to the school office with an up to date photo of your child. You can email a photo through to [parents@KewRiverside.richmond.sch.uk](mailto:parents@KewRiverside.richmond.sch.uk)**

**Thank you.**

