

Kingsfield Primary School

A member of the Active Learning Trust



Statement / Policy Summary	
This policy looks at the school's approach to medical administration within school as well as non-attendance due to medical needs.	
Date ratified:	Spring 2023
Date of review:	Spring 2025

Equalities Impact Statement	
Has this policy fully considered the school's equality objectives and statement?	No
Is there any impact upon the school's equality objectives?	Yes
If 'yes', are these clearly described and their impact assessed?	Inclusion support for children with medical conditions.

1. Procedure for managing medicines during the school day

Prescription medicines are not routinely administered within school. Where there are long term medical needs or attendance difficulties, they may be administered only upon the agreement of the Executive Headteacher / Head of School / School Business Manager and in accordance with this policy.

Should we agree to administer long term medication then medicines will be accepted if they have been prescribed by a doctor, nurse prescriber or pharmacist prescriber.

Medicines must always be provided in the original container as dispensed by a pharmacist and include legible prescriber's instructions for administration. The medicine package must be for the named child.

The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parental instructions.

Medicines that need to be taken three times a day will not be administered during the school day as they could be taken in the morning, after school hours and at bedtime.

Non-prescribed medicines will not be administered.

2. Roles and Responsibilities

The Executive Headteacher / Head of School is responsible for:

- Making day to day decisions about medication within the school.
- Making sure parents / carers and staff are aware of the policy.
- Providing appropriate training for staff where necessary.
- Agreeing with parents / carers / carers exactly what support can be provided.
- Taking advice from health professional when necessary.

Teachers and other staff are responsible for:

- Ensuring that they are informed about the nature of a medical condition and when and where the child may need extra attention.
- Being aware of the likelihood of an emergency arising and what action to take if one occurs.

School staff giving long term medication are responsible for:

- Checking the child's details to ensure they have the RIGHT child.
- Checking the medication label to ensure that the RIGHT medication is given.
- Checking the dosage on the medication label to ensure that the RIGHT amount is given.
- Checking the time on both the school paperwork and medication label to ensure that the medication is given at the RIGHT time.
- Checking both the school paperwork and the medication label to ensure that the medication is given in by the RIGHT route.

Please note that:

- Teachers' conditions of employment do not require them to give or supervise a pupil taking medicine.
- Teaching Assistants will be provided with appropriate training to take responsibility for giving or supervising pupils taking medicine.

Roles and responsibilities of parents / carers:

- Parents / carers include any person who is not a parent of a child but has parental responsibility for or care of a child.
- It only requires one parent to agree to or request that medicines are administered.

- Parents / carers must provide the Executive Headteacher / Head of School with sufficient information about their child's medical needs if treatment or special care is needed.
- Parents / carers must, jointly with the Executive Headteacher / Head of School, reach agreement on the school's role in supporting their child's medical needs.
- Parents / carers must bring all medication into school personally and hand it in to a member of office staff.

3. Written Agreement

Medication will only be administered within school by agreement of the Executive Headteacher / Head of School / School Business Manager and if the following are followed:

- Written confirmation is received using the school form.
- Medicine is prescribed for the named child and in date.
- Medicine is in its original packaging with prescriber's instructions.
- Labels and instructions must be clear and unchanged.
- Paracetamol/Ibuprofen is in a named pack/bottle.

Forms are available from the school office.

4. Staff Training in Dealing with Medical Needs

Support staff and teachers will be trained by health professionals when necessary. This training will be identified by the Executive Headteacher / Head of School on a termly basis.

Support staff giving or supervising pupils taking medicines will be appropriately trained by health professionals where necessary and hold a current first aid certificate.

5. Record Keeping

Parents / carers will complete the school form requesting the administration of a medicine.

The Executive Headteacher / Head of School / School Business Manager will authorise the administration of the medicine.

All medicine provided by a parent will be signed in.

All medicine administered to an individual child will be recorded at the time of delivery.

Any medicine returned at the end of treatment will be recorded.

6. Safe Storage of Medicines

Medicines will be stored strictly in accordance with the product instructions.

Where temperature storage instructions allow, all medicine will be stored in the locked medicine store in the medical room.

If refrigeration is required the medical room fridge will be used.

Emergency medicines such as asthma inhalers and adrenaline pens are stored in individual classrooms and a marked unlocked cupboard in the medical room.

Children are permitted to carry inhalers with them whilst undertaking P.E. or are on a school trip.

7. Emergency Procedures

The school has emergency procedures as outlined in the Critical Incident Policy. Guidance on calling an ambulance is outlined on the child's health care plan.

A member of staff will always accompany a child to hospital if a parent / carer has not yet arrived.

Health professionals are responsible for any decisions on medical treatment when parents / carers are not available.

Staff must never take a child to hospital in their own car; it is safer to call an ambulance.

Individual health care plans should include instruction as to how to manage a child in an emergency.

8. Non-attendance due to medical needs

Kingsfield is an inclusive community and we are welcoming and supportive of pupils with medical conditions. In conjunction with other professionals, parents and the child (where appropriate), we will create an individual health care plan to ensure a clear protocol is in place for staff to follow. The plan will be designed to reduce common triggers that can worsen a medical condition or can bring on an emergency. Appropriate training will be given to staff.

We follow Cambridgeshire Local Authority's approach and flowchart to non-attendance due to medical needs – see Appendix 1 – and will liaise with advisors and parents accordingly.

Please note that it is incumbent on schools to contact the Local Authority when a child is off for more than 15 days.

Appendix 1 – LA Flowchart

The following flow chart provides an over view of the requirement on schools and the Local Authority to meet the needs of pupils with medical needs. It is incumbent on schools to notify the Local Authority on every occasion that a child is ill for 15 days or more and the illness will have a long term impact on attendance. The majority of medical needs cases will have their needs met through the schools adjusting the mainstream curriculum and offering school support.

