

## **Pupils with medical needs**

### **Medication In School:**

At Red Marsh school some of our pupils require medicines to keep them well and enable them to participate fully in the life of the school. Our school vision highlights the importance of safeguarding our pupils. This policy sets out the procedures which help fulfil both these areas.

### ***The policy should be read together with the schools:***

- **Incident, Accident and Reporting Procedure.**
- **Health and Safety Policy.**
- **Educational Visits Policy**
- **Child Protection Policy**

### **Parents and Carers responsibility:**

It is the responsibility of the parents/carers to provide the school with sufficient information about their child's medical needs if treatment or special care is needed. The information will be recorded on:

- a. The class care plans collated by school staff.
- b. The personal health care plans (HCP) collated by the health care team.

The HCP plans will provide detailed information regarding medical treatment for pupils. The class care plans will identify if a pupil has a medical need and if they have a HCP plan.

These plans will be updated as necessary but always annually.

### **Arrangements for receiving medicine in school:**

- Medicines of any description required in school for pupils must be given by parent or carer direct to the transport escort on collection from the home. Medicines will be transported in the blue bags.
- The escort will sign for receipt of these medicines and hand them directly to the health care staff on arrival at school when they will be logged and locked away.
- At the end of the school day the health care team will sign out the medicines directly to the escorts. The escort will return the medication to the parent or carer when the pupil is taken home. Parents sign to say they have been handed over
- Pupils will not carry their medicines and the escort will retain all medications during the journey to and from school.
- Parents or carers who bring their children to school will be asked to hand over medicines directly to the health care team they will sign for the transfer of the medication.
- In the event of a member of the health care team being delayed, a member of the SLT will receive and sign for the medications.
- A designated area in the nurse's room will be set aside for this purpose.

### **Procedures for managing medicines in school:**

Medication may be given routinely or in an emergency.

In every case medication is only given to a pupil where the proper procedures are in place. This means that the medicine must be prescribed (including paracetamol) for that pupil and remain in the original prescribed packaging. Medicines from unlabelled containers will not be given.

Each container must be clearly labelled with the following:

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1. Name of medicine
2. Child's name
3. Dose
4. Frequency of administration
5. Date of dispensing
6. Storage requirements
7. Expiry date

Medicines will not be given unless there is consent from the parent or carer. Consent will be obtained by the health care team.

There must be written instructions regarding the dose and time to be given.

Medicines given in school are usually administered by the health care professionals however trained school staff may also administer medication.

Whenever a pupil stops taking a particular medicine the remaining medication will be returned home.

After first receipt of medicines at school, any changes in medication must be notified to the health care team in writing. Each medicine must be delivered in the original container.

**Medication on trips (including visiting the school swimming pool)**

When pupils are out on trips or at college trained school staff may give medication as directed by the health care team. Similarly staff trained in the appropriate procedure may check blood sugar levels of pupils with diabetes in order to monitor these levels and adjust a diet accordingly.

Before going out on trip staff inform the health care team of the names pupils going out on the trip.

The health care team ensure: the correct HCP plans and medications are ready to be taken on the trip and ensure staff are confident in the procedures. Staff administering medication have a duty to inform the Health care Team and SLT if they do not feel confident and require further training.

The HCP plans details the medication that needs to be taken on a trip for named pupils including rescue medications. The HCP plans provide information on the administration of the medication.

General information sheets for every child must always accompany pupils when out of school. It is the responsibility of every group leader to ensure they know which pupils have a HCP and check they have been given the correct HCP plan and medication.

HCP's, medication and first aid equipment will be carried in the medication/first aid bag. Protective gloves and hand gel, notebook and pen are also carried in this bag so staff can record any incidences and procedures followed while managing medication out of school.

In the event of a pupil becoming ill or having a seizure staff will follow the HCP plan, calling the emergency services if required.

Any member of staff giving medication must check with another adult

- ❖ The child's name
- ❖ Prescribed dose
- ❖ Expiry date

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- ❖ Written instructions provided by the prescriber on the label or container

All staff must call the emergency services if at any time they are concerned about a pupil's health regardless if medication has been given or not.

This information will be shared with the health care team on return to school. The health care team will then record the incident in their notes the EVC will also keep a record of this information. Parent/carers will be informed

All medication is handed back to the health care team following arrangements for receiving medicine in school.

When a trained staff member has administered medication to an individual child they sign the child's medication sheet.

**Record Keeping:**

The health care team will keep a record of all medication coming into and going out of school. Medication given is recorded by the health care team on their drugs cards. If given on a trip the staff will inform the health care team who will record this information.

**Safe storage of medicines:**

The nursing team adheres to the safe storage of medicines guidelines as set by the Royal College of Nursing.

**Risk assessments and emergency procedures:**

In an emergency, the emergency services must be rung immediately and parents/carers and SLT informed. A member of staff should always accompany a pupil taken to hospital by ambulance, and should stay till the parent/carer arrives. Health professionals at hospital are responsible for any decisions on emergency medical treatment when parents/carers are not available. In school the SLT and health care worker liaise in a medical emergency or when a pupil is taken ill.

When a pupil is out of school it is the responsibility of the group leader to make the necessary arrangements to safeguard all pupils.

**Training**

The health care team regularly provide update training for all school staff explaining what actions should be taken in regards to a pupil having: epilepsy, asthma, diabetes, vomiting and diarrhoea and a gastrostomy.

The health care team also ensure named staff have attained certain competences regarding the giving of medication or the managing of a pupil with a medical condition for example a gastrostomy.

A list of staff trained in these competences is kept by the health care team. The deputy head teacher has a list of staff competent in different area.

**First Aid.**

All bumps or knocks to a pupil's head must be referred immediately to the health care team. A bump to the head letter must be sent home. All serious accidents to be reported to the Health Care Team

School staff are responsible for giving basic first aid to pupils and staff. This will be logged in the first aid book and parents informed.

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First aid kits are kept in all classes, on the mini bus and in the pool. These are checked every term. See Medication on trips (including visiting the school swimming pool)

A list of school staff with current First Aid is kept by the deputy head teacher and displayed in the staff room, FE 2 and EYFS rooms.

**Illnesses.**

All staff have a responsibility to report any medical concerns, which are not first aid concerns, about a pupil's to the health care team and the SLT. Parents/carers will be informed if a pupil is taken ill at school or needs to be sent home due to illness.

**Staff medication**

If staff bring medication to school prescribed or bought over the counter their medication must be kept in the staff's locker it must not be left in the classroom in personal bags. If medication must be taken on a school trip the individual member of staff must ensure the medication is kept safely away from the pupils.

**Extended schools provision**

If pupils attend extended schools provision provided in school their medication will be signed out by the health care team to the designated leader at the after school club. The provider will then follow their own protocol which will have been agreed with the SLT at school.

First Aid given at After School Club will follow the providers own protocol which will have been agreed with the SLT at school.