

# Valley Primary School



## Managing Medical Needs

Updated: September 2018

Review Date: September 2019

## **Overview**

- To ensure pupils are correctly looked after when medication is needed in school
- To ensure pupils with medical needs are properly supported in school and to ensure that these pupils have full access to education, including school trips and physical education.
- To ensure that children with medical conditions are emotionally and socially supported.
- To ensure school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

## **Objectives**

- To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
- To make safe provision for the supervision and administration of medication in school time when necessary.
- To support children with long term medical conditions both physically and emotionally to ensure full access to curriculum.
- To ensure arrangements are in place that show an understanding of the impact of the medical conditions on pupils.

## **Governing Body Responsibilities**

The Governing Body must ensure that arrangements are in place to support children with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.

The Governing Body also recognise that there is no legal duty for staff to administer medication and that this is a voluntary role.

## **Short Term need for Medication**

If a child returns to school following an illness and still requires a dose/s of medicine then the following steps must be followed:

- Medicine must be prescribed by a medical professional, doctor, dentist, nurse or pharmacist or an over the counter medicine (OTC) from a pharmacy or supermarket
- Medicine must be in date
- Medicine must be clearly labelled with the child's name and dosage instructions
- Medication prescribed to be taken in 3 daily doses must be taken before school, after school and in the evening only where 4 doses are needed should the school be required to administer medicine.
- Parents / Carers must complete the Permission to Administer Medication Form (Appendix 1) before any prescribed medicine will be administered to a pupil
- Parents / Carers are responsible for depositing and collecting the prescribed medicine from the School Office each day or when the course of treatment had ended.

Please Note: Aspirin will not be administered to a primary school aged child unless it had been prescribed by a medical professional

Parents/carers are advised that children who are unwell should not be sent to school. Please note that this must include children who have vomited and/or had diarrhoea. Children must be absent from school for the 24 hours following the last bout of illness.

## Chronic Illness or Allergy

In the event of a child suffering from a chronic illness or allergy such as diabetes or asthma and where they cannot self-administer medication, the school, where possible, will administer the necessary medication, provided:

- The school has a member of staff who opts to receive appropriate training that is validated by a qualified member of the Primary Care Trust.
- There is a full Health Care Plan in place.
- The parent has given written permission and a signed the Health Care Plan.
- The parent understands that any member of staff, teacher, member of support staff, midday supervisor, cannot be **required** to administer prescribed medication and that, therefore, where staff do, it is purely on a **voluntary** basis.
- Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the Head Teacher will decide how it is to be stored.

### Parents/carers should note:

- That there are designated members of staff who have been appropriately trained in First Aid and Paediatric First Aid.
- Details of children with chronic illnesses or allergies are known to all adults working in the school.
- Health Care Plans should be drawn up by a School Nurse or other relevant health care professional and advise the school how to appropriately look after and support the pupil. These plans should be reviewed annually or if a child's medical needs change.
- When children needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the child to participate.

### Management of Chronic Conditions

- All staff should be notified and a photograph displayed in the first aid room, school office, staff room and in each classroom of any pupil who has a condition that may cause a life-threatening situation to arise, eg. a serious allergy, asthma, diabetes, so that the pupil can receive appropriate treatment promptly wherever they are in the school.
- Detailed information stating the correct treatment should also be displayed.
- A Health Care Plan will be devised in conjunction with the relevant health care professionals using the Bromley Healthcare template
- Should a serious situation arise, the child's parents/carers should be contacted as soon as possible. It may be necessary to seek professional medical advice or call for an ambulance.
- For children with a chronic condition who require the daily administration of medicine an administration log will be kept. (Appendix 2)
- The school should ensure that a plan is in place to support children with medical conditions that may cause a child to be regularly absent from school. Arrangements should show an understanding of how medical conditions impact a child's ability to learn. These plans may be drawn up in conjunction with medical professionals, parents, School Nurse and the child.
- The Health Care Plan and subsequent reviews should always take into account the child's mental health and emotional state to ensure the child is happy with the planned provision and is not socially isolated as a result of their condition.

## **Storage of Medicines**

- At Valley Primary School asthma inhalers are kept in clearly marked boxes in the child's classroom. Dependent on age and ability, it is the responsibility of the child to administer their own inhaler.
- All other medication will be kept in the School Office in a lockable cabinet or in the office fridge as necessary
- Correct storage of medicines for chronic conditions will be considered when initially completing the Health Care Plan for the child.
- It is the parents' responsibility to ensure all medication including asthma pumps and auto-injectors are in date.
- All medication should be clearly named

## **Minor Injuries**

In the event of minor injuries, for example grazed knees etc the school will administer the appropriate first aid. It will be assumed that plasters can be applied unless we have received written confirmation from parents/carers to the contrary, based on medical grounds. For children who are unable to wear school plasters we request parents/carers supply suitable plasters and that these are stored at the school office in a named container.

No medication is to be kept by a child and/or sent to school with a child in their school bag.

## **Staff Training**

- Staff training for the administration of medicines will be implemented as needed.
- Epi pen training and asthma awareness training will take place annually as needed.
- Training for the administration of medicines for other chronic conditions such as diabetes will be actioned as needed.

## **Liability and Indemnity**

The school has comprehensive insurance cover in place regarding medication in school and staff administering medication.

## **Complaints**

Complaints should be dealt with as stated in the Complaints Procedure Policy which is available on the school website.

# Appendix 1: Request to Administer Medicine in School

## Valley Primary School

A Member School of Connect Schools Academy Trust

Beckenham Lane, Bromley, BR2 0DA

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### Appendix 1: Managing Medical Needs in School Policy

#### Request to Administer Medication in School

Dear Parent,

We appreciate that it is not always possible for the parent/carer at various times during the school day to administer medicines such as antibiotics if there needs to be 4 doses in a day. Staff will administer medicine provided we have received this form duly completed and signed.

The medicine **MUST** be prescribed by a medical professional or be an over the counter medicine from a pharmacy or supermarket and be in the original container, in date and clearly labelled with your child's name.



Child's Name and Date of Birth	
Date	
Name of Medicine	
Reason for Prescribed Medicine	
Dosage and Time(s) required	
Duration of Treatment	
Expiry Date of Medicine	
Recommended Storage of Medicine	
Staff Member Medicine Handed to	
Precautions (possible side effects)	

I understand that the school will not accept any liability in relation to the administration of the medication.

Signed: ..... Print Name: ..... (Parent / Carer)

Date: .....



CARE - LEARN  
AIM HIGH - BE HONEST  
WORK TOGETHER - ENJOY WHAT WE DO  
LOOK AFTER WHAT WE HAVE - IMPROVE ON PREVIOUS BEST



Connect Schools Academy Trust Company Number: 07824714

This form is available for parents to download from the school website under the tabs:

**Parents / Useful Forms**



