



WHITEFIELD PRIMARY SCHOOL

DEALING WITH CHILDREN'S MEDICAL NEEDS POLICY

Children with medical needs have the same rights of admission to a school or early years setting as other children. Some children with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995. The DDA defines a person as having a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on his or her abilities to carry out normal day to day activities.

SUPPORT FOR CHILDREN WITH MEDICAL NEEDS

Parents have the prime responsibility for their child's health and should provide us with information about their child's medical conditions. There is **no legal duty** that requires school staff to administer medicines. In conjunction with the School Nurse Service the school can support children via a Health Care Plan.

PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES

Medication will only be accepted in school if it has been prescribed by a doctor and must be accompanied with written and signed instructions from the parent (Appendix 1). Only reasonable quantities of medication should be supplied (for example, a maximum of four weeks supply at any one time). Each item of medication must be delivered in its original container and handed directly to the School Office. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care. Each item of medication must be clearly labeled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The School will not accept items of medication which are in unlabelled containers. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES ON VISITS AND OUTINGS

After completing the Risk Assessment and identifying children's medical needs, the classteacher is responsible for collecting and managing a child's prescription medicine and ensuring that they have access to the medication for the duration of their visit. The school will make every effort to continue the administration of medication to a pupil whilst on visits away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school visit if appropriate supervision cannot be guaranteed.

ROLES AND RESPONSIBILITIES OF STAFF MANAGING ADMINISTRATION OF MEDICINES, AND FOR ADMINISTERING OR SUPERVISING THE ADMINISTRATION OF MEDICINES

The Governors and staff of Whitefield Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Where it is appropriate to do so pupils will be encouraged to administer their own medication, always under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school.

PARENTAL RESPONSIBILITIES

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. It is their responsibility to ensure that the medication is within its expiry date and should remove any out of date medication.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

WRITTEN AGREEMENT

The school will only administer medication with written approval either in the form of a Health Care Plan or Appendix 1 Form – Supporting Pupils with Medical Needs in School.

LONG TERM / COMPLEX MEDICAL NEEDS

Parents of children who need long term medical needs should agree a medical plan with the Headteacher and health professionals.

STAFF TRAINING IN DEALING WITH MEDICAL NEEDS

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. This includes

- Use of an Epi-pens
- Guidance on Anaphylaxis
- Guidance on Asthma
- Guidance of Eczema
- Guidance on Epilepsy
- Guidance on Diabetes
- Guidance on Attention Deficit hyperactivity Disorder (ADHD)

RECORD KEEPING

Permission to administer medication and Health Care Plans are kept in the school office in a clearly marked folder

SAFE STORAGE OF MEDICINES

Unless otherwise requested, all medication will be stored in a locked cabinet.

Inhalers are kept in class.

In accordance with children's Health Care Plans – all staff have access to children's medication, which is stored in the school office.

ACCESS TO THE SCHOOL'S EMERGENCY PROCEDURES

A copy of the School's Emergency Procedures is available in the School Office.

RISK ASSESSMENT AND MANAGEMENT PROCEDURES

Class teachers make a daily risk assessment on children in their care and notify a qualified first aider should any problems arise.

SUPPORTING PUPILS WITH MEDICAL NEEDS IN SCHOOL**ADMINISTRATION OF MEDICINE IN SCHOOL**

The school will not give your child any medication unless you complete and sign this form and the headteacher has confirmed that school staff have agreed to administer the medication.

DETAILS OF PUPIL

Surname Forename
Address:
Date of Birth Class
Condition or illness

MEDICATION

Name/Type of Medication (as described on the container)

For how long will your child take this medication:

Date dispensed:

FULL DIRECTIONS FOR USE:

Dosage and amount (as per instructions on container):

Method: Timing:

Special Precautions:

Side Effects:

Self Administration:

Procedures to take in an Emergency:

CONTACT DETAILS

Name: Daytime Tel. No.

Relationship to Pupil:

Address:

I understand that I must deliver the medication personally to the Office manager and accept that this is a service which the school is not obliged to undertake.

Date: Signature:
