

# BISHOPSTEIGNTON PRIMARY SCHOOL Governing Board

## Policy for Supporting Students with Medical Conditions and for the Administration of Medicine

Date	25.06.19	Responsibility	Teaching and Learning Committee	Unique I/D	6-10
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Version Control			
Version	Origin	Date	Amendments
YEAR	Devon County Council / BPS	06/18	Approved at T & L meeting 12/06/18
YEAR	Devon County Council / BPS	25/19	Approval at T & L meeting 25/06/19

**At Bishopsteignton Primary School, the Headteacher is Dave Killoran and the Business Manager is Julia Fuell**

1. The staff of Bishopsteignton Primary School wish to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing board will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. *Administrative staff and headteacher* will be responsible for ensuring the following:
  - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support): *after discussion with parents, information is disseminated to all staff who need to know*
  - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis: *after discussion with parents, information is disseminated to all staff who need to know*
4. The above procedures will be monitored and reviewed by *all staff involved with children with specific medical conditions*.
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Bishopsteignton Primary School, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

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- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also, it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
  - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
  - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
  - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
  - e) Arrangements for written permission from parents for medication
  - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
  - g) The designated individuals to be entrusted with the above information
  - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. The *Headteacher* will have the final decision on whether an Individual Health Care Plan is required.

### **Students with asthma and anaphylaxis**

Staff first aid training which is required every 3 year should include training in asthma and anaphylaxis recognition and treatment.

7. *Headteacher/Business Manager* will be responsible for ensuring that trained members of staff will take responsibility to deal with medical situations,
- 8 *Staff will*
- Recognise the signs of an asthma attack and when emergency action is necessary
  - Know how to administer inhalers through a spacer and from an inhaler
  - Make appropriate records of attacks
8. *Business Manager* will be responsible for the supervision of administration of medication and for maintaining the pupil medical register.
9. *Class teacher/office staff* will be responsible for ensuring parents are informed when the auto-injector has been used.

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### THE ADMINISTRATION OF MEDICINE

10. The *Headteacher* will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
11. Prescribed and non-prescribed medication will be accepted and administered in the establishment
12. Prior written parental consent is required before any medication can be administered.
13. Only reasonable quantities of medication will be accepted
- 14.
15. Each item of medication should be delivered in its original dispensed container and handed directly to the office staff.
16. Each item of prescribed medication should be clearly labelled with the following information:
  - Student's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)

Non-prescribed medication must be in its original container and labelled with the child's name.

17. **The school will not accept items of medication which are in unlabelled containers or not in their original container.**
18. Unless otherwise indicated, all medication to be administered in the school will be kept in the office or fridge in staffroom.
19. 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 a student's need for medication.
20. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.
21. This policy is available on the school's website for parents' information.