

BYRON COURT PRIMARY SCHOOL

CHILDREN WITH MEDICAL NEEDS POLICY, INCLUDING THE ADMINISTERING OF MEDICINES

DEFINITION

Pupils' medical needs may be broadly summarised as being of two types:

1. Short-term affecting their participation in school activities for which they are on a course of medication.
2. Long-term potentially limiting their access to education and requiring extra care and support (**special medical needs**).

1.0 INTRODUCTION

- 1.1 The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises, including pupils and The Children and Families Act 2014 and the DfE's statutory guidance 'Supporting pupils at school with medical conditions', places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** It is the responsibility of the school to make sure that safety measures cover the needs of all on the school premises. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. .
- 1.2 The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.
- 1.3 Byron Court School is an inclusive community that welcomes and supports pupils with medical conditions. We understand that pupils can suffer short term, long term, chronic and acute illness and we will support all pupils without exception or discrimination. We provide pupils with medical conditions with the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

2.0 AIMS

The purpose of this policy is to explain how we will :

- 2.1. Assist parents in providing medical care for their children;

- 2.2. Educate staff and children in respect of special medical needs;
- 2.3. Adopt and implement the LA policy of Medication in Schools;
- 2.4. Arrange training for staff to support individual pupils;
- 2.5. Liaise as necessary with medical services in support of the individual pupil;
- 2.6. Ensure access to the same education as other pupils including school trips and sporting activities.
- 2.7. Create and monitor Individual Health Care Plan (IHP) and keep appropriate records.

3.0 ROLES AND RESPONSIBILITIES

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools nurses and notify them of any pupils identified as having a medical condition.

4.0 EXPECTATIONS

It is expected that:

- 4.1. Parents will co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- 4.2. Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in the dosage is required at the specified times of day. The name of the pharmacist should be visible.
- 4.3. Any medications not presented properly will Not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent as we require a signature before administration of medication.
- 4.4. The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary.
- 4.6. In the interests of pupils any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

5.0 PRACTICE

5.1 The school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an **Individual Healthcare Plan (IHP)** written as soon as possible when joining the school or after diagnosis and reviewed at least annually or more often if necessary (see Appendix 1).

5.2 The school has clear guidance on providing care and support and administering medication and first aid at school.

5.3 The school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.

5.4 The school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.

5.5 The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

5.6 The school will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances.

5.7 Medication may only be administered if prescribed by a healthcare professional.

5.8 Medicines bought 'over the counter' may not be administered, except for a single dose of travel sickness medication required for the return journey of an educational visit and then only upon the explicit written consent of the parent.

5.9 Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.

5.10 Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.

5.11 When administering medication, for example prescribed pain relief or antibiotics, the school will check the maximum dosage and when the previous dose was given. Parents will be informed.

5.12 Children will administer their own medication, unless they have not received appropriate training. This will be recorded on their IHP.

5.13 A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised.

5.14 Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, the school recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.

5.15 If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP. Parents will be informed.

5.16 The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.

5.17 Parents understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

6.0 STORAGE OF MEDICATION AND EQUIPMENT

6.1 The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.

6.2 Pupils may carry their emergency medication / equipment with them if this is appropriate or know where and how to access it.

6.3 Children know to ask any member of staff and that they may have immediate access to their medication when required.

6.4 Medications are stored safely in the medicines cabinet or the fridge, if required to be stored at a controlled temperature, in the Welfare Room.

6.5 The school will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which must still be in date but will generally be supplied in an injector pen or pump. Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.

6.6 The school will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.

The qualified paediatric first aiders at Byron Court are:

Ms C Corbin

Mrs V Maru

Ms A Donelan

Ms N Ward

The qualified full first aiders at Byron Court are:

Mr M Randeria

Ms P Sheldon

Mrs M Brookes

Mr J Khalfi

Ms A Savova

Ms N Hantabli

Ms C Jangar

Mrs A Patel

Mr R Jeffery

Mrs J Patel

Ms C Uduwawala

Mr H Bastion

Ms C Pennant

Ms M Matei

Ms B Vyas

Mrs F Khalfi

Mrs R Sweeney

Ms V Heaven

Ms C Giddings

Mrs I Shah

Mrs A Khaleel

Ms R Kumar

Ms G Ramos

Ms A Barber

Ms Y Hutchinson
Mrs C Tellia
Ms K Shek
Mrs M Grigorian
Ms N Ho

Mrs H Saini
Ms S Tuhrim
Ms N Farah
Mrs M Brookes
Ms A Abdulle

7.0 POLICY REVIEW

Date of Policy: February 2018

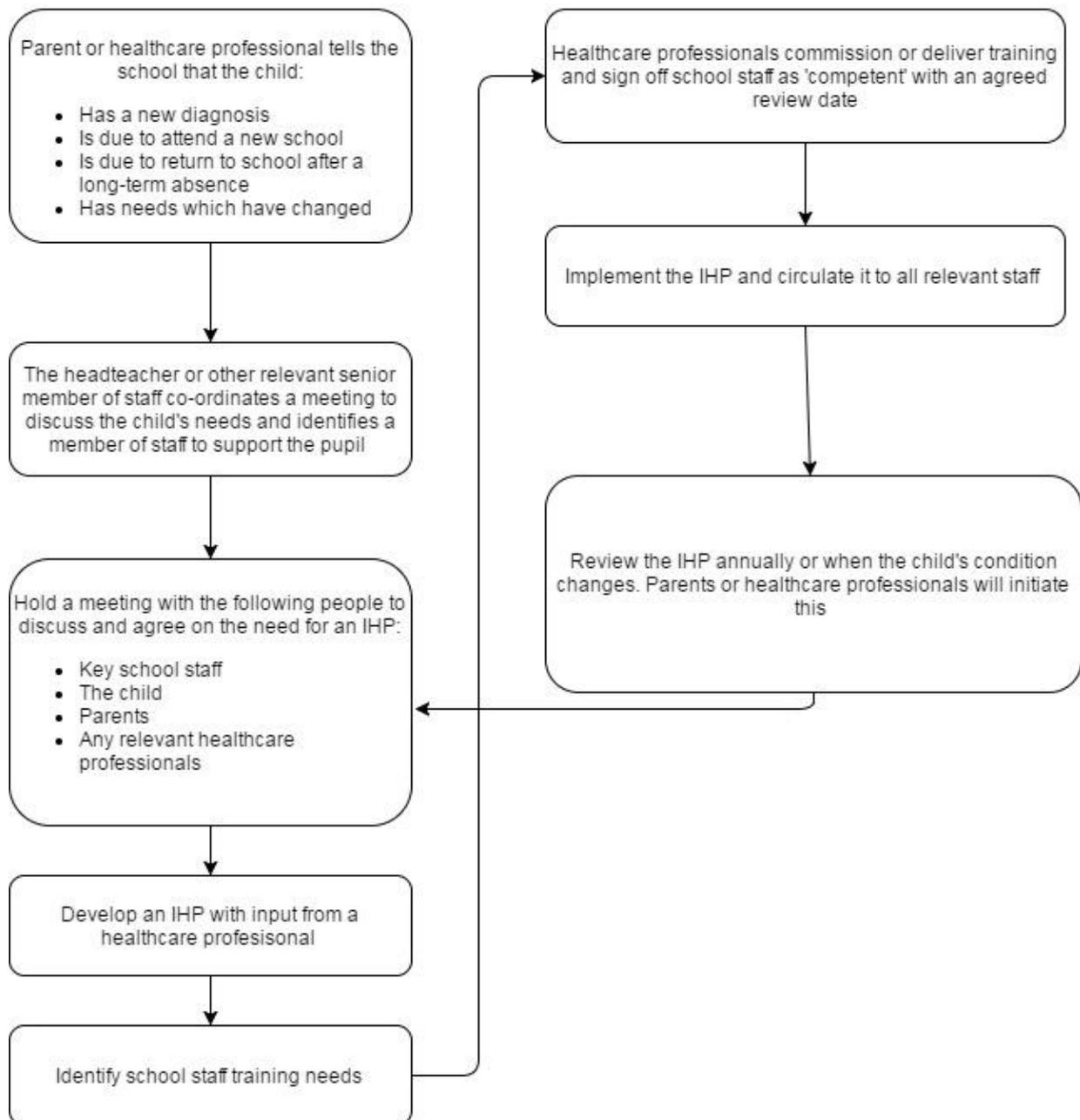
Date of Review: February 2021

For further guidance please see the “Managing Medicines in Schools and Early Years Settings” on the Brent website.

Appendix 1: Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.



Appendix 2: Individual Healthcare Plan



Child's name:	
Class:	
Date of birth:	
Child's address:	
Medical diagnosis or condition:	
Date:	
Review date:	

Family Contact Information

Name: Phone no. work: Home: Mobile: Relationship to child:	
Name: Phone no. work: Home: Mobile: Relationship to child:	

G.P/Hospital Contact Information

Name:	
Phone no:	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken and possible side effects.

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Daily care requirements (eg before/after lunchtime)

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Describe what constitutes an emergency, and the action to take if this occurs

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Who is responsible in an emergency (state if different for off-site activities.

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Parents/Guardian signature:

Date:

Appendix 3

Byron Court Primary School

Medication Administer Agreement Form

The school will not give your child/children medication unless it's been prescribed and this form has completed. Medicines must be in the original container/bottle as dispensed by the pharmacy with a clear label.

Date to start administering medication:

Date to stop administering medication:

Child's name:

Child's class:

Name and strength of medication:

Condition diagnose/reason for medication:

How much needs to be given (dose):

What time does it need to be given:

Should parents to be advised:

Any other instructions/information:

Will the medicine remain in school until the end date or will it go home every evening?

Daytime phone no. of parent or adult contact:

Name and phone no. of child's GP:

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to the school/staff to administer medication in accordance with the school's medication policy. I will inform the school immediately, if there is any change in dosage or frequency of the medication or if the medication has stopped before its stated date.

Parents/carers signature:

Print name:

Date:

Date	Time	Amount	Signature	Print name	Parents advised
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