



Supporting Pupils with Medical Needs Policy

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Author/s:	Leadership Team
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School Aims, Vision and Implementation

Moorside Community Primary School aims to provide children the opportunity to develop towards their full potential; academically, emotionally and socially:

- Providing the highest standard of education to enable all children equally to acquire the skills, knowledge and concepts relevant to their future.
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated.
- Enabling children to become active, responsible and caring members of the school and wider community.

The school works towards these aims by:

- Promoting high quality learning and attainment.
- Providing a high quality learning entitlement and environment.
- Valuing each other and ourselves.
- Working in partnership with parents and the community.



This policy replaces previous editions of this and also the Medical Drug Administration Policy.

This policy has been written after reference with and support from:

The School Nursing Department

**Access to Education for Children and Young People with Health Needs,
Calderdale, amended July 2013
Supporting Pupils at School with Medical Conditions, DFE Sep 2014**

Introduction

This policy only applies to the administering of prescribed medication to those children who would be prevented from, or restricted from, attending school on a regular basis without such intervention. It also applies to the administration of prescribed medication for children with short term illnesses whose attendance may be affected.

“The governing body must ensure that arrangements are in place to support pupils 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”
DFE September 2014

Aims

As part of the ethos of our school where we promote inclusion it is the Governors' intention to support each child within the school to enable them to access the appropriately differentiated curriculum and therefore we do need to be prepared to support children with both short and long term medical needs and have an appropriate care plan in place.

Strategies

The safe administration of medicines in school depends on the support and co-operation of all the parties connected with the child; parents, the school staff and the individual child.

Parents must:

- provide the school with information about their child's medical condition
- provide school with original labelled supplies of in date prescribed medication
- complete an authorisation form allowing the school to administer the medication (see appendix 1)
- provide information about the exact dosage and frequency
- encourage their children to be self-supporting, under guidance
- initially discuss their child's needs with the Headteacher or the school's Pastoral team
- dispose of any out of date medication
- not send non prescribed medication to school (*these do not need to be taken during school time as there would likely be no detrimental effects for the children concerned*)

Governors must:

- approve a policy that enables access to school to children who have both short and long term medical needs.
- periodically review their policy
- receive reports on the policy's effectiveness from the Headteacher
- consider new information from the DfE and other sources in their attempt to improve this policy
- ensure that staff have appropriate training to deal with medical conditions

- ensure that children are not penalised 'for their attendance record if their absences are related to their medical condition .e.g. hospital appointments' DfE Sep 2014
- ensure that effective health care plans are implemented for appropriate pupils.

School staff must:

- only accept prescribed medicines that are in date, labelled in the original container as dispensed by a pharmacist ('Medicines in unlabelled containers will not be accepted' Calderdale 2013)
- on a voluntary basis administer medication to children. NO member of staff will be made to administer medication, 'although teachers have a duty of care (in loco parentis) in the event of an accident or emergency, for the health and safety of pupils in school' Calderdale July 2013
- ensure the safe storage of medicines brought to school (these will be kept securely in the Pastoral Room, not in the classroom except for medication needed in emergencies such as Epi-pen and inhalers)
- inhalers or other immediately needed medication will be stored safely and accessibly within each classroom in a special storage unit. (record the dose, time medication is given (on the official record sheet **(see appendix 2)**)
- receive appropriate training from the GP, Schools' Medical Service or other appropriate professional as may be necessary
- maintain confidentiality about a child's medical condition, treatment and receive information on a "need to know basis."
- will provide basic first aid (most Teaching Support Assistants and Midday Supervisors have received 1st aid training and some are specially accredited)
- will contact parents or other contact person in the event of
 - an emergency
 - missing medication
 - some medical problem
- administer only those medicines;
 - that have been prescribed by a GP
 - that the parents have authorised should be given and have provided authorisation and information regarding dose and frequency
 - that the child is prepared to take; staff should not force a child to take medication but should inform the parents of the situation immediately
- **will only administer any other medication, including painkillers such as Calpol/Paracetamol after specific verbal permission has been given by the parent/carer. This is then duly recorded.**
- will not administer any pain relief medication without first checking maximum dosage and when the previous dose was administered
- supervise children when they take their own medication
- remove medication from children so that it can be safely stored whilst the child remains on school premises.
- receive appropriate training to become familiar with both the symptoms and emergency action necessary for children with individual care plans
- return to parents out of date medication for disposal
- sharp boxes should always be used for the disposal of needles and other sharps
- ensure that any medication is taken for the child whilst on a school visit

If the above policy and practice is followed by all parties concerned there would appear to be no reason why any child should be prohibited from attending our school or taking an active part in it.

Monitoring and evaluation

This policy will be monitored and evaluated by the Headteacher over the next two years on a termly basis with appropriate reports given to the governors.

Appendix 1

Parental agreement for Moorside CP School to administer medicine

Moorside School will not give your child medicine unless you complete and sign this form

Date for review to be initiated by	
Name of school	Moorside Community Primary School
Name of child	
Date of birth	
Group/class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to a member of the school office	School office staff

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Moorside School staff administering medicine in accordance with the schools policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

APPENDIX 2

Record of Medicine Administered to Children

Name of school

Moorside Community Primary School

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name