



Lees Primary School Supporting Children with Medical Conditions

The Governors and staff of Lees Primary School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.

It is the responsibility of the parent/carer to inform the school of any medical condition including, but not exclusive to, asthma and diabetes. The school maintains a register of children who require ongoing medication in school. It is also the responsibility of parents/carers to ensure that medication remains up to date and is replaced as required.

The Headteacher will accept responsibility 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.

Medication can only normally be accepted in school where it has been prescribed by a doctor or other medical professional. In other cases, e.g. where a pupil suffers regularly from acute pain or an ongoing medical condition, such as migraine, parents may request administration of medication but must supply the appropriate medication for their child's use e.g. Piriton, Calpol etc. Aspirin will not be permitted or administered unless there is written authorisation from a medical professional for this to be administered.

Medication both prescription and non-prescription provided in a secure and labelled container can only be administered to pupils where parents **provide** such medication to the school and parents must specifically **request in writing, on the appropriate form** that the school administers it.

Parents must also specify in advance at what times/intervals and what dose of the non-prescription medicine is to be given. It must never be left for staff to diagnose or decide where and when the non-prescription medication is required or administered.

If the non-prescription medication is to be taken with other prescribed medications parents must certify to the school that the non-prescription medication has been administered to the pupil without any adverse effect and that approval for the combined administration has been obtained from a medical practitioner.

Non-prescription medication should not be administered over a long period of time. There may be exceptions to this in the case for example of long term and/or chronic conditions such as hayfever, where medication has been discussed with the parent. If non-prescription medication is required to be administered for more than a day or two then parents must seek medical advice and a medical practitioner must authorise its continued use.

The requirements in the policy as to requests, consent, provision of information, labelling, etc, of prescription medicines also apply to non-prescription medicines.

Medication, both prescription and non-prescription, will not be accepted without a written parental request and clear instructions as to administration. This should be provided in conjunction with the GP or other medical professional as appropriate. Either the parent, or the pupil himself/herself if over 16, must make the request. The Headteacher's agreement to the administration of any medication must be sought.

The Headteacher will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before deciding whether in any particular case medicine can be administered in school. Where there is concern about whether the school can meet a pupil's needs the Headteacher should seek advice from the school nurse or doctor, the child's GP or other medical adviser.

Each item of medication must be delivered in its original container and handed directly to the Headteacher or person authorised by the Headteacher. The school will not accept medication which is in unlabelled containers.

Where a pupil travels on school transport with an escort parents/carers should inform the escort of any medication sent with the pupil or should hand the medication to the escort for transporting to the school.

Each item of medication must be clearly labelled by the parent with the following information:

- Pupil's name
- Pupil's date of birth
- Name of Medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if necessary)
- Expiry date

Where appropriate pupils will be encouraged to self-administer their own medication under staff supervision. Parent/carers of pupils under 16 will be asked to confirm in writing their consent to this. The Headteacher must approve pupils carrying and administering their own medicine. In deciding whether to permit this the Headteacher will take into account the nature of the medication, the age of the pupil and the safety of other pupils.

Where a care plan is in place for a child staff will follow that care plan and any advice contained within.

Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the Headteacher in liaison with Health professionals.

The Headteacher or his/her representative will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.

The school member of staff administering the medication must record details of each occasion when medicine is administered to a pupil.

If pupils refuse to take medication, the school staff should not force them to do so. The school should inform the child's parents as a matter of urgency, and may need to call the emergency services.

Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child's medication. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication.

The procedures to be followed to implement this Policy are set out in the Bradford Council agreed Procedures and Appendices.

Storage of Medication

Classrooms

Each classroom has a green rucksack clearly visible and marked "First Aid" containing medication such as inhalers which children need on a daily or regular basis. These rucksacks contain a Salbutamol inhaler which is provided in class for any child who may require an inhaler for a diagnosed or previously undiagnosed condition. Items contained in these rucksacks are accessible only by adults, children however are encouraged to self-medicate where possible when using inhalers and spacer devices. Children with asthma will have access to their reliever medication at all times in school and on school trips.

Office

The main office has a green rucksack clearly visible and marked "First Aid" containing medication such as Epipens and other medication that needs to be kept securely. These medications are decanted to the class rucksacks when the class goes on an educational or a residential visit. This rucksack accompanies the School Administrator or other appropriate member of staff during fire alarms or practices.

Notification of Medication Administered

The Administration of medication request form contains all the relevant information for when a child has been given medication in school. This corresponds to the request from the parent as to when the medication should be administered.

There is a system in place in school to notify parents when their child has been given or self-administered inhalers and other medication that may be covered by long-term medication requests

such as Piriton. The child will be given a sticker detailing the type of medication and the date and time of administration. This enables the parent to plan for future dosages.

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