



Policy for Supporting Pupils with Medical Needs

AIMS

1. To safeguard against accidents arising from the transport, storage and administration of medicines.
2. To remind parents that it is their responsibility to ensure correct administration of medicines.
3. To protect the staff and school in case of errors.
4. To avoid unnecessary exclusion of any child who is fit for school but who is completing a course of treatment.
5. To help those children with longer term disorders (e.g. asthma) to take appropriate medicines so they can take as full a part as possible in all school activities.

Responsibility of Parents/Guardians

As the child's main carers, parents have the primary responsibility for health care and should provide the following information to the School:

1. Prior to admission of a child to the School, parents/guardians will complete a form, which will request information about:
 - o Known illnesses and treatment, including any existing Health Care Plan
 - o Emergency contact(s)
 - o Doctor's details
 - o Known allergies

If there is information which suggests that a Health Care Plan (See below) may be required, a member of the staff will contact the parent/guardian for additional information. Parents/guardians are required to facilitate access to information from the child's G.P. and/or other health care professionals.

2. This information will be printed annually for parents/guardians to check and update if necessary
3. Parents/guardians **must** inform the School in writing of any further changes to the information held. If a Health Care Plan may be required, the procedures above (1) will be followed.

SHORT TERM ILLNESS

1. When children are unwell, or have an infectious illness they should not attend school.
2. Whenever possible, children who have recovered, but are completing a course of treatment, should return to school.
3. Every effort should be made for medicines to be administered at home and not at school. For instance, a course of antibiotics which is to be taken 3 times a day should be given to the child:
 - before leaving for school in the morning;
 - immediately upon returning home in the afternoon;
 - before going to bed at night.

If it is essential for a child to receive medication during the school day **the parent/carer** should bring the appropriate medicine to school at a suitable time (e.g. lunch time) and administer it to the child in the school office. After the dose has been administered the parent must take any remaining medication with them when they leave the school premises.

On the rare occasions when it is impossible for a parent to visit the school to administer a medicine you can request that the medicine is administered to your child by a member of the school staff during the school day. The parent must first deliver a written request to the Headteacher (a standard request form is available at the school office).

The Mount School, Huddersfield

Each request will be carefully considered.
The details should include:

- the name of the medicine.
- the dose to be administered.
- full directions for use.

If the school agrees then the medicine should be brought to school by the parents, not the child, and should be delivered **personally to the Form Teacher**.

- The medicine must be presented in the bottle/container in which it was dispensed from the pharmacist, including the child's name and date commenced

It should be clearly labelled with

- the child's name and class.
- the name of the medication, the prescribed dose and the time of administration.
If required, a suitable medicine spoon should be included.

LONG TERM ILLNESS

With certain long-term illnesses e.g. asthma, it is important that children have their treatment at agreed times through the day, or available for use as needed.

If this is so for your child please:

1. Make a written request for the treatment to be kept at and used in school, using the same form as for short-term medicines.
2. Deliver the medication to the form teacher: Inhalers should be clearly marked with your child's name and retained by them so they have direct access. Inhalers will be stored, and made available as required, to pupils from LK to FI. All other pupils will be responsible for their own inhalers. Pupils must demonstrate proper usage of the inhaler to the form teacher prior to carrying the inhaler in school.
3. All medicines will be stored in the staffroom fridge if necessary.

Documentation

The school will maintain the following records

Medication Record

Staff will maintain a log of medicine given to pupils, or taken by pupils under staff supervision.

Individual Health Care Plan

This will be drawn up and maintained for pupils who may require

- emergency treatment at a hospital or clinic
- emergency medicine to be administered in school in a potentially life-threatening situation

A member of staff will be responsible for drawing up and maintaining the Individual Health Care Plan in consultation with parents, health care professionals and other specialists, as necessary.

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