

Our Lady Immaculate Catholic Primary School

Medical Policy

Supporting pupils with medical conditions and managing medicines in school.

In line with our children's Mission Statement at Our Lady Immaculate we make every effort to ensure all pupils are safe, happy and successful. This policy supports and reinforces the aims of our school, valuing all children equally and the individual gifts they and all other members of our community bring to school life.

Our Lady Immaculate School supports all children with medical conditions and recognises that some children will need medication at some time in their school life.

AIM

To provide a clear policy that is understood and accepted by all governors, staff, parents and children, providing a sound basis for ensuring that children with medical needs receive proper care and support in school, access the same opportunities as other children and that for such children attendance is as regular as possible.

The policy is to include:

- Named persons who have overall responsibility for policy implementation. (Head Teacher, Mr Winstanley / Deputy Head, Mrs Keating)
- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Procedures for managing prescription medicines which need to be taken in the school day
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Assisting children with long term medical needs
- Written permissions from parents for medicines
- Staff training
- Monitor and keep appropriate records
- Safe storage of medicines
- Ensure access to full education if possible.

Roles and responsibilities of staff administering medicines

To have sufficient nominated persons, with appropriate training, who can undertake the responsibility for administering medication. Staff to make arrangements for cover in case of sickness. All staff will be made aware of a child's condition whilst promoting and safeguarding the interest and wellbeing of the child. Staff are to acknowledge any limitation and decline any duties or responsibilities unless able to perform in a safe and skilled manner.

School has a duty of care for the children within school, however, there is no legal duty which requires school staff (unless specifically contracted to do so) to administer medication; this is a voluntary role. There are several members of staff (First Aid Qualified) who are willing to undertake this role.

School staff who undertake responsibilities within the policy are covered by the school's insurance.

PROCEDURES:

1. Parents or Guardians have prime responsibility for their child's health and it is essential that they provide the School with information about their child's medical condition.
2. All medication to be administered in School must be accompanied by the Parent's or Carer's written consent (*Appendix 1*). Medicine forms are available in the office for this purpose. The parent/carer should complete the Medicine Form (*Appendix 1*) and a first aider will complete and sign the 'Agreement for the Administration of Medicines form' (*Appendix 2*) before any medication is given. A First Aider will sign the 'Record of Medicine Administered' sheet (*Appendix 3*) every time a child receives medication. If a child refuses medication the parent will be informed.
3. Medicines should only be taken in school when absolutely essential. The advice from the Department for Education (DfE) states that schools should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container, as dispensed by a pharmacist, clearly labelled with the child's name, dosage and contents, and 'in date'.
4. Parents are encouraged to ask about medicines being provided in dose frequencies which enable it to be taken outside school hours. For example, if a medicine needs to be taken three times a day that could be in the morning, after school and at bedtime.
5. If parents wish to come into School at lunchtime to administer medication to their children, the School will provide facilities for them.
6. If Staff are concerned about whether they can provide for a pupil's safety, they should seek advice from the Head teacher and Local Authority.
7. The School recommends a 48 hour sickness policy for children suffering from vomiting or diarrhoea. This is to limit the spread of infection.

8. It is school policy that staff will not administer eye drops but they can supervise children who are able to manage their own medication.
9. Medicines can be administered by any member of staff who has undertaken First Aid Training and has agreed to undertake this role.
10. Medicines will be returned to parents/carers when no longer required. Long-term medicines, for example, asthma inhalers, allergy medicines, will be returned to parents/carers at the end of the school year.

Long-term Medical Needs

It is important to have sufficient information about a child with long-term medical needs. It is very likely that an Individual Health Care Plan would be necessary to cater for the needs of such pupils. (*Appendix 4*).

The Medical Individual Health Care Plan

Once the school has been informed of a child's medical condition, the parent will be asked to complete the Medical Individual Health Care Plan. With more complex needs, the SENCO (Special Educational Needs and Disability Coordinator) will arrange to meet with parents and where possible a medical professional to devise a Medical Individual Health Care Plan. (*Appendix 4*)

What the Medical Individual Health Care Plan will do:

- Identify the medical condition of the child, its triggers, signs, symptoms and treatments.
- Address pupils resulting needs, including medication, treatments, time, facilities equipment, dietary requirements and environmental issues e.g. crowded corridors.
- Specify support for educational, social and emotional needs e.g. considering how absence will be managed, requirements for exams, additional support, counselling etc.
- The level of support needed including that required in the event of emergencies.
- Children able to self-medicate will be identified and appropriate written arrangements will be given for monitoring this.
- Specify who will provide the support including expectations of the role, proficiency and training needs with relevant timelines for ensuring competence.
- Who in the school needs to be aware of the child's condition and the support required.
- Named person/s Senior HLTA (Higher Level Teaching Assistant) Mrs J Boffey / SENDCo Miss J Rodgers to monitor Individual Health Care Plans.

The individual Health Care Plan will be the responsibility of the named person to complete with the pupil's parents / carers and relevant health care professionals. Plans are to be reviewed annually or as required by changes in circumstances.

In the event of a pupil needing to be taken to hospital a member of staff will remain with the child. If necessary, the member of staff will accompany the child to the hospital and wait for the arrival of parents/carers. All actions will be recorded in Accident Book along with any paperwork from Paramedic / ambulance/ hospital.

Defibrillator

Eight staff members have been trained in how to safely use the school's defibrillator, which is situated in the main corridor.

Common Conditions

Asthma:

Children with asthma will be able to keep their reliever (blue) to hand in the classroom. (this decision will be made between the child and their class teacher). All staff including welfare staff will be made aware where each child's inhaler is kept. It is not usual for the preventer inhaler (brown) to be in school as these are usually used out of school hours. Inhalers should be clearly labelled with the child's name. School has a spare inhaler and spacer, which is kept in the staffroom for any child to use as suggested on the Asthma UK website. (School has purchased a blue inhaler from the asthma society.)

Allergies and Epipens

Some children may require an Epipen for specific allergies, these are to be kept in a box in the child's classroom out of reach of any children within the classroom, with a picture of the child on the front and a Individual Health Care Plan inside. All staff are to be made aware of this location. All staff will receive Epipen training yearly. (Any member of staff who has had training can administer the Epipen.)

Epilepsy:

Regular epilepsy medicine should not need to be given during school hours. A child's individual needs will be discussed and appropriate staff training will take place.

Diabetes and Anaphylaxis:

In the case of the above, individual needs will be discussed and appropriate staff training will take place.

Emergencies / Ambulance

An emergency is deemed to be when the child requires more specialist treatment or an accident has occurred that results in an injury, which cannot be treated effectively by a first aider. The following procedures are in place:-

- First aider/s will assess the child and their needs.
- Parents will be contacted and / or an Ambulance
- If an Ambulance is required then another member of school staff will pass on the relevant information.
- A member of SMT (Senior Management Team) will be informed.
- A member of school staff / first aider will accompany the child by ambulance if the parents are unavailable.

School Trips

Staff supervising educational visits will be made aware of any medical needs and relevant emergency procedures, as it may be necessary for different arrangements to be made. All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. At least one first aider must be included on all school trips. Should this not be the case, advice should be sought and agreement reached with the Head teacher.

Storage of Medicines

Medicines other than Asthma and Allergy medication are to be kept in a safe and secure place, locked in a medicine cupboard in the staffroom, all staff are aware of where the key is kept, Antibiotics will be stored in the staff room fridge if required.

Written record

A written record is kept for all medicines given. (see Record of Administered medicines form) These records are kept in file in staffroom cupboard. This record includes: - expiry date of medicine - dosage of medicine / date & time given.

Complaints procedure

It is important that parents contact school, the class teacher or the SEND coordinator as soon as possible if they have even the slightest concern regarding their child's well-being. We will listen and take your concerns seriously and endeavour to remedy the situation appropriately.

Further guidance can be found in the DfE Publication 'Managing Medicines in Schools and Early Years Settings', 'Supporting Pupils with Medical Needs' and 'Supporting Pupils at School with Medical Conditions' (Section 100 of the Children and Families Act 2014) copies of which can be found in school. This document is also available on the School's Website.

THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES

Signed _____ (Headteacher)

Signed _____ (on behalf of the Governing Body)

Date adopted: July 2015