

BORINGDON PRIMARY SCHOOL

MEDICAL NEEDS AND MEDICINES POLICY

PURPOSE

To ensure that children with medical needs receive proper care and support in the school setting. To ensure that clear procedures are in place for the safe storage, handling and administration of medicines. To provide clear guidelines to enable parents and staff to work together so that children with medical needs are effectively supported and have full access to education, including school trips and physical education. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school, remain healthy and achieve their academic potential. This policy encompasses all of the Statutory guidance contained within ‘Supporting pupils at school with medical conditions.’

SUPPORT AND CARE OF CHILDREN WITH MEDICAL NEEDS

Close co-operation between the school, parents, health professionals and other agencies is essential so that each child can have a successful and fulfilling school experience where they are cared for, stay safe, enjoy and achieve. Children with long term medical needs are clearly identified and known to all staff. All staff will be made aware of their needs and how this may impact on their school life, and what needs to be done for them if they become unwell during the school day. Staff providing support to a pupil with medical needs will receive suitable training.

HEALTH CARE PLANS

- All children with a diagnosed medical condition will have a written individual health care plan involving the parents and relevant health professionals to ensure that staff are aware of their specific needs. Individual Health Care Plans will include the following information: the medical condition, its triggers, signs, symptoms and treatments; the pupil’s resulting needs including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, dietary requirements and environmental issues; specific support for the child’s educational, social and emotional needs; the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies; who will provide support and training; who in school needs to be aware of the child’s condition and the support required; arrangements for written permission from parents for medication to be administered, separate arrangements for school trips and activities outside the normal timetable, who is entrusted with confidential information about the child and what to do in an emergency including whom to contact and contingency arrangements.
- Where children have specific needs, training and advice will be arranged with local health professionals. (see Appendix 1)
- Care Plans will be readily accessible to all staff who need to refer to them, while preserving confidentiality. A copy will be held centrally by the Medical needs co-ordinator in the school office. Health care plans will be reviewed annually or earlier if evidence is presented that the child’s needs have changed.
- If a child has an EHC, the care plan will be linked and the Special Educational Need identified within it.

PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY

Medicines should only be administered in school when it would be detrimental to a child's health not to do so.

Storage, administration and handling of Medicines:

For safety reasons, all medicines with the exception of asthmatic inhalers and eczema creams are stored centrally in the school office but are readily available to children and not locked away. Asthma inhalers and eczema creams are stored in the designated green first aid box in each classroom. Wherever possible, children can self medicate with an appropriate level of adult supervision. If the child needs assistance to apply creams, written permission will be required, the completion of a Health Care Plan by the parent will be accepted as permission to assist with the application of creams.

Parents are asked to deliver any medication to school via the school administrator and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental consent, are in date, are appropriately named and in the original dispensed container with instructions for administration are allowed in school. The exception to this is insulin which may be in a pen or pump. Over the counter medicines such as hayfever medication and Calpol can be administered in school but will need to be named and the Parent will need to complete an Administration of Medicines form outlining why it needs to be taken in school, the dose to be taken and the time it is required. It will be the Parent's responsibility to inform school each day when the medicine was last taken. This is particularly important in the case of Calpol and Ibuprofen.

Timing of Administration of Prescribed Medicines:

A designated member of staff for assisting with the administration of medicines will help children to take their medicines as prescribed at the appropriate time. This varies as some need to be taken with food, whilst others have to be taken an hour before food. Children requiring eczema creams, asthma inhalers, epipens, medazepam or diabetic glucose will have these administered as required. The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day, or at the discretion of the Medical Needs Co-ordinator. Calpol will only be administered in school as a preventative measure if a child has a history of febrile convulsions and this will also be at the discretion of the Medical Needs Co-ordinator. A medicine with a prescribed dosage of 3 times per day will usually be taken at home before school, after school and at bedtime. When no longer required, medications will be returned to the parent for safe disposal.

Parental Authorisation Forms:

Before medication can be given in school, parents must complete the appropriate authorisation for administering medicines in school form or an asthma card, clearly indicating the name of medication and relevant dosage to be taken. They must also complete a Health Care Plan. These forms can be obtained from the School administrator. For children who have extreme eczema, Parents must also write a letter specifically giving their consent for eczema creams to be applied by adults in the school.

Non-prescribed Medicines:

Medicines that have not been prescribed by a doctor or dispensed by a chemist such as cough

lozenges, hayfever or travel sickness tablets will not be administered by staff and are not to be brought to school.

Monitoring of Administration of Medicines:

When a child receives prescribed medication in school, details of the time and date are to be recorded in the Administration of Medicines log. When a child has received any 'as required' medication held in the classroom, a blue letter will be sent home informing parents.

(Appendix 2)

ADRENALINE AUTO-INJECTORS (AAI)

In line with the guidance issued in 2017, the school holds two spare auto injectors for children suffering an anaphylactic reaction. One of these is for children under 6 years old (dose 0.15mg) and one is for children aged 6-12 years (0.3mg). These are stored centrally in the school office. They are to be used for children with known risk of anaphylaxis for whom written parental consent has been given. They are to be administered as per the child's Health Care Plan.

If a child is having anaphylaxis but does not have a care plan or parental consent, first aiders must ring 999 and tell the call handler that an AAI is available. The call handler can then give permission for its use if appropriate.

In the event of an AAI being administered, an ambulance must always be called immediately.

SCHOOL TRIPS AND SPORTING EVENTS

Pupils with medical needs will be actively supported to fully participate and not be prevented from doing so. Reasonable adjustments will be made to meet individual needs.

Administration of medicines on school trips:

On school outings or residential trips, administration of prescribed medicines will be the responsibility of a designated member of staff. Parents must have completed an authorisation form in advance of the trip and give the medication to the teacher in the original container, together with any information about administration or possible side effects. (Asthma and eczema creams would be taken from school and already have parental consent). If a child who is known to have previous anaphylactic episodes is going on a school trip, the lead teacher will take the schools' spare AAI for use in an emergency, as per the guidance above. Administration of these would need to be recorded in the Administration of Medicines log.

School responsibilities:

The school will store medicines safely and supervise appropriate administration in line with the prescriber's instructions and parental consent. If the administration of medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional. Training will depend on individual cases. The school will liaise with the school nurse for advice as necessary. The school will work in partnership with parents and other health professionals to create individual health care plans for children with specific medical needs.

Parental responsibilities:

It is the responsibility of parents to ensure that a parental consent form is completed whenever their child requires medication at school. Parents must also ensure that asthma inhalers and eczema creams held in school are in date. Parents must also inform the school of any possible side effects from medication that their child is taking. Parents must ensure that

medicines that are brought into school are in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Parents must ensure that asthma inhalers taken to football matches etc are returned to school. Parents must dispose of any out of date medicines.

Confidentiality

All information regarding an adult or child's medical needs and medication will be treated in confidence by the school.

VC 10/19

Appendix 1

**BORINGDON PRIMARY SCHOOL
HEALTH CARE PLAN**

Child's name	
Date of Birth	
Child's Address	
Medical diagnosis	

Family contact	Name Relationship Address Telephone
Hospital / health contact	Name Profession Address Telephone
G.P.	Name Address Telephone

Describe medical needs and give details of child's symptoms	
Daily care requirements	

Yours Sincerely

Class teacher