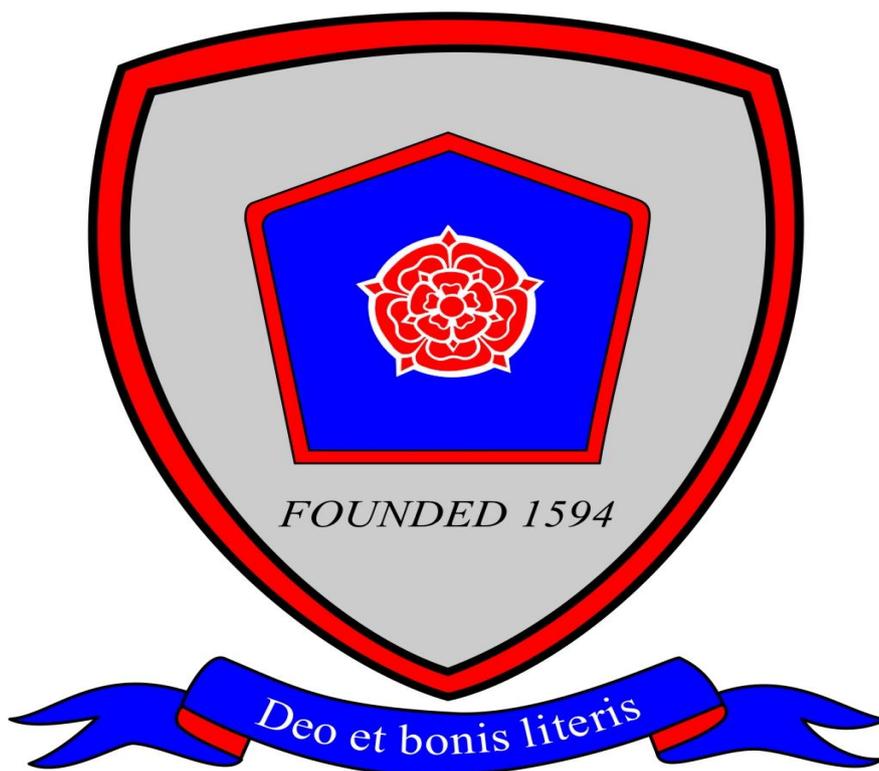


Archbishop Hutton's (V.C.) Primary School

Supporting Pupils with Medical Needs Policy



For God and sound learning

Archbishop Hutton's V.C. Primary School

Supporting Children with Medical Needs Policy

Date approved: 26/04/17

Next Review: April 2018

Signed: M. Jackson (Chair of Governors, Mrs. M. Jackson) Date: 24/03/17

Signed: A. Mead (Deputy Headteacher/SENCO) Date: 24/03/17

SCHOOL MISSION STATEMENT

“This school welcomes all, whatever your background, so that you can achieve your God-given potential”

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1. RATIONALE

Children with medical needs have the same rights of admission to a school or early years setting as other children. Some children with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995. The DDA defines a person as having a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on his or her abilities to carry out normal day to day activities.

2. SUPPORT FOR CHILDREN WITH MEDICAL NEEDS

Parents have the prime responsibility for their child's health and should provide us with information about their child's medical conditions. There is no legal duty that requires school staff to administer medicines. In conjunction with the School Nurse Service the school can support children via a Health Care Plan.

3. PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES

Medication will only be accepted in school if it has been prescribed by a doctor and must be accompanied with written and signed instructions from the parent (see FORM 3A, FORM 4 and FORM 9).

Parents are discouraged from medications to school. In cases where medication should be administered 3 times a day, this could be done before school, immediately after school and at bedtime, for example. We recognise though that there are exceptions to this.

Only reasonable quantities of medication should be supplied (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered in its original container and handed directly to the School Office. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date
- Child's photo (if applicable)

The School will not accept items of medication which are in unlabelled containers. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet that cannot be moved. Medicines that require refrigeration should be clearly labelled and kept separated from any foodstuff in the staffroom fridge.

4. PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES ON VISITS AND OUTINGS

After completing the Risk Assessment and identifying children's medical needs, the classteacher is responsible for collecting and managing a child's prescription medicine and ensuring that they have access to the medication for the duration of their visit. The school will make every effort to continue the administration of medication to a pupil whilst on visits away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school visit if appropriate supervision cannot be guaranteed.

5. ROLES AND RESPONSIBILITIES OF STAFF MANAGING ADMINISTRATION OF MEDICINES, AND FOR ADMINISTERING OR SUPERVISING THE ADMINISTRATION OF MEDICINES

The Governors and staff of Archbishop Hutton's VC School wish to ensure that pupils with medical needs receive proper care and support at school. The Headteacher will accept responsibility in principle 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. School will keep a record of all medicines administered, stating what and how much was administered, what and by whom. (see FORM 6) Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school (see FORM 7)

6. PARENTAL RESPONSIBILITIES

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. It is their responsibility to ensure that the medication is within its expiry date and should remove any out of date medication. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

7. WRITTEN AGREEMENT

The school will only administer medication with written approval either in the form of a Health Care Plan (see FORM 2) or a signed Parental Agreement (see FORM 3A)

8. LONG TERM / COMPLEX MEDICAL NEEDS

Parents of children who need long term medical needs should agree a medical plan with the Headteacher and health professionals.

9. STAFF TRAINING IN DEALING WITH MEDICAL NEEDS

Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service. This includes:

- Use of an Epi-pens
- Guidance on Anaphylaxis
- Guidance on Asthma
- Guidance of Eczema
- Guidance on Epilepsy
- Guidance on Diabetes
- Guidance on Attention Deficit hyperactivity Disorder (ADHD)

10. RECORD KEEPING

Permission to administer medication forms and Health Care Plans are kept in a clearly marked folder with medication in a secure first aid cabinet in the school office. Records of staff training will be kept in the school office in a clearly marked folder (See FORM 8).

11. SAFE STORAGE OF MEDICINES

Unless otherwise requested, all medication will be stored in a locked cabinet that cannot be moved. Medicines that require refrigeration should be clearly labelled and kept separated from any foodstuff in the staffroom fridge. Inhalers are kept in individual classrooms labelled with the child's name. These inhalers must be carried with the children whenever they undertake physical activities outside the school premises or attend school trips. When they are no longer needed medicine should be returned to the parent for their safe disposal.

12. ACCESS TO THE SCHOOL'S EMERGENCY PROCEDURES

A copy of the School's Emergency Procedures is available in the School Office (see FORM 1).

13. RISK ASSESSMENT AND MANAGEMENT PROCEDURES

Class teachers make a daily risk assessment on children in their care and notify a qualified first aider should any problems arise.

14. PUPIL REFUSAL OF MEDICATION

Where pupils refuse to take their medication under supervision, as requested by parent or doctor, the staff will not force them to do so by any means. The parents will be informed immediately (for this reason it is the parents' responsibility to ensure that accurate and reliable contact details are

available at school). Parents will take responsibility for their child's medical needs at this point, by coming to collect their child/supervise medication personally, advising emergency action (eg. ambulance) or deeming that the child may remain un-medicated in school until the end of the school day. The school will, if in any doubt about a child's condition, contact the emergency services, with or without a parent's request/consent.

15. FIRST AIDERS

The majority of our school staff are qualified first aiders. It is essential that a first aider is present on school trips.

16. FIRST AID BOXES

First aid boxes are checked and restocked on a regular basis by Mrs H. McKinley. First aid boxes are located in the following places throughout school: • School Hall • KS2 Corridor • Foundation Stage Corridor

17. SCHOOL TRIPS

- The school will make every effort to ensure that pupils with medical needs have the opportunity to participate in school trips, as long as the safety of the child concerned and that of other pupils is not compromised by their inclusion
- The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the child concerned
- Parents must ensure that the party leader has full information on medical needs and any relevant emergency procedures. Other bodies which may be accessed or contacted in relation to the support of pupils with medical needs are: The Local Authority, The Health Authority, NHS Trusts, The School Health Service (usually through the school nurse), the child's General Practitioner, The Community Paediatrician or The Community Nurse

18. ILLNESS DURING THE SCHOOL DAY

Should the class teacher feel that a child should not be in school due to feeling unwell then the parent/carer will be contacted to take them home. In the case of vomiting or diarrhoea the child must remain off school for at least 48 hours from the last bout.

Occasionally the child may be suffering mild pain ie. toothache, earache. Should this occur we shall contact the parent/carer to come to school to administer calpol straight away or for the child to be collected. Staff will record the details on FORM 6.