



## Overdale Junior School

### Medical Conditions and administering medicine Policy

**2021/2022**

<b>Policy Review Date:</b>	October 2022	Headteacher – Matt Evans	Signature: M. Evans
<b>Ratified by Governing Body:</b>			
Chair of Governors – Tony Smith		Signature: T. Smith	

## Medical Conditions and administering medicine Policy

This policy has been written using the DFE document Supporting pupils at school with medical conditions.

In this document when we use the word school, we are referring to Overdale Junior School.

We are an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school. We will help to ensure they can through the following:

- This school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school. This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP).
- This policy is followed and understood by our school community and the Local Authority.
- **Ensure children are healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing once they leave school.**
- **No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.**
- **The school will listen to the views of pupils and parents.**
- **Pupils and parents feel confident in the care they receive from the school and the level of that care meets their needs.**

### Policy Implementation.

- The Headteacher, Governing Body and Senco will ensure that this policy is regularly monitored and reviewed in accordance with statutory legislation.
- All staff are made aware of any children in our school with medical conditions through regular meetings and information boards in the staff room and first aid room.
- Supply teachers are provided with a copy of the policy and relevant information for the class they are covering.
- The Headteacher, Governing body and Senco will ensure that risk assessments are carried out with sufficient information on regarding children's medical conditions.
- The school Senco will be responsible for monitoring and reviewing Individual Healthcare plans.
- **The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.**

### Individual Healthcare Plans

This school will use an Individual Health Plan (IHP) for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. **It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. The IHP will detail an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out of school activities. Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical needs.** Further documentation can be attached to the Individual Health Plan if required

Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school are listed below.

The child has:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long-term venous access
- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

An Individual Health Plan, accompanied by an explanation of why and how it is used will be created in partnership with the school, parents, and a relevant healthcare professional e.g. school nurse and can be drawn up at the following times.

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school
- transition discussions

**A child's Individual Healthcare Plan should explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.**

Roles and Responsibilities.

The roles and responsibilities of all those involved in the arrangements made to support pupils at school with medical conditions.

The school's Governing body will:

- Make arrangements to support pupils with medical conditions in school.
- Monitor that this policy is developed and implemented.
- Monitor that pupils with medical conditions will fully participate in all aspects of all school life.
- Monitor that staff receive suitable training and are competent before they take on responsibility to support children with medical conditions.
- Support staff in accessing information and other teaching support materials.

The Headteacher will:

- Ensure that all staff are aware of this policy and understand their role in its implementation.
- Ensure that all staff are aware of medical conditions within school.
- Provide a sufficient number of trained members of staff to implement the policy and Individual Healthcare Plans, including emergency situations.
- Have the overall responsibility for the development of individual healthcare plans.
- Make sure that staff are appropriately insured to support pupils with medical conditions.
- Contact the school nurse service if further support is needed at school.
- **Review all medical emergencies and incidents to see how they could have been avoided, and change school policy according to these reviews.**

School staff will:

- Be aware that they may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Take into account the medical needs of pupils with medical conditions that they teach.
- Receive sufficient training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions. **They will also receive training and written information on medical conditions which include avoiding/reducing exposure to common triggers. The school has a list of the triggers for pupils with medical conditions and is working towards reducing/eliminating health and safety risks.**
- **Inform parents if a pupil misuses their medication, or anyone else's as soon as possible and the school's disciplinary procedures are followed.**
- **Be committed to identifying and reducing triggers both at school and on out of school visits.**
- **Keep in touch with a child when they are unable to attend school because of their condition.**

School nurses will:

- Be responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- Provide support for staff on implementing a child's individual healthcare plan and provide advice if needed.
- Provide training on administering medicines as and when needed.

Other healthcare professionals, including GPs and paediatricians will:

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing healthcare plans if appropriate.
- Provide support in schools for children with particular conditions (e.g. asthma, diabetes)

Pupils will:

- Be listened to and provide information if they can about how their condition affects them.
- Be involved if appropriate in discussions about their medical support needs.
- Be sensitive to the needs of those with medical conditions.

**Parents will:**

- **Let the school know immediately if their child's needs change.**
- **Be asked if their child has any medical conditions on the enrolment form.**

Local authorities will:

- Promote cooperation between relevant partners, under section 10 of the Children Act 2004.
- Provide support, advice, guidance and training for school staff to ensure that individual healthcare plans can be delivered effectively.
- Work with schools to support pupils with medical conditions to attend full time.

Providers of health services will:

- Cooperate with schools that are supporting children with a medical condition.
- Provide support, information, advice and guidance to schools to support children with medical conditions at school.

Clinical Commissioning Groups will:

- Be responsive to local authorities and schools seeking to strengthen links between health services and schools.
- Consider how to encourage health services in providing support and advice to schools.

Ofsted will:

- Place a clear emphasis on meeting the needs of disabled children and pupils with SEN.
- Consider the quality of teaching and the progress made by these pupils.
- Consider the needs of pupils with chronic or long-term medical conditions and to report on how well their needs are being met.

Staff training and Support

- Staff will be provided with regular opportunities to attend training sessions on medical conditions and how to administer medicines.
- The Headteacher and Senco will arrange training based on the needs within the school and will contact the School nurse for information on training providers.
- All staff are invited to attend specific training on medical needs and medication, and it is compulsory for any staff working with that child to attend that training. All training is reviewed annually.
- Staff will not be asked to administer any medication for which they have not been trained for.
- Parents are encouraged to speak to school staff and provide as much information as possible about their child's medical conditions.

The child's role in managing their own medical needs

- Where appropriate the child will be encouraged to manage their own medical needs under adult supervision.
- Arrangements will be made for them to access their medication quickly.
- If a child refuses to take their medicine staff will not force them to do so and we will contact the parents to discuss alternative options.

## Managing medicines on the school premises

### Storing Medicines

- **Emergency medication is readily available wherever the child is in the school and on off-site activities and is not locked away. Children may carry their emergency medication with them if they wish/this is appropriate. Each child will know where their medication is at all times.**
- **The school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.**
- **School will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.**
- **Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.**
- **The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.**

### Record Keeping

- Parents are asked to provide written information of the medication, dosage and timings before any medication is administered.
- Once staff administer the medication, they are required to record the date, time and dosage of the medicine given.
- Staff are also asked to make sure there is a witness present to observe that the medicine is given appropriately, and they are required to initial and sign the form.
- **The school has a centralised register of IHP's, and an identified member of staff has the responsibility for this register. (Mrs L Collins)**
- **IHP'S are regularly reviewed, at least every year or whenever the needs of the pupil change.**
- **The school makes sure confidentiality is protected.**
- **Staff seek permission from parents before sharing any medical information with any other party.**
- **Staff meet with pupils (where appropriate), parents, specialist nurses (where appropriate) and relevant healthcare services prior to any overnight or extended day visit and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.**

### Emergency Procedures

- Children who have specific medical conditions will have an Individual Healthcare Plan that outlines what to do in the event of an Emergency. These emergency procedures are also readily available, so all staff are aware of what to do in the event of an emergency.
- When children are educated off site the lead member of staff is required to carry out a risk assessment and make sure all staff are aware who the children are with medical needs and what to do in the event of an emergency.
- All rooms in school have a red card in and children are told to take that red card up to the office if assistance is needed.
- If a child needs to be taken to hospital staff will stay with the child until the parent arrives or accompany the child to hospital.

### Day trips, residential visits and sporting activities

- All teachers are aware of the medical needs within their class and will always risk assess each activity before they ask a child to participate in it or provide appropriate adaptations or equipment.

#### Unacceptable practice

The Governors and Headteacher and school staff believe it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- assume that every child with the same condition requires the same treatment.
- ignore the views of the child or their parents; or ignore medical evidence.
- send children with medical conditions home frequently or prevent them from staying for normal school activities.
- if the child becomes ill, send them to the school office or medical room unaccompanied.
- penalise children for their attendance record if their absences are related to their medical condition.
- prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- require parents to make them feel obliged to attend school to administer medication to provide medical support to their child.
- prevent children from participating or create barriers to children participating in any aspect of school life.

#### Liability and indemnity

- The Governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- Schools insurance arrangements which cover staff providing support to pupils with medical conditions.
- Insurance policy should provide liability cover relating to the administration of medication.



## Individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

Phone no.


Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency? *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



**REQUEST FOR ADMINISTRATION OF MEDICINES  
(GENERAL CARE PLAN)**

To: Headteacher of ..... School / Academy

From: Parent/Guardian of ..... Full Name of Child

DOB: XX XX XXXX

My child has been diagnosed as having:

.....(name of condition)

He/She has been considered fit for school but requires the following prescribed medicine to be administered during school hours:

.....(name of medication)

I consent/do not consent for my child to carry out self administration (delete as appropriate)

Could you please therefore administer the medication as indicated above

.....(dosage) at .....(timed).....(intervals) Strength of medication: .....

With effect from ..... Until advised otherwise.

The medicine should be administered by mouth/in the ear/nasally/other.....

.....(delete as applicable)

I consent/do not consent for my child to carry the medication upon themselves (delete as appropriate)

I undertake to update the school with any changes in medication routine use or dosage.

I undertake to maintain an in date supply of the prescribed medication.

I understand that the school cannot undertake to monitor the use of self administered medication carried by the child and that the school is not responsible for any loss of/or damage to any medication.

I understand that if I do not allow my child to carry the medication it will be stored by the School and administered by staff with the exception of emergency medication which will be near the child at all times

I understand that staff will be acting in the best interests of .....Childs Name whilst administering medicines to children.

Signed:..... Date:.....

Name of parent (please print).....

Contact Details:

Home.....Work:.....Mobile:.....

Headteacher (PRINT NAME): .....

or Healthcare – Social care Professional:.....

## Administration of Medicine Log

<b>Child's name</b>	
<b>Class</b>	

<b>Date</b>	<b>Time</b>	<b>Dosage</b>	<b>Member of staff</b>	<b>Signature</b>	<b>Signature</b>

