



Whinstone Primary School

Policy for Supporting Pupils with Medical Needs

Last Revision May 2021

Policy Statement

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported while at Whinstone Primary School so they can play a full and active role in school life, remain healthy and achieve their academic potential.

Relevant (need to know) staff will be aware of individual children's medical conditions and the plan that is in place to support them including what to do in an emergency.

The school understands the importance of medication and care being managed as directed by health care professionals and parents. Only *prescribed* medication will be administered.

Staff involved in the administration of medicines and provision of support to pupils with medical conditions will be suitably trained -Training will be provided for staff where the administration of medicine requires specific medical or technical knowledge.

The named member of school staff responsible for this medical conditions policy and its implementation is our Inclusion Leader Amanda McNaughton.

The policy applies to all children. Whinstone Primary School is a Rights Respecting School and we encourage all children to learn their rights in a responsible and respectful manner. **Article 19** of Children's Rights is particularly relevant to this policy and states: You should not be harmed and should be looked after and kept safe.

On Admission to School

All parents/carers will be asked to complete an admissions form advising of any medical conditions for which their child may require support at school.

Individual Health Care Plans (Plans provided to school by healthcare professional)

Appendix 1

Individual healthcare plans and their review may be initiated in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child.

Individual health care plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or children's community nurse who can best advise on the particular needs of the child.

Pupils may also be involved whenever appropriate. The aim is to capture the steps which Whinstone staff will take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

For the start of the new school year, or on receipt of a new diagnosis of a medical condition, every effort should be made to ensure that suitable arrangements are put in place within two weeks. Schools do not need to wait for a formal diagnosis before providing support to pupils. In cases where a medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based upon the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support is put in place.

Relevant (need to know) members of staff will be made aware of individual health care plans

A copy of the current individual health care plan will be held by the parent/carer/school and where relevant, a health care professional. The individual health care plans (and medication) will accompany the child on any out of school activities.

Administration and Storage of Medication in School

Only medicines which have been prescribed for a child will be administered in school. Parents should ensure that, wherever possible, medication is prescribed so that it can be taken outside the school day.

Should medication be required to be administered at school, parents/carers must complete an

Administration of Prescribed Medicines in School Consent Form. (Appendix 2)

Medication cannot be administered without signed consent.

The completed Administration of Prescribed Medicines in School Consent Form and the prescribed medication should be handed by the parent/carer to a member of staff from the school office.

Medicines will only be administered if they are provided in its original container complete with a pharmacy label showing the child's name, dosage instructions and any relevant storage instructions. The product must be in date. The exception to this is insulin which must still be in date but will generally be provided to schools inside an insulin pen or pump, rather than in its original container.

The school will make sure all medication is stored safely and that pupils with medical conditions know how to access them. In the case of emergency medicines they will have access to them immediately.

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 new term (or when the medication has expired if this is sooner)

Parents must let the school know immediately if their child's healthcare needs change.

Parents/carers are responsible for replenishing supplies of medicines and collecting no longer required/out of date medicines from school.

Children where competent can administer their own medicine. Parents will be requested to notify the school when this is the case (and request if this is to be supervised or not). Parents/carers will also be required to request in writing if they wish their child to carry their own medication with them in school (e.g. inhalers)

The school will keep an accurate record of all medication they administer or supervise administering, including the dose, time, date and staff involved. If a medication is not administered the parent/carer will be notified.

Children with a diagnosis of asthma will have their own reliever inhaler in school – this will be stored in the Asthma Box in each classroom

Children who have been prescribed an auto injector will have two does in school – one to be kept in the school office and one to be kept in the Asthma Box in each classroom

Disposal of Medication

If parents do not collect out of date / no longer required medicines within 14 days of being requested to do so the medicine will be returned by the school to a pharmacy for destruction.

Out of School Activities Extended School Day

The school will meet with parents, pupil and health care professional where relevant prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed to support a child with a medical condition to participate. This should be recorded in child's individual health care plan which should accompany them on the activity.

Risk assessments are carried out on all on all out of school activities taking into account the needs of pupils with medical needs. School will make sure a trained member of staff is available to accompany a pupil with a medical condition on an offsite visit.

APPENDIX 1

Form 1 – Individual Healthcare Plan

For pupils with medical conditions at school

(NB prescribed medicine in school consent form must also be completed)

Name of school / setting	
Child's name	V <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/>
Group / class / form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name 1	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	
Name 2	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	

Clinic / Hospital Contact

Name	
Address	
Phone no.	

G.P.

Name	
Practice address	
Phone no.	

Who is responsible for providing support in school	
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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 medicines, dose, method of administration, when to be taken, side effects, contra-indications, administered by /self-administered with/without supervision

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Daily care requirements

Specific support for the pupils 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

APPENDIX 2

WHINSTONE PRIMARY SCHOOL Administration of medication in school

1. The Governors and staff of Whinstone Primary School wish to ensure that pupils with medical needs receive proper care and support at school. The Head Teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.
2. Medication will only be accepted in school if it has been prescribed by a doctor unless in exceptional circumstances agreed personally by the Headteacher or Deputy Headteacher.
3. Medication will not be accepted in school without a completed and signed written consent form from the parent or legal carer.
4. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at one time)
5. Each item of medication must be delivered in its original container and handed directly to the School Office (or to a nominated person authorised by the Head Teacher) by an adult.
6. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
7. 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
8. The school will not accept items of medication which are in unlabelled containers.
9. Unless otherwise indicated all medication to be administered in school will be kept in a fridge in the school office. If the office is left unattended the office will be locked.
10. The school will maintain a written record of all medication administered or self-administered and upon request will provide parents/carers with details of when medication has been administered to their child.
11. Where it is appropriate to do so pupils will be encouraged to administer their own medication, if necessary under staff supervision. In such circumstances the medication should still be brought to school in the usual way, i.e. handed to an adult by an adult, and the appropriate form completed.
12. 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.
13. Training will be provided for staff where the administration of medicine requires medical or technical knowledge
14. Medicine will only be administered by a competent adult and all administration of medicine will be witnessed by an additional adult to verify the correct dose is given at the correct time to the correct child.
15. The school will make every effort to continue the administration of medication to a pupil whilst on trips 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 trip if appropriate supervision, medication or medical resource cannot be guaranteed. Any such decision will only be taken if there are no reasonable adjustments that the school can make.

