



Manor Primary

Medical Policy

**SUPPORTING PUPILS WITH MEDICAL CONDITIONS AND THE
ADMINISTRATION OF MEDICINES**

Review Date: January 2025

Introduction:

Manor School is an inclusive school and we are committed to providing access to education to all pupils, including those with medical needs.

This policy has been written in line with the requirements of the guidance released in April 2014 updated 11th December 2015 – “Supporting pupils at school with medical conditions” under a statutory duty from section 100 of the Children and Families Act 2014. The school will have regard to the statutory guidance issued and make all efforts to comply.

For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those pupils.

Policy Statement:

Manor Primary School strives to ensure that pupils return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that pupils with chronic health needs are supported at school.

Where pupils are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, pupils should remain at home to be cared for and looked after. Even if they have improved, pupils should not return to school for at least 48 hours into a course of antibiotics.

The medical conditions policy sets out how the school ensures pupils with medical conditions receive appropriate care and support in school. It aims to:

- Support regular attendance of all pupils;
- Ensure staff understand their roles and responsibilities in administering medicines;
- Ensure Parents / carers understand their responsibilities in respect of their pupil's medical needs;
- Ensure medicines are stored and administered safely.

Prescription Medicines:

- Medicines should only be brought to school when essential (where it would be detrimental to the pupil's health if the medicines were not administered during the school day);
- All medicines should be taken directly to the school office by a responsible adult;
- Medicines can only be administered by the school if brought into school in its original packaging with the dispensing directions, date of dispensing, doctor's / pharmacist's details and dosage instructions;
- Medicines should be clearly marked with the pupil's name and class number;
- Medicines will only be accepted for administration in school on completion of the appropriate consent form and plan for administering medicines by a parent or carer;
- The pupil may require a Health Care Plan and/or a Medicine Management plan to be in place before administering any medication;
- Pupils must not carry medicines themselves for self-administration during the day;

Non-Prescription Medicines:

- No non-prescribed medicine will be administered to any pupil;
- Paracetamol or ibuprofen will not be given routinely as their primary use is to control raised temperature for which a child should be at home.

Policy implementation

The Board of Governors is responsible for ensuring compliance with the statutory duty for making arrangements for supporting pupils at school with medical conditions.

The Headteacher is responsible for the overall implementation of this policy. The Headteacher will ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Headteacher must ensure that all staff who need to know are aware of the child's condition. The Headteacher will also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans.

Roles and Responsibilities

Staff

All members of staff are expected to show a commitment and awareness of pupil's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

- Staff are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising pupils in self-administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- All medicines are stored safely and securely within easy access for staff but out of reach of pupils;
- Staff must complete individual records of administered medication for pupils with on-going and chronic conditions. Information to include -date, time, name, class, medication name, dose and signature of designated staff.
- Staff managing the administration of medicines and those who administer medicines will receive appropriate training for supporting pupils with particular conditions (e.g. asthma, diabetes, epilepsy);
- For each pupil with a long-term or complex medical condition, the Headteacher, will ensure that a Health Care Plan is drawn up, in conjunction with the pupil's Parents / carers and appropriate health professionals.
- If the pupil refuses to take their medication, staff will not force them to do so, and will inform the Parents / carers of the refusal, as a matter of urgency, on the same day. In this situation the medication record should note the refusal and the parental contact made. If the refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- The SENCO gives class teachers a list of pupils in their class with medical needs and medical information on these pupils.

Parents and Carers

- Parents / carers are responsible for providing the School with sufficient and up-to-date information about their child's condition and/or medical needs, including any allergies;
- Parents / carers should keep their children at home if acutely unwell or infectious;
- Pupils may be able to manage their own medication, under adult supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents / carers are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epipens, are kept up to date, and equipment in working order;
- Parents / carers are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic. A medical letter from the child's GP/hospital will be required to make any changes to the care plan.
- Parents / carers must complete a new parental consent form to administer medication if there are any changes to a pupil's medication, including any change in dosage or frequency;
- Parents / carers should be involved in the development and review of their child's individual Health Care Plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation and ensure they or another nominated adult are contactable at all times.

Long term and complex needs / Health Care Plans

Where a pupil has significant or complex health needs, an individual Health Care Plan may be appropriate and may be put in place involving the parents and relevant health care professionals. The Health Care Plan will capture the key information and actions that are required to ensure that the pupil is effectively supported to manage his/her medical condition in school.

Health Care Plans will be reviewed annually or sooner if the pupil's health needs change. Individual Health Care plans will be easily accessible to all who need to refer to them, while preserving confidentiality.

Safe storage of medicines

- Medicines must be in their original container and include the prescriber's instructions.
- All medicines should be marked with the pupil's name and these will be stored safely in the classroom. Pupils should know where their medicines are at all times and be able to access them immediately under adult supervision.
- We ask that the prescriber could provide two prescriptions of Epipens - one for the office and one for the classroom.
- Asthma inhalers for emergency use are stored safely in the First Aid Room by the Office.

- Where medicines need to be refrigerated, these will be kept in the staffroom fridge;
- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Emergency procedures

Where a pupil has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

School trips, residential visits, and sporting activities

We encourage pupils with medical needs to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments.

A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents/carers and relevant healthcare professionals.

On school visits, the class teacher is responsible for ensuring that all medical devices and medicines are taken with them in the class medicine bag, e.g. asthma pump, EpiPen, eczema cream.

Staff will be aware of medical needs and emergency procedures. A copy of the health care plan will be taken on visits.

If additional supervision is needed, the School may request a parent or carer to help as an additional supervisor for their child only.