



# Pupils with Health needs including Administering Medicines in School Policy

This policy was last reviewed:	Summer 2024
This policy will be reviewed again:	Summer 2025
This policy will be reviewed by:	School Community Committee, GB to ratify
Statutory policy?:	Yes
Source:	Governing Body



# Pupils with Health needs including Administering Medicines in School Policy

## Part 1: Policy for dealing with children with medical conditions

We have a responsibility to ensure that children with medical needs have access to high quality educational support to enable them to continue their education effectively. Good communication and co-operation between the school, home and other professionals are essential.

The Attendance, Welfare and Wellbeing Officer, is responsible for the effective implementation of this policy. Key aims of the policy are to:

- provide continued education as normally as the condition allows;
- reduce the risk of lowering self-confidence and educational achievement;
- promote equal access to education for all children and young people;
- establish effective liaison; and
- ensure that prompt action takes place.

The Attendance, Welfare and Wellbeing Officer will

- monitor the attendance of all children with medical conditions;
- liaise with the Education Welfare Officer (EWO) and EIS regarding all children expected to be absent from school 15 days or more;
- co-ordinate education provision from the first day of absence for those children who have disrupted patterns of schooling (for those children with recurring illness and chronic conditions);
- co-ordinate the provision of work that will support a broad and balanced curriculum, by providing information and guidance to the designated tutor in developing an individual educational plan, and where appropriate liaising with the designated tutors and Education Manager on other educational issues;
- ensure that there are mechanisms in place to communicate information about activities and social events to enable the children to keep in touch with peers;
- monitor provision, progress and reintegration arrangements;
- ensure that the views of children and parents/carers are taken into account; and
- ensure that appropriate Code of Practice (SEN and Disability) procedures are in place as required.

This policy reflects the Borough policy and the statutory guidance 'Access to Education for Children and Young People with Medical Needs' 0732/2001

## **Part 2: Policy for Administering Medicine in school**

All children that require medication to be kept on site for regular use/on a long time basis for conditions such as allergies, asthma, and allergic reactions, will have a dedicated, named box that will be kept in their classroom medical cupboard. Children are aware of where their medication is kept and we encourage children in KS2 to be responsible for administering their own medication with supervision unless they are unable. They are also encouraged to carry their medication on school trips unless this is not suitable or at the parents request.

Medicines will only be administered when prior permission is given by the parent in writing, or over the telephone in an emergency.

All staff are trained and update their training with regard to administering medicine.

Pupil and Family Wellbeing and Support Worker is responsible for checking that all medication is in date however, it is the parent's responsibility to ensure that school have a good supply of medication and that all medication kept in school for their child is in date. It is expected that parents provide any medication required for any trips off site and school will take theirs in case of an emergency.

All staff are made aware of children that require regular/long term medication. Photographs and an overview of the child's medical needs are as follows:

- All pictures and overview of conditions are on the inside of the medical cupboard.
- Each class also has a file with a copy of the healthcare plans and asthma cards so that this can be referred to or taken on a trip if they feels the need.
- Any food allergies are also on the school kitchen wall

For any child that requires more complex medication, named staff members will have in-depth training and be namely responsible for the administering of the medication.

A care plan will be completed for children that require medicines for conditions such as anaphylaxis or have more complex medical needs. Care plans are completed by/with parents and the school nurse if possible to ensure that we have all the information we need and that the school nursing service are aware and can review. The school nurse can also highlight if any further support is required in any area e.g. referrals to specialists, if funding can be sought etc.

The care plan will take into account any special requirements the child may need such as additional rest time, additional food/water, adaptations to their timetable and additional toilet breaks. School will work closely with the parents/carers and any additional agencies involved to ensure the child's individual needs are met. This care plan will be kept with and be displayed with the child's medication. (The school has a nut free policy to avoid any children with a nut allergy being exposed during the school day. Please see School Food policy.) Care plans are reviewed on a yearly basis with the school nurse unless the child's needs change before that date and the care plan needs to be modified. Two copies of the care plan along with any additional information is kept in the medical room. One copy is kept by the medical room phone so that, in the event of an emergency, it is quickly available

to the person calling the ambulance service; and also if the information needs to be taken to the hospital.

If a child requires any controlled drugs, these will be stored in a non-portable container and only named staff have access. If any sharps and needles are needed, they must be kept in a secure box. Parents are required to regularly dispose in an approved manner any sharps and needles boxes in agreement with school.

School works with external agencies such as community nursing to ensure that we receive specific training and strong communication is sought to ensure the children with medical needs receive the best care.

School will only accept and administer medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.\* Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child, prescriber's instructions for administration and dosage. Staff who administer medicine will do so with a second adult. Both will sign the medical record book to ensure correct administration.

School will administer antibiotics that need to be taken 4 times a day. Medicines that are to be taken 3 times a day should be taken in the morning, after school hours and at bedtime. If a child refuses to take medicine, staff will not force them to do so. Parents will be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school emergency procedures will be followed.

Activities such as cooking require a risk assessment to ensure no child is put at risk and that children that have medical needs are not put at a disadvantage. Modifications are made to ensure full participation where possible.

When organising any trips and visits off site, a risk assessment is completed and any children with medical needs are taken in to consideration to ensure the trip is not only safe for them but they are able to fully take part in activities where possible. On any trip off site school ensures that a first aider is present and they will be the named/designated key person for any medical needs, however it is the responsibility of parents/carers to ensure their child has their medicines with them on the occasion of the trip.

If it is not an emergency where medication is required to be administered immediately, children will have their medication administered in the privacy of the medical room. If a child feels unwell they can choose to rest in the classroom or rest in the medical room.

If the Attendance, Welfare and Wellbeing Officer is absent then a member of staff will be appointed to cover her duties.

\*Emergency Salbutamol Inhaler – school keep an emergency inhaler as per DfE guidelines to be kept and administered in an emergency if a child's prescribed medication is not available to '*children who have been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication.*' (DfE Guidance on the use of emergency salbutamol inhalers in schools, March 2015) Where possible permission will be sought in writing in advance but where necessary permission may be given over the over the phone. However, all other normal protocols will be followed. For example, calling parents, recording administration etc.