



WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY

West Buckland Primary School and Nursery

Pupil Medication and Medical Conditions Policy

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1. Aims

Our aim at West Buckland Primary School and Nursery is to implement and maintain an effective management system for the administration of medicines to all pupils in our care in order to ensure that the trust schools provide support to individual pupils with medical needs.

2. Liaising with parents

Richard Huish Trust (the Trust) promotes ongoing communication with parents in order to ensure that the specific medical needs of all pupils in our care are known and met. Parents and carers must inform the Academy Reception if their child develops a medical condition which will require either prescription or non-prescription medication to be taken at school and of any changes to the medication required.

The Academy requests that medication is only taken at school if it is essential, that is, where it would be detrimental to the pupil's health not to administer the medication during the school day. Where possible, medicines should be taken at home, before and after attending school.

Academy staff will not issue any medication to a pupil without obtaining prior written permission from his or her parents or carer. Pupils will be asked to self-administer their medication with the exception of emergency Epi Pens.

Where the school has been provided with written permission for medication to be administered, a note will be made on the pupil database and parents may request to see these notes.

3. Personal care plans

Where a pupil has long term or complex health or personal needs, the SENDCo will establish a personal care plan for the pupil in consultation with the pupil and the pupil's parents which will then be communicated to staff with a need to know its content.

The SENDCo will be responsible for the plan's maintenance and ensuring it is followed effectively.

4. Training

Staff at the Academy are not trained in the administration of medicine with the exception of Epi-pens. We expect parents/guardians to make us aware of any medicines that pupils are required to take throughout the course of the school day. Unless we are informed otherwise, it will be assumed that the pupil is aware of how and when to administer the medicine themselves.

Should the Academy admit a pupil who has a specific medical need requiring assistance in the administration of medicine by a staff member, we would seek to ensure that staff members undertook the relevant training.

If not already medically qualified, the relevant members of staff will receive appropriate training and support from a qualified health professional, including training on the side effects of medication and what to do if they occur. If the administration of medication involves any medical procedures, the qualified health professional will provide written confirmation that the member of staff is proficient in the procedure.

Where it is identified that the administration of prescription medication to a pupil requires technical, medical or other specialist knowledge, appropriate individual training tailored to the individual pupil will be undertaken by appropriate staff from a qualified health professional.

5. Prescription and non-prescription medication

As a general rule, staff will not issue any medication that has not been prescribed for that particular pupil by a doctor, dentist, nurse or pharmacist.

Staff may only administer non-prescription medication such as pain and fever relief if the parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so. Parents will be asked to confirm that the pupil has not suffered an adverse reaction to the medication in the past.

No pupil shall be given medicine containing aspirin unless prescribed for that particular pupil by a doctor.

5.1 Controlled Drugs

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.

6. Storage of medication

Medicines will always be stored securely by the Administrator (Primary) in accordance with individual product instructions. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

However, if parents or guardians require the school to store any emergency medication such as reliever inhalers and adrenaline pens, they will be kept in the Reception

Secretary's Office or First Aid Room in a clearly marked box, **but in order to allow immediate access the box will not be locked.** In the case of medication which is not required in an emergency, the pupil will be told where their medication is stored and who holds the key.

7. Students' Allergies

Students' allergies and/or medical needs are communicated to staff as required.

8. Emergency procedures

In the event of an emergency related to the administration of medicine, a trained first aider should be called as soon as possible, if not already present. If the trained first aider does not consider that he or she is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency. Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the school site.

9. Off-site visits and sporting events

If a pupil attending an off-site visit or sporting event cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this Policy.

All pupils requiring preventative medicine (particularly for sport), if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

10. Related Policies and Documents

- Safeguarding and Child Protection Policy and associated procedures
- SEND Policy and associated procedures
- Health and Safety Policy and associated procedures
- Equality and Diversity Policy
- Complaints Policy
- First Aid Policy/procedures and Minibus Policy

- Supporting Students at School with Medical Conditions - statutory guidance for governing bodies of maintained schools and proprietors of academies in England – updated December 2015.
- Other policies, procedures and documents may be identified from time to time as circumstances change and may be added to this list.
- For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

11. Records to be maintained

- Record of medicines administered and any side effects
- Parent/carer agreement for school to administer medicine
- RIDDOR Accident Reporting
- Individual Health Care Plans (where needed)
- Contacts for Parents/carers (if the Academy system is down)

Appendix 1 – Procedures

1. Record-keeping (Office Staff Responsibility)
 - 1.1 Staff will complete and sign a record each time they give medicine to a child. (These are filed in children's individual record cards when the course of prescribed medicine is completed.)
 - 1.2 Staff will review the medical list on a termly basis.
2. Refusal to take medicine (Head Teacher Responsibility)
 - 2.1 If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and inform parents of the refusal immediately.
 - 2.2 If a refusal to take medicines results in an emergency, then the usual emergency procedures will be followed.
3. Storage of medication (Office Staff Responsibility)
 - 3.1 All emergency medicines, such as asthma inhalers and adrenaline pens, will be safely stored and will be readily available. They will not be locked away and where children are considered safely able to take care of their own medicines they will be supported to do so.
 - 3.2 Some medicines need to be refrigerated. These will be kept in and access will be restricted to the refrigerator holding medicines.
4. Absence from school for more than 15 days (Head Teacher Responsibility)
 - 4.1 For those children who attend hospital appointments or are admitted to hospital on a regular basis, special arrangements may also need to be considered. In this event advice may be sought from Medical/ PEVP panel who might offer additional support from the Link Education Centres.
 - 4.2 Children with medical needs may be unable to attend school for many reasons relating to their condition and in this event the school will make arrangements to link the child to suitable learning opportunities and will facilitate their links with other children so that friendships are sustained.
5. Pupils with Long Term or Complex Medical Needs (SENDCo Responsibility)
 - 5.1 Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will be made. The PIMS Team and SENITAS may be contacted to support any adaptations to the curriculum.
 - 5.2 In some cases this might take the form of dedicated adult support, at certain times of the school day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.
6. Individual Health Care Plans (SENDCo Responsibility)

6.1 A written, individual health care plan will be developed where needed, to clarify for staff, parents and the child, the support that will be provided and what training may be required. This will include:

- details of the child's medical condition,
- any medication,
- daily care requirements
- action to be taken in an emergency,
- parents/carers details including emergency contact numbers.

6.2 Those who may contribute to a health care plan include:

- a. The school nurse, specialist nurses, children's community nurses, the child's GP or other health care professionals (depending on the level of support the child needs).
- b. The parents/ carers (and the child, if appropriate).
- c. The Head teacher and SENDCo.
- d. The class teacher, care assistant or teaching assistant,
- e. Support staff who are trained to administer medicines or trained in emergency procedures,
- f. PIMS team.

It is good practice to have a health care plan endorsed by a health care professional and in many cases it is essential to do so.

6.3 The school will agree with parents how often they should jointly review a health care plan. The timing of this will depend on the nature of the child's particular needs. In most cases this will take place at the start of each school year; however, some plans will need to be reviewed more frequently depending on individual needs.

6.4 Healthcare plans and training are not transferable, even when children have the same condition.

7. Training

7.1 If school staff need to be trained to administer medical procedures the school will contact the relevant health care professional, eg School Nurse, specialist nurse or children's community nurse. Parents cannot be responsible for leading this training but parents and children will be asked to participate in the training and give advice and guidance on how they prefer things to be done.

7.2 Parents and school staff cannot cascade training that they have received when the training is specific to an individual child.

7.3 School staff who have been trained are responsible for following and delivering the health care plan and if the child's condition alters they will contact an appropriate professional and the parents, making them aware of the change and requesting further training if needed or an alteration to the plan.

7.4 School staff will request further training when needed, and professional updates at least once a year.

- 7.5 Staff who have been trained in the child's care are responsible for following the procedures in children's care plans as they have been trained to do.
- 7.6 The Head teacher / SENDCo will liaise with health care professionals and the trained staff to support and facilitate training refreshers and updates as needed.
- 7.7 Individual staff are responsible for identifying and communicating any changes that they notice in the child's care needs. The SENDCo will inform parents and health care professionals in writing and discuss whether further training is needed.

8. Communicating Needs

- 8.1 A confidential file containing photographs of pupils with medical needs, together with outlines of their medical condition and action to be taken, is available to all teaching and support staff in the medical room, the SEN files in each classroom and the supply handbooks.
- 8.2 Health Care Plans for individual children are also kept in the classroom where they are accessible to all staff involved in caring for the child.
- 8.3 Further copies and full medical records are stored in the child's personal file.

9. Educational visits

- 9.1 Visits and school residential trips will be planned so that pupils with medical needs can participate and reasonable adjustments will be made as appropriate to ensure that they are not discriminated against. If a risk assessment indicates that it is not safe for the pupil to participate in part of the experience because of their condition, then reasonable adjustments will be made and an alternative experience will be provided to ensure that they are enabled to join in the curriculum surrounding the trip.
- 9.2 Staff supervising excursions and residential trips will always make sure that they are aware of any medical needs, and relevant emergency procedures. Parents of children participating in residential trips will need to complete required consent forms giving details of all medical/dietary needs. All medication or equipment which needs to be administered during the course of the visit should be handed directly to the class teacher in accordance with the school's guidelines before leaving the school at the start of the trip.
- 9.3 A copy of individual health care plans will be taken on visits in the event of the information being needed in an emergency.
- 9.4 Arrangements for taking any necessary medicines will be made and if necessary an additional member of the support staff, or an appropriate volunteer might be needed to accompany a particular child.
- 9.5 If there is any concern about whether the school is able to provide for a child's safety, or the safety of other children on a visit, then parents will be consulted and medical advice sought from the school health service or the child's GP.

9.6 Staff taking children off site will ensure any required medication or equipment are taken off site with them in their 'red first aid sacks', and will be responsible for returning the medication or equipment on their return and informing office staff of any medicine administered off site.

10. Sporting Activities

10.1 All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being. Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson planning for all children to be included in ways appropriate to their own abilities.

10.2 Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. This will include a reference to any issues of privacy and dignity for children with particular needs.

10.3 Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

11. Insurance

This school is an academy. Our insurance arrangements are with RPA.