



Sunnybrow Primary School
Supporting Children with
Medical Needs
(Medicines Policy)

Adopted by the Governing Body on 27th February 2020

To be reviewed February 2022

Equality

This policy complies with the Equalities Act 2010. Everyone will be treated fairly and equally regardless of gender, gender identity, marriage /civil partnership, disability, pregnancy, religion or belief, age, sexual orientation and race / nationality.

Pupils with Medical Needs

Most pupils will, at some time, have a medical condition that may affect their participation in school activities. For many, this will be short term and may be resolved by finishing a course of medication.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such children are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with some support from school, can take part in most normal school activities. However, staff may need to take extra care in supervising some activities to ensure that these pupils, and others, are not put at risk. For these pupils an individual health plan will be drawn up in consultation with parents and medical professionals.

At all times, staff and pupils will be encouraged to be sympathetic to children who have medical needs or who require medication in school time.

Support for Pupils with Medical Needs

Parents or guardians have prime responsibility for their child's health and should provide school with information about their child's medical condition. Parents, and the pupil if they are mature enough, should give details in conjunction with the child's GP or paediatrician as appropriate. The school nurse or doctor and specialist voluntary bodies may be able to provide additional background information for staff.

Medication

There is no legal duty which requires staff to administer medication; this is a voluntary role.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child, must be competent to do so and need support from the headteacher and parents. Such staff should receive appropriate training and guidance. They should be aware of the possible side effects of the medicines and what to do if they occur.

Such staff must have access to information and training and reassurance about their legal liability. The Local Authority must ensure that their insurance policies provide appropriate cover for staff who agree to administer medicines.

Staff Duty of Care

Anyone caring for children, including teachers, have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe.

In exceptional circumstances the duty of care could extend to administering medicines and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.

Parents

Parents, as defined in the Education Act 1996, includes any person who is not a parent of a child but has parental responsibility for, or care of a child such as a foster parent. They are responsible for making sure the child is well enough to attend school. Parents should provide the headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. They should, jointly with the headteacher, reach an agreement on the school's role in helping with their child's medical needs. Parents cultural and religious views should always be respected.

It only requires one parent to agree to or request that medicines are administered. As a matter of practicality this is likely to be the parent with which the school has day to day contact. Where parents disagree over medical support, the disagreement must be resolved by the courts. The school will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a court decides otherwise. (DfE guidance)

The school will follow DfE guidance in determining parental responsibility.

Confidentiality

All staff must always treat medical information confidentially. The headteacher will agree with the child where appropriate, or otherwise the parent, who else should have access to records and other information about a child. This will be detailed in their health plan. If information is withheld from staff, they will not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Any breaches in data protection will be reported to the ICO in line with the school's data protection policy.

The Employer

The employer at Sunnybrow Primary School is the Local Authority and is responsible under the Health and Safety at Work Act 1974, for making sure that the school has a Health and Safety Policy. This should include procedures for supporting pupils with medical needs, including managing medication.

The Governing Body

The governing body has the general responsibility for all the school's policies even when it is not the employer. The governing body will generally want to take account the views of the headteacher, staff and parents in developing a policy on assisting pupils with medical needs. At Sunnybrow Primary School, the governing body should follow the health and safety policies and procedures produced by the LA as employer.

The Headteacher

The headteacher is responsible for implementing the policy in practice and for developing detailed procedures. When staff volunteer to give help to pupils with medical needs, the headteacher should agree to their doing this and must ensure that staff receive proper support and training where necessary. Day to day decisions about administering medication will normally fall to the headteacher.

Teachers and Other Staff

Some school staff are naturally concerned about their ability to support a pupil with a medical condition, particularly if it is potentially life threatening. Teachers/staff who have a child with medical needs in their class should understand the nature of the condition and when and where the pupil may need extra attention. The pupil's parents and health professionals should provide this information. All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when the responsible member of staff is absent or unavailable. At different times of the day other staff may be responsible for children. The school will ensure they are provided with appropriate training and advice.

School Staff Giving Medication

Teacher's conditions of employment do not include giving medication or supervising a pupil taking it, although staff may volunteer to do this and many are happy to do so. Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance and be competent. He or she should also be made aware of the possible side effects of the medication and what to do if they occur. The type of training will depend on the individual case.

Others with a Role

LA, Health Authorities, School Health Service, School Nurse or doctor will advise as necessary.

Short Term Medical Needs

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly, this will be for a short time only; e.g. to finish a course of antibiotics. To allow pupils to do so will minimise the time they need to be absent from school. However, medicines should only be taken in school when essential. That is, where it would be detrimental to a child's health if the medicine were not administered during the school day. Parents should keep children at home if they are acutely unwell.

- Where possible, medicines should not be given in school – parents are encouraged to ask the prescriber to prescribe dose frequencies which enable the medicine to be taken outside school hours.
- Where possible, parents should come to school to dispense medicines. Only medicines prescribed by a doctor / dentist / nurse will be administered at school.
- Parents must complete a parent authorisation form before any medication can be given.

School will not administer non-prescribed medicines to a child. If a child suffers regularly from frequent or acute pain, the parents are encouraged to refer the matter to the child's GP,

Policy on Administering Medicines

- All medicines must be in their original container as dispensed
- They must be clearly labelled with the child's name and appropriate dose
- School will not accept medicines that have been taken out of their original container nor make changes to the dose on parental instruction
- A spoon or measuring syringe must be provided if needed
- No child at school will be given medicines without parental consent

Any member of staff giving medicines will check: the child's name, the prescribed dose, the expiry date, written instructions provided by the prescriber and will sign the record each time they administer the medicine.

Storage and Disposal of Medicines

Medicines will be stored securely in the school office. Certain medicines will be stored in the fridge if advised to do so by parents. Controlled drugs will be kept in a locked, non-portable container and only named staff have access to this.

All medicines will be returned to the parent when no longer required, so that they can arrange for disposal. If this is not possible, they will be returned to the dispensing chemist.

Record Keeping

Parents must complete and sign a permission form before medicines can be administered.

The school will complete an 'agreement to administer medicines', 'record of medications administered in school' and care plans where applicable.

Long Term Medical Needs

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. If a pupil's needs are inadequately supported, this can have a significant impact on the child's academic attainment and/or lead to emotional and behavioural problems. For pupils who regularly attend hospital appointments, special arrangements may be necessary.

For pupils with long term medical needs, we will draw up an individual health care plan.

Individual Health Care Plans

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual pupil. This written agreement with parents clarifies for staff, parents and the pupil the help the school can provide and receive. These plans will be reviewed annually or more frequently at the request of the parents or the school.

An IHCP will include:

- Details of the child's condition
- Special requirements e.g. dietary needs
- Any side effects of medicines
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role staff can play

A copy will be given to parents, the class teacher and a copy will be retained in the medical needs file in the office. The general medical information sheet given to all staff will indicate that the pupil has an IHCP. Teachers must notify supply and support staff to the medical needs of the pupils in their care.

Self Management

We recognise that it is good practice to encourage children, who are able, to take responsibility to manage their own medicines. This will be discussed and agreed with parents, children and health professionals as appropriate. Any decisions regarding self medication will be outlined in the IHCP, depending on the child's maturity and with regard to the safety of other children.

Parents will support children in understanding safety issues involved in carrying their own medication. If a child is too young to carry their medication safely it will be stored in a location that is accessible to them at all times.

Refusing Medication

If a pupil refuses to take medication, it is the policy of the school not to force them to do so. This will be noted in the records and procedures outlined in the IHCP will be followed. Parents will be contacted as a matter of urgency. If necessary, the school will call the emergency services.

Administering Medicine to Children with Long Term Needs

Parents must tell the school about the medicines their child needs to take and provide written details of any changes to the prescription or the support required. Staff should make sure that the instructions match those of the prescriber.

School will keep a written record of any medicines administered.

Medicines provided must be in their original container as dispensed by the pharmacist and must include the prescriber's instructions.

Any member of staff giving medicines will check: the child's name, the prescribed dose, the expiry date, written instructions provided by the prescriber and will sign the record each time they administer the medicine.

Sporting Activities

We recognise that most children with medical needs can participate in physical activities and extra-curricular sport. Any restrictions in a child's ability to participate in PE should be recorded in their IHCP. All staff should be aware of issues of privacy and dignity for children with particular needs.

Emergency Procedures

Posters detailing actions to be taken in emergencies can be found in the staff room and the school hall. Staff should refer to these procedures in an emergency.

School Trips

We recognise that it is good practice to encourage children with medical needs to participate in safely managed visits.

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits.

Sometimes, additional safety measures may need to be taken for outside visits and it may be that an additional supervisor, a parent or other volunteer may be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned as part of the risk assessment. A copy of IHCPs should be taken on trips in the event of an emergency.

All staff taking pupils out of school are required to take: travel first aid kit, emergency contact forms and a mobile phone. Pupils with inhalers must bring them with them on the trip and staff must check that they have them with them. Additional measures may be necessary for individual pupils. These will be specified on their IHCP.