



Medical Policy

Introduction

This policy is designed to support managing medication and medical care in school, and to put in place effective management systems to support individual pupils with medical needs.

It should be read in conjunction with:

- DfEE/DH Circular 14/96 “Supporting Pupils with Medical Needs in School”, which sets out the legal framework for the health and safety of pupils and staff.
- Department of Health/DfEE booklet, “Supporting Pupils with Medical Needs” (DfEE 1996).
- Birmingham LEA policy on Administration of Medicine and Invasive Medical Care in Schools guidance.
- Other related school policies – Health and Safety, Equal Opportunities, Disability Discrimination, Attendance, Behaviour, Safeguarding, SEN and Inclusion.

Aims

- To help those pupils with long term medical needs (eg. Asthma, Diabetes) to take appropriate medicines so they can take as full a part as possible in all school activities.
- To avoid unnecessary exclusion of any pupil who is fit for school but who is completing a course of treatment.

Medicine and Medical Care

A medicine is defined as any substance used, especially internally, for the treatment or prevention of disease or medical conditions. Medical care may include the need to help a pupil to remember to take medication at a given time or provide a private, quiet area for monitoring blood sugar level.

In the case of a pupil becoming ill at school, parents/carers will be contacted. This will also happen in case of any injuries that occur during school hours or at after school activities. An emergency contact number must be completed for all pupils. Parents/carers are requested to update this information as and when necessary or annually.

Responsibilities

Parents/carers have prime responsibility for their child's health and are responsible for supplying information to the school about a pupil's medical condition. They must let the school know of any changes.

There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their pupils, and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication.

The Headteacher accepts responsibility, in principle, for school staff to supervise the taking of prescribed medication or medical care during the school day only where it is necessary. Where the Headteacher has agreed to a request, prior written agreement from parents or guardians of pupils is required before supervision of medication or medical care can be given by designated school staff (First Aiders).

Requests for Medication in School

To comply with DfE guidelines for 'Supporting pupil's Medical Needs' the school has adopted the following requirements:-

- Pupil's doctor should provide written details which may be forwarded via the pupil's parent or carer on the appropriate form and these should include:
 - Name of medication
 - Dose
 - Method of administration
 - Time/frequency of administration
 - Other treatment
 - Any side effects

Parents and carers must inform the school of any changes.

Medication in School

Medicines will be stored safely in the First Aid Room, where they are not easily accessible to the general student population.

Administering Medicines

All medications must be in the original container as dispensed by the Pharmacy supplied and clearly labeled with:-

- The child's name
- Prescribed dose/name of medication
- Expiry date
- Written instructions on the packaging

A record must be kept in a written form each time medicines are given.
(Form 2 from the DfES 2005 doc. should be used to record.)

Self Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the First Aid Room staff.

Individual Health Care Plans

Where the school is aware of a pupil with a chronic illness or potentially life threatening condition, the school will draw up an 'Individual Health Care Plan' for dealing with the pupil in agreement with the parents and a qualified medical practitioner. The Individual Health Care Plan would include the following information where appropriate:

- Definition and details of the condition
- Food and drink management
- Precautionary measures
- Treatment
- Emergency procedures to be adopted
- Staff training where required
- Consent and agreement

Each Individual Health Care Plan will be kept in the School Main Office, First Aid Room, Heads of Houses and the SENCo.

Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be

one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the school office.

Sporting Activities

It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers not self managed should be taken to the field in a box or container and be supervised by a support member of staff.

Record keeping and documentation

A record will be kept of all medication administered in school.

Records of accidents occurring on school premises or on school visits will be kept in accordance with the LEA requirements.

The school will use the forms based on the recommendations of the DfE and/or LEA for the following:

- Healthcare Plan for a Pupil with Medical Needs
- Request for school to administer medication
- Record of medication administered in school
- Request for pupil to carry his/her own medication (where age-appropriate)(eg. Asthma inhalers)

Evaluation and Monitoring

The governing body has responsibility for matters of medical needs. The Head Teacher reports to governors as appropriate on matters regarding medical needs. This policy will be reviewed every three years or as when appropriate.

The Head Teacher will ensure that all staff receive appropriate support and training and awareness of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

Reviewed by: Daisy Priest (May 2012)

Policy adopted by Waverley Education Foundation Board of Trustees on:

06/12/2016

Policy to be reviewed on: December 2017

Signed:

X _____
Chair of Trustees

X _____
Principal

Medical Care –Form 1

Parental agreement for school to supervise the administration of medicine

Name of child: _____

Year Group: _____

Medical condition/illness _____

Medicine

Name/Type of Medicine (as described on the container):

Dosage and Method: _____

Timing: _____

Dates to administer from and to:

From: _____ To: _____

Are there any side effects that the school needs to know about:

Self administration: Yes / No (delete as appropriate) _____

I understand that I must deliver the medicine personally to the office and accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing

