



## **Managing Pupil Health Needs and Medicines Policy**

**To be implemented alongside the DfE guidance for schools 'Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England' December 2015**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

**Anns Grove will follow the Sheffield city council guidance document 'Managing children and Young People's Identified Health Needs Guidance for Schools and other educational settings' June 2012**

## Ann's Grove Primary School Managing Medicines in School

### Aims of Policy

- To ensure that children with medical needs have equal access to the learning environment.
- To define procedures for managing prescription medicines that do need to be taken during the school day
- To define procedures for the administration of controlled drugs
- Define procedures for managing medicines on educational visits
- Clearly state the roles and responsibilities of staff in managing the administering or supervision of administering of medicines
- Define procedures for the storage of medicines

### Information for parents and carers

- Parents/Carers must **inform the school of any medical condition** that might affect a child's education or for which emergency aid may be necessary e.g. **asthma, epilepsy, severe nut allergy**
- **Contact the school in person or by phone on the first day of illness** to let us know the reason for absence. School staff can advise on whether to keep your child at home or if they are ok to attend.
- It is important that other children in the school are not put at risk from potentially infectious and school staff can advise when a child should be kept at home.
- If a child is taken ill in school it is essential that school staff are able to contact parents/carers immediately. It is vital that all parents **provide up to date contact details for at least two people.**
- If in the judgement of school staff a child requires hospital treatment every effort will be made to contact the parent/carer. If this is not possible or the parent/carer is unable to take the child to hospital then school staff will accompany the child to hospital and remain with them until a parent/carer arrives.
- There are fully trained first aiders working across the school.
- **In general medicines, other than asthmatic inhalers, should not have to be given at school** and medicines should not be sent into school. Medicines should only be taken at school when it would be detrimental to a child's health if they did not take it during the school day.
- Please ask your GP or prescriber that the dose frequencies **allow medicine to be taken out of school hours wherever possible** i.e. three times a day - in the morning, after school and at bedtime.
- **If a child needs medicine during the day** parents and carers are welcome to come in to administer when necessary. However, in some cases, in consultation with parents and carers it may be necessary for staff to supervise children or help them to administer prescription medicines. If this is the case parents will need to make an appointment to give signed consent and provide specific details of the medicine and dosage.
- **Asthmatic children will need access to their inhalers** at all times and these must be kept with the child or teacher in the classroom or other areas in the school. Inhalers must also go with the child on school trips and residential activities. Please name your child's inhaler and make sure it is in date. Also provide a spare inhaler and this will be kept centrally in the school. School staff will contact you when the inhaler needs replacing.
- **Children with specific medical needs e.g. diabetes will have an individual care plan.** School staff will work with medical professionals involved, parents/carers and the child to

write the care plan. Staff will be allocated as necessary to assist with the care plan. Some staff have a responsibility for assisting with care plans and medical support for pupils.

- Please inform the school if your child has head lice, worms or any contagious illness.

### **Managing Prescription medicines that do need to be taken during the school day.**

- Parents have the prime responsibility for their child's health and must provide full information about their child's medical needs, including details about medicine their child needs. If appropriate, parents should obtain information for the school from relevant health professionals. The school will need signed consent for the medicine.
- School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber
- Medicines must be provided in the original container with the prescriber's instructions for administration included.
- Any medicine no longer needed shall be returned to the parent for disposal
- A list of children taking regular medication will be placed in the school register & also kept in the School Office

### **Procedures for administering Controlled Drugs**

- Only staff who have agreed to take on the role of administering medicines and received appropriate training are allowed to administer medicines and only in line with the prescriber's instructions..
- Controlled drugs will be kept in a locked container which only named staff have access to. A record of named staff will be kept. A record of administering will be kept for safety purposes.
- Any controlled drug no longer needed shall be returned to the parent for disposal.

### **Procedures for managing medicines on educational visits**

- Children with medical needs are encouraged to participate in educational visits.
- Where necessary, an individual risk assessment will be undertaken for children with long term medical needs.
- Where necessary an additional helper/or the parent will accompany the child
- Where a health care plan is in place, a copy should be taken by the teacher in charge in order to have any relevant information available in case of emergency
- If staff are concerned about ensuring the safety of a child/or other children on the visit school staff will seek parental/medical advice as appropriate.
- On residential visits a named member of staff will have responsibility for medicines and will liaise with parents and carers prior to the visit.

### **Procedures for the storage of medicines**

All medicines are potentially harmful to anyone for whom they are not prescribed therefore large volumes of medicines should not be stored by school.

- Medicines must be stored according to instructions i.e. correct temperature. Some medicines may need to be stored in the fridge in the medical room. T
- Medicines will only be accepted clearly labelled with name, dosage and in the original container
- Children will be told where their medicine is being stored and which adult is responsible for administering it
- All emergency medicines such as inhaler and adrenaline pens should be readily available and not locked away.

N.B If a child refuses medication, staff will not force them to take it but inform the parents at the earliest opportunity.

### **GDPR**

Our school aims to ensure that all personal collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General data Protection regulation (GDPR) and the expected provisions of the Data Protection Act 2018 as set out in the data protection Bill.

### **Defibrillator**

There is a defibrillator on site and it is kept on the wall near the school office.

### **First Aid training**

A number of staff, working across the school, have first aid training. The training is regularly updated and staff are available throughout the school day including breaks and lunchtimes. A trained first aider will always accompany school visits offsite and residential.

### **Role of school staff**

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they are expected to take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency if they agree to and before they take on responsibility to support children with medical conditions.

### **Unacceptable practice**

All staff are aware of the following unacceptable practice as outlined by the DfE. The school considers it unacceptable to:

- prevent children from easily accessing their inhalers and medication or administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence;
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life.

This policy will be reviewed annually.

October 2019