

St Joseph's Catholic Primary School

Rawmarsh

MEDICAL NEEDS POLICY Medicine in school

This Policy and Procedure has been approved and adopted by the Governing Body in March 2021 and will be reviewed in March 2022

Signed by Chair of Governors: Mrs Catherine Ratcliffe

Signed by Headteacher: Mrs H McLaughlin

Introduction

This policy has been developed by the school and reflects guidance produced by the Local Authority and Managing medicines in schools (2007)

This policy sets out how the school intends to manage the arrangements for supporting children with medical needs in school. Most children with medical needs are able to attend school regularly and with support from the school. Take part in most routine activities, whilst others with more significant medical needs require Individual Educational Health Care Plans (EHCP). This policy also provides information on the administration of medicines in school.

School Responsibility

1. The Head teacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day. The acceptance of responsibility may depend, however upon the nature of any individual need.
2. Where the Head teacher decides that they cannot meet the medical needs in individual cases, this decision will be notified to the parents/carers promptly.
3. The office staff will administer medicine, however teachers conditions of service do not allow a Head teacher to require teachers to give medication or supervise the taking of medicine.

4. If correct procedures are followed, staff will normally be fully covered by their employer's public liability insurance in the event of a claim. If legal action over an allegation of negligence were pursued, the employer rather than the employee is likely to be held responsible.
5. The designated member of staff with key responsibility for medicines and medical care is Mrs s Briggs in association with Mrs S Firth in the office. Mrs Briggs and Mrs Firth will oversee any arrangements for students with medical needs participating in offsite school activities.

Parents are required to bring any medication to the school office where a record is required. This will record the medicine administered. The Deputy safeguarding lead and SENDCO will be responsible for keeping a record of all pupils who have significant medical needs. These will be distributed to class teachers, support staff and school office.

Office staff will notify parents/carers where their child refuses to take medication prescribed and will inform parents/carers of any expired/unwanted medicine has been left in school and requires collection.

6. Where Health professional advises that a Care Plan is required for a child with significant medical needs, for reasons of confidentiality details to be kept locked up in the school office of SENDCO folder or Safeguarding if needed. Care Plans are kept in the school office and the Pastoral Manager is responsible for updating these.
7. The school policy does not allow pupils to carry their own medicines. All medication should be handed into the school office. In the case of asthma sprays these are kept with the class teacher in each classroom.
8. In some circumstances e.g. severe allergic reactions, which may require immediate administration of medicines, those staff who have volunteered will have received training.
9. All medicines will be stored in a locked cupboard in the school office under the Control of Substances hazardous to Health Regulations 2002 (COSHH)
10. Where student's medical needs require the appointment of care workers, this arrangement is likely to come under the direction of the Special Education Needs Co-ordinator and will be reviewed under the SEN process.

The Responsibilities of Parents/Carers

1. Whilst we encourage regular school attendance, pupils who are acutely unwell should not be in school.
2. Parents/carers should try to ensure that their child's medication is taken out of school hours where possible.
3. When pupils are required to take medicines during school time, parents/carers should complete the Request for School to Administer Medication and either complete at the time or return the completed form back to the school office.
4. The school will not accept medications that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions (Medicines Act 1968)
5. If parents/carers prefer to administer medication themselves to their children during school time, they should discuss this with the Head teacher.
6. Parents/carers should ensure that they provide the school with emergency contact(s) where they or a nominated person can be contacted should their child become ill.
7. Parents/carers should regularly check the expiry date of medicines; the responsibility for collecting expired or unwanted medicine lines with the parent/carer. School will periodically check medicines held at the school – parents/carers will be contacted and they should arrange to collect and dispose of such medicines.
8. Where a student has a significant medical need and health professionals advised that an Individual Care Plan is required, parents/carers will be expected to fully participate in providing information in relation to the medical condition, agreeing and signing the plan for their child.
9. Parents/carers should inform the school as soon as possible of any changes in their child's condition of treatment

10. Whilst school will endeavour to maintain confidentiality, in some cases in the interests of the student's safety, information about their condition and treatment will be made available to staff in areas where students do not normally have access. In these cases, the permission of the parent/carers and pupils will be sought.

The Responsibility of the Pupil

1. Whilst we encourage regular school attendance, students who feel very poorly before leaving home in the morning should ensure that they tell their parent/carers, who can then decide whether they are well enough to attend school.
2. Prescribed medicine should be taken out of school hours if possible. However, if with their parent/carers permission they need to bring medicine into school. Parents need to complete 'Request for school to Administer Medication form'
3. **ALL** medicine (except that which maybe required to be taken in an emergency e.g. epi pen or asthma) needs to be handed into the school office, and a trained member of staff will supervise the taking of it. Parents should never give their medication to their child or anyone else.
4. Where a student of sufficient understanding has a significant medical need, which requires an Individual health Care Plan, the student, will be invited to participate in drawing up and agreeing the plan.
5. Whilst the school will try to maintain confidentiality, in the interests of safety, some medical information relating to the condition and treatment may be required to be made available to staff at school. This will be discussed when drawing up the Individual health Care Plan.

The School's Emergency Procedures

1. Where it is clear that a student requires urgent medical attention, an ambulance will be called.
2. The caller will try to provide details of the student's known condition and symptoms. Where possible,, they will give the name and date of birth of the student etc.

3. Where urgent medication is required, e.g. Epipen, the school will endeavour to administer the medication by a trained member of staff and call for an ambulance simultaneously.
4. The caller will give their name and provide details of the school's location to aid the Ambulance Service.
5. Parents/carers will be contacted as soon as possible where emergencies arise.
6. A Student taken to hospital by ambulance will be accompanied by a member of staff where necessary and remain with them until the parents/carers arrive.

Training

1. Members of staff who volunteer to administer medication will receive training by suitable qualified medical professionals.
2. Request for school training will be notified to the Health Education Nurse Advisor, who will arrange for this to take place.
3. A record of who delivered the training and who received the training will be kept by the school. A date for review of further training will be agreed at the first training session.
4. If a serious medical incident occurs in school, a debriefing session will be arranged in school.

Record Keeping

The school will keep records of the following:

- Medication administered or supervised (see department of health guidance)
- Individual Health Care plan appendix B/form B
- Notification from parents/carers giving consent regarding medication issued (see form C)

- Training records B1/Form B or Form D
- All records referred to in this policy will be kept separately
- These records will be transferred with the student to subsequent schools throughout their school career.
- Secondary schools will retain these records for Y11 leavers for a further 5 years
- Details of all students that require to be seen by a first aider are logged on a medical log

Confidentiality

1. Whilst the school will endeavour to maintain confidentiality, in the interests of safety some medical information relating to a student's condition and treatment may be required to be made available to staff at school. This will be discussed at the meeting to arrange an Individual Health Care Plan.
2. Sometimes it will be appropriate for a photograph to be kept with the student's Individual Health Care Plan. Normally these will be kept in a safe place and not displayed in areas visible to staff and other pupils due to GDPR

Monitoring and reviewing the policy

The Head teacher will ensure that this policy is implemented and monitored and is made known to parents/carers, staff and students.

Appendix

- Appendix 1 – pen portrait
- Appendix 2 – Emergency Care Plan
- Appendix 3 – Details for Ambulance Control
- Appendix 4 – Record of medication administered to students
- Appendix 5 – Medical log

Name

picture

Private & Confidential

Strengths and Interests:

Current areas of concern:

Communication:

Situations which may cause stress:

Recommendations for staff:

Medication:

EMERGENCY CARE PLAN

THIS PLAN MUST BE INSTIGATED IF ANY PUPILS SUFFERS ANY INJURY OR TRAUMA

Injury to any pupil, which is not significant to others, can potentially be life threatening, so it is always wise to take action if you are uncertain, rather than not act at all.

Types of injuries will include:

- Known or suspected fractures
- Burns Scalds – minor or severe
- Blood Loss
- Multiples injuries such as following a fall
- Collapse and or loss of consciousness for any reason
- Difficulty breathing
- Convulsions

This is not an exhaustive list, or meant to be, but examples of situations, which may present to staff in school.

In the event of an emergency, the following Emergency Plan must be employed.

- **Pupils should not be moved. An adult is to stay with the child**
- **The member of staff present will make contact with the nominated carer**
- **The admin staff will dial 999 and request an ambulance giving the child's details (see next page)**

- **If the child' needs their medication, the class teacher or nominated person will go to the child**
- **The school's designated first aider/SLT will be called to the site to be in attendance, should resuscitation to be required**
- **Parents to be informed**

After the pupil has received all the care the school is able to provide, and has left the premises, all events, medication given etc must be recorded on CPOMs and medical books in school.

DETAILS FOR AMBULANCE CONTROL

Childs Name:

Address:

DOB:

School Address: Green Lane, Rawmarsh, Rotherham, S62 6JY

School Telephone 01709 710270

STATE THAT:

- The child has a PROTOCOL with (name the hospital) if this is in place
- The child has a condition (if this is applicable – refer to child's pen portrait)
- What has happened to the child
- What school has done in terms of first aid/medication
- The best entrance to the school
- The ambulance will be met by and where.....

Request for school to administer medication

Example form for parents/carers to complete if they wish school to administer medication

The school will not give your child medicine unless you complete and sign this form and the Head teacher has agreed that school staff can administer the medication.

DETAILS OF STUDENT

Surname: _____

Forename(s): _____

Address: _____

Male/Female _____ Date of Birth: _____

Year: _____

MEDICATION

Name/type of medication (as describe on the container/bottle): _____

For how long will your child take this medication: _____

Date dispensed: _____

Full directions for use (dosage and method): _____

Timing: _____ Special Precautions: _____

Side Effects: _____

Self Adminster: _____

CONTACT DETAILS

Name: _____

Daytime number: _____

Relationship to child: _____

Address (if different from above): _____

I understand that I must deliver the medicine personal to (office staff) and accept that this is a service, which the school is not obliged to undertake.

Signature: _____

Date: _____

Relation to child: _____

MEDICATION LOG

NAME:	
Medication:	
Dose Required:	

Date	Time	Dose Administered & Any Other Information	Signature