



# **SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE POLICY**

## **Mission Statement**

Through a passion for learning rooted in mutual respect and warm, honest relationships our school community provides a platform for success for all.

Woodlands Park Primary School reviewed this policy: September 2023

This policy will be formally reviewed every 2 years (September 2025)



Woodlands Park Primary School is committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve academic potential. This policy encompasses all of the statutory guidance contained with “Supporting Pupils at School with Medical Conditions” and should be read in conjunction with the Intimate Care Policy.

## **Purpose**

To ensure that children with medical needs receive proper care and support in the school setting.

To ensure that clear procedures are in place for the safe storage, handling and administration of medicines.

To provide clear guidelines to enable parents and staff to work together so that children with medical needs are effectively supported and have full access to education, including school trips and physical education.

## **Health Care Plans**

- All children with a diagnosed medical condition will have a written Individual Healthcare Plan (IHCP) involving healthcare professionals and parents to ensure that staff are aware of their specific needs.
- The IHCP will include information about the following: the medical condition, its triggers, signs, symptoms and treatments; the pupil’s resulting needs including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, dietary requirements and environmental issues; specific support for the child’s educational, social and emotional needs; the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies; who will provide support and training; who in school needs to be aware of the child’s condition and the support required; arrangements for written permission from parents for medication to be administered, separate arrangements for school trips and activities outside the normal timetable, who is entrusted with confidential information about the child and what to do in an emergency including whom to contact and contingency arrangements.
- Any child who has specific needs, training and advice will be arranged with local health professionals.
- Care plans will be readily accessible to all staff who need to refer them (in a clearly labelled bag with the medicine) stored in the medicine cupboard. A copy will be held centrally. Health care plans will be reviewed annually or earlier if evidence is presented that the child’s needs have changed.
- If a child has an EHCP, the care plan will be linked, and the Special Educational Need identified within it.



Medicines should only be administered in school when it would be detrimental to a child's health not to do so.

### **Storage of Medicines**

For safety reasons, all medication (with the exemption of asthmatic inhalers and eczema creams) to be administered in the school will be kept in Medicine Cabinet in the school office. They are readily available and not locked away.

Asthma inhalers and eczema creams are stored in a designated space in each classroom.

Whenever possible, children can self-medicate with the appropriate level of adult supervision.

If the child needs assistance to apply creams, written permission will be required.

### **Delivering Medication to School**

Parents/carers are asked to deliver any medication to school via the school administrator and to collect them at the end of the same day, in the same way.

At no time, should the children be asked to bring in medicines or take-home medicines from school.

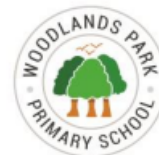
Only medicines that have parental consent, are in date, are appropriately named and in the original dispensed container with instructions for administration are allowed in school.

The exception to this is insulin, which may be given in a pen or pump.

### **Timing of Administration of Prescribed Medicines**

- A designated member of staff for assisting with the administration of medicines will help children to take their medicines as prescribed at the appropriate time.
- Children requiring eczema creams, asthma inhalers, EpiPens, medazelam or diabetic glucose will have these administered as required.
- The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day.
- Calpol will only be administered in school as a preventative measure if a child has a history of febrile convulsions, this will be at the discretion of the Medical Needs Co-Ordinator.
- A medicine with a prescribed dosage of 3 times per day will usually be taken at home before school, after school and at bedtime.
- When no longer required, medications will be returned to the parent for safe disposal.

### **Parental/Carer Authorisation Forms**



Before medication can be given in school, parents must complete the appropriate authorisation for administering medicines in school form, or asthma card clearly indicating the name of the medication and relevant dosage to be taken.

They must also complete a Health Care Plan.

These forms can be obtained from the school administrator.

For children who have extreme eczema, parents must also write a letter specifically giving their consent for eczema creams to be applied by adults in school.

### **Non-prescribed Medicines**

Medicines that have not been prescribed by a doctor or dispensed by a chemist, such as cough lozenges, hay fever or travel sickness tablets will not be administered by staff and are not to be brought into school.

The Headteacher may decide to allow staff to administer or parents to administer, non-prescribed medicines (this DOES NOT apply to Aspirin) in exceptional circumstances, e.g: pain relief for broken limbs.

### **Monitoring of Administration of Medicines**

When a child receives prescribed medication in school, details of the time and date are to be recorded immediately in the Administration of Medicines Log, (found in the red folder in the main school office).

When a child has received any “as required” medication held in the classroom, a letter will be sent home informing parents, (found in the red folder in the main school office).

### **School Trips and Sporting Events**

Pupils with medical needs will be actively supported to fully participate and not be prevented from doing so.

Reasonable adjustments will be made to meet individual needs. On school outings or residential trips, administration of prescribed medicines will be the responsibility of a designated member of staff.

Parents/carers must have completed an authorisation form in advance of the trip and give the medication to the teacher in the original dispensed container, together with any information about administration or possible side effects. (Asthma and eczema creams would be taken from school and already have parental consent). Administration of these would need to be logged in the Administration of Medicines log (copy of log sheet to be taken on trip and added to the log folder immediately upon return).



## **School Responsibilities**

- The school will store medicines safely and supervise appropriate administration in line with the prescriber's instructions and parental consent. If the administration of medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional. Training will depend on individual cases.
- The school will liaise with the school nurse for advice as necessary.
- The school will work in partnership with parents and other health professionals to create individual health care plans for children with specific medical needs.

## **Parental/Carer Responsibilities**

- It is the responsibility of the parents/carers to ensure that a parental consent form is completed whenever their child requires medication at school.
- Parents/carers must also ensure that asthma inhalers and eczema creams held in school are in date.

Parents/carers must also inform the school of any possible side effects from medication that their child is taking.

- Parents/carers must ensure that medicines that are brought into school are in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Parents must ensure that asthma inhalers taken to football matches etc are returned to school.
- Parents must dispose of any out-of-date medicines.

## **Confidentiality**

All information regarding an adult or child's medical needs and medication will be treated in confidence by the school.

**September 2023 Reviewed by Headteacher and SLT**

**To be reviewed September 2024**