

# PARKLEE COMMUNITY PRIMARY SCHOOL



## **Medical policy** *(as part of the Health and Safety policy including Supporting Pupils with Medical Needs)*

Written:	March 2024
Date to be reviewed:	March 2025
Policy agreed by and role:	March 2024
Headteacher:	Dawn Roper
Chair of Governors:	Gemma Bushell

Usually, children who are unwell and on a course of medication are expected to stay at home until they are fully recovered. However, there are those children with special needs and others where prolonged absence could disadvantage the child. Parents and carers are invited into School to administer medicines where appropriate. However, in exceptional circumstances consent is given for Staff to administer medicine. The only medication allowed is that prescribed by a GP and parents or carers must fill in a Medical Consent Form.

- All medicines are to be kept in a locked cupboard or sealed refrigerator in the main office and they must be clearly marked with the pupil's name and contents given. A register of medication administered is maintained with the Medication.
- Inhalers etc. for Asthma sufferers are kept either by the child or in a secure place by the class teacher with easy access for the child in question. Parents or carers of these children should complete a Medical Request Form. The staff are unable to keep a record of all occasions that children use their inhalers. This is for children to inform their parent or carers.

- These children must always take their medication to PE activities and on Educational Visits.
- Health care plans will be completed and signed by parents/carers where necessary.

### **Aims of this Policy:**

To ensure that good, effective and appropriate care is provided when a child is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident in school or on a school occasion.

To ensure that the DfE guidance 'Supporting pupils with medical conditions' (Sept 2014) is known understood and followed and to ensure that appropriate training is provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2014).

### **Outcomes of this Policy:**

This policy will ensure that where a child has a medical condition or food allergy, or where a child or adult is unwell or has an accident in school or on a school occasion, they are appropriately supported and cared for. It will ensure that the school does all that it reasonably can to give all pupils including those with a known medical condition full access to the education provided.

### **The Statutory Framework**

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

Special educational needs and disability Code of Practice explains the duties of local authorities, health bodies, schools and colleges to provide for those with special educational needs under part 3 of the Children and Families Act 2014. For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice will ensure compliance with this guidance with respect to those children.

Supporting pupils at school with medical conditions – Statutory guidance for governing bodies of maintained schools and proprietors of academies in England. (Sept 2014)

### **In our responsibility to the children:**

#### **The Governing Body**

- Will ensure that the health and safety policy is in place and regularly reviewed.
- Will, where necessary, ensure that risk assessments are carried out.
- Will also ensure this policy is up to date and compliant with relevant legislation and guidance.
- Will ensure that staff training needs are identified and appropriate training sourced.
- Will consider adding the phrase 'to assist in the specific medical and care needs of children when specific training has been undertaken' to the level 2 teaching assistant job description.

- Will be aware that giving medication does not form part of the contractual duties of Head Teacher or teachers.

### The Head Teacher

#### ***Has the responsibility to ensure that there is a suitable amount of staff whom have had access to appropriate training to fulfil their duties in First Aid and Paediatric First Aid duties***

- Is responsible for implementing the agreed policy and ensuring that medical needs of children are correctly planned and policy and procedures followed.
- Will ensure that all staff are aware of the health and safety policy and the policy relating to medication in school.
- Will ensure that all staff are informed of a child's condition.
- Will ensure sufficient numbers of staff are trained to implement the policy and deliver individual health care plans, including in emergency and contingency situations, and they are appropriately insured.
- Is responsible for the development of Individual health care plans
- Will agree with the parents/carers, exactly how the school will support the child.
- Will seek further advice when required, from the school health adviser, the school paediatrician, other medical advisers or the LA.
- Will ensure parents/carers are aware of the policy and procedures for dealing with medical needs
- Will ensure that medical conditions are considered when risk assessing visits and other activities outside of the normal timetable.

The Headteacher will ensure that that the SENDCO and/or Office Staff communicates the pupils medical condition to the class teacher and support staff.

#### Class Teachers must be made aware of the SENDCO (If a long standing Medical Issue) and/or the Office staff for short term medical needs including medication.

- Who work regularly with children with significant or complex health care needs, should understand the nature of the condition, and when and where the child may need extra attention.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Should be aware of the likelihood of an emergency arising and must know what action to take should one occur (this applies to all staff, including supply teachers and welfare assistants).
- Will inform the Head Teacher if they need to refresh their training before the annual review.
- Will inform parents if the child has been unwell at school. Staff have a common law duty of care to children in the school/setting. They are in 'loco-parentis' and should therefore take the steps that a reasonable parent would take to promote or maintain

the health of a child in their care and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency.

#### Support Staff including Welfare

- May have the administration of medication as part of their contractual duties.
- Whose duties include this role must ensure that each and every intermittent or regular medication given is in accordance with the policy and procedures set out.

**Office based staff must report short term medical needs, including medication to the teaching staff in the classroom on the 1<sup>st</sup> day that the pupil attends school.**

**Supply staff must be informed by the headteacher/office staff about any pupils whom have medical needs that are in the class they will be working in.**

#### Parent/carers with parental responsibility

- Must take responsibility for making sure that their child is well enough to attend school and take part in all learning activities. This includes group, class-based activities, organised trips and visits.
- Should ensure their child's school has contact numbers and arrangements are in place should a child become unwell.
- One parent is required to agree to or request, in writing, that medicines be administered.
- Should provide the head teacher with sufficient information about their child's medical condition, medication and treatment or special care needed.
- Will reach an agreement with the head teacher on the school's role in helping with their child's medical needs.
- Should ascertain whether prescribed medication can be taken outside the school or setting day. Parents should ask the prescribing doctor or dentist about this.
- Will confirm their agreement to the sharing of information with other staff to ensure the best care for their child.
- Should be aware of those infectious diseases which should result in not sending their child to school/setting.
- Parents and carers should be aware; there is no contractual obligation for Teachers, Head Teacher or Office Staff to administer medication.

#### Areas covered:

- Medical Conditions
- General illness and Reporting
- Medicines and Medication
- Medical Records, including specific conditions/needs
- Asthma
- Accidents and Reporting
- First Aid

**Medical conditions which do not require medication** - We recognise that some pupils may have medical needs which do not always require consistent medication to be taken or a long term condition which is managed through Paediatric care and

support from wider agencies. These pupils can be supported in ways which may require monitoring, additional support, intervention or a specific programme of work tailored to their needs.

We ask that parents contact school as soon as possible to inform school of any condition so that an individual health care plan can be created and we can be aware of their child's medical needs.

We will work with parents frequently to review care plans at least annually and to discuss any impact on the child that their condition may have.

### **Children with Medical Conditions**

Pupils' physical and/or mental health medical needs may be broadly summarised as being:

- Short-term - affecting their participation in school activities because they are on a course of medication or recovering from an illness. E.g. infections, broken limb, post-operative support.
- Long-term - potentially limiting their access to education and requiring extra care and support (deemed special medical needs). E.g. Asthma, cancer treatments, pending transplant, mental health/neuro developmental conditions.

Pupils at school with medical conditions will be supported so that they have full access to education, including school trips and physical education. This may be through asking parents to attend the trip to support the pupil, differentiation of learning activities to their needs and adaptations to lessons including using resources which are appropriate to their needs. This may include using resources such as wheelchair footballs, adapted tables or chairs for seating, access to a laptop or tablet, practical resources to develop motor skills. This list is not exclusive and may include other suitable resources which can enable access to or enhance a learning experience for a pupil with a Medical Condition.

School will liaise with parents and all medical professionals involved with the pupil to ensure that there is a full understanding of the child's needs and has strategies in which school can support the child to access the curriculum.

We ask parents to provide school with updates and information regularly.

School will work with parents and professionals to overcome barriers to support the pupil

The monitoring of the individual health care plan will be done annually unless the child's needs change and then will be amended in line with professional advice. The school office will work with the class teacher and parents each year to complete, update and store the medical care plan in the school office.

**General illness and Reporting** - All children will obviously become ill at sometime during the year. It is expected that parents will notify school at the earliest

opportunity of pupils' sickness. However, all parents must send into school, written confirmation of the reason for absence. Registers will be monitored both for reoccurrence of illness absence of specific children or the high incidence of a common illness. There is a chart in the school Office indicating the exclusion times for certain illnesses. Staff must be aware of notifiable illness to the SCHOOL NURSING SERVICE.

From time to time the SCHOOL NURSING SERVICE may notify schools of widespread incidents of an illness that may require additional recording or preventative measures - (e.g. swine flu).

Pupils who have been sick in school, require 48 hrs clear before returning to school (SCHOOL NURSING SERVICE advice).

Parents are asked to inform school of any cases of head lice, worms etc. Letters or a text will then be sent out to parents of pupils in that class asking them to check their child. On occasions this letter will be sent out to the whole school. Children can return to school once they have received treatment.

### **Medicines and Medication** - Administration:

It must be remembered that schools are under no legal obligation to administer medicines, although this must be balanced against the obvious need of care for the pupils. Only the office staff and Paediatric First Aid and First Aid Trained staff can administer medicines and do so voluntarily.

This section refers to those areas of medication, that relate to normal childhood illness and not specific conditions which are dealt with later.

Most medicines taken by children can be administered three times a day and as such can be given as soon as the child arrives home from school. Therefore, these commonly used medicines will not be given in school. In the main we will give antibiotics, which need to be taken four times per day or before meals and would otherwise stop children attending.

Other regular medication will be issued for some children-but only under the following conditions:

- **Non-prescription medicines** - We will only administer medicine that has been prescribed by a doctor, dentist or nurse.
- We will only store medicine that is clearly labelled with the original prescribed dispensing label, which should include:
  - Name of medication
  - Child's name
  - Dosage
  - Dosage frequency
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)

- Medicines must only be brought to school and collected by adults. All medicines must be clearly labelled.
- medicines will remain in the school Office.
- Parents/Guardians must complete and sign a medical form before medicines can be administered. (see Appendix 1)
- There is a recording sheet, kept in the Office, to monitor children on repeated, daily medication. (see Appendix 2)
- If there is a dispute about whether a medicine should be given, school may request a doctor's letter.
- Certain medication would never be given as normal practice (e.g injections or anal suppositories). This would require advice and support from the School nurse service

See below for other specific medication

**Medical Records and Conditions** - All children's medical information is requested on the annual data checking sheets issued to parents. This, in turn, is used to update pupils' records on the SIMs system.

This information is used to generate medical registers. Registers used are:

1. Medical conditions register
2. Dietary needs registers

A copy of the Dietary needs register is given to the Cook. Copies of the medical Conditions Register are kept centrally in the school office and stored in a file which is reviewed annually and copies are given to staff to include in their additional needs file so that there is a copy available in class.

Annual consent forms are signed by parents, giving permission to trained members of staff, to act on their behalf, if medication needs to be administered, or hospital forms signed, during school trips.

Sometimes, parent helpers may be responsible for small groups during school trips. Staff should ensure that such parents are aware of any children in their group, who has a medical condition. Alternatively, staff may wish to keep these children in their group.

For some children, their medical condition falls beyond the remit of this general policy.

Children with some specific allergies (such as nut allergies)-may require the use of an EPI PEN. These will require additional treatments. Epi pens should be kept in a marked cupboard in class, in clearly marked cases. Pens must be taken with children, during any trips off school premises. All staff must undergo annual training provided by the school nurse service. Staff must also familiarise themselves with the **Anaphylaxis Training** pack.

These children, and some others with heart conditions, may need to be “**red flagged**”. This system provides immediate response from the Ambulance Service. To initiate this, the school Office will liaise with the school Nurse Team, before completing a Red Flag request form.

*Children who are red flagged, have specific conditions, or dietary needs are photographed annotated and made into display notices which are posted in the staff room and school Office.*

**Asthma** - This is a very common condition for children. An Asthma register is generated each year and distributed to staff. It is updated each September, based on parental returns. School’s intention is that all pupils should be taught and encouraged to self-administer, although younger children may require assistance.

Inhalers should be named and kept accessible in class. Inhalers must be taken on trips, swimming lessons and be readily available for sports activities.

**Accidents and Reporting** - It is school’s intention to try and minimise accidents in school, by following safe practices and carrying out a range of Risk Assessments.

However, when accidents happen they should be recorded and then analysed to establish any patterns.

Pupils will be treated with care and compassion when they have had an accident. The treatment given will be in line with the First Aid Policy and each class record the accident in the first aid note packs in each class. The note is sent home to the attention of a parent/carer.

If a child suffers a head injury, a phone call is made to parents. Headteacher or Deputy to be informed by First Aider.

Schools Absence Portal (SAP) system: any child who has an accident requiring a trip to hospital must be recorded on the LA SAP system.

**COVID 19** - In the instance of a pupil testing positive for Covid – 19, we ask parents to contact school as soon as possible so current government guidelines can be followed.

If a child or staff member is absent from school or work due to having symptoms of Covid 19. They must follow government guidelines and isolate. If the results are negative and the child or staff are well, they can attend school/work. If they continue to be unwell, this will be treated as a general absence from school.

Please see the most up to date Covid – 19 Government and DFE Guidance for Schools and the Corona Virus Risk Assessment for further details on this



**Risk Assessments** – In line with Educational Visits, Risk assessments must take place and include those for pupils whom have medical needs and/or a condition. If necessary, a personalized individual risk assessment may be necessary if the pupil is doing something high risk to their needs. This should be completed in consultation with parents, the setting and specialist professionals. Additional comments should be completed on any class visit risk assessment identifying the risks, management plan and procedures in place to support the child during the visit off site. Parents and the Educational Visits Co-ordinator must approve the risk assessment before the visit takes place.

Additional risk assessments are completed in school for the purpose of Fire Safety and evacuation. If a pupil needs immediate access to their medical equipment, this should be accessible to the teacher at all times and can then be taken out of the classroom during any evacuation or emergency procedure.

**First Aiders** - A list of first Aiders is maintained in school, all staff are first aid trained. At least five First Aiders are trained Paediatric First Aiders.

Medical boxes are located:  
Outside Headteachers Office  
Bottom of stairs leading into the hall

***Emergency Asthma Kits***

School Office

Signed Chairman of Governors \_\_\_\_\_ Date

\_\_\_\_\_

Signed Headteacher \_\_\_\_\_ Date

\_\_\_\_\_

**Appendix 1**

**Parents/Guardians must complete and sign a medical form before medicines can be administered.**



**PARENTAL AGREEMENT FOR SCHOOL/SETTING TO ADMINISTER MEDICINE**

**The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.**

Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>				
Date dispensed	/ /			
Expiry date	/ /			
Quantity provided				
Dosage and method				
When is it taken				
Special precautions				
Are there any signs when medication should not be given?				
Are there any side effects that the school/setting needs to know about?				
Self administration?	<table border="1"> <tr> <td>Y.</td> <td>N</td> <td>Yes with supervision by staff member named below</td> </tr> </table>	Y.	N	Yes with supervision by staff member named below
Y.	N	Yes with supervision by staff member named below		
Procedures to take in an emergency				

**Contact Details**


Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

I accept that this is a service that the school/setting is not obliged to undertake.  
I understand that I must notify the school /setting of any changes in writing

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_

**Appendix 2**

There is a recording sheet, kept in the Office, to monitor children on repeated, daily medication.



237

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## RECORD OF MEDICINES ADMINISTERED IN SCHOOL

Date	Time	Child's Name	Class/Form	Name of Medicine
Dose Given		Reactions or Comments		
Date	Time	Child's Name	Class/Form	Name of Medicine
Dose Given		Reactions or Comments		

## MEDICINES IN SCHOOL



**Parklee Community School**  
Wardour Street, Atherton, Manchester M46 0AR

**NOTICE TO PARENT OR GUARDIAN**

You have been issued with this record for information purposes only.

Your child has been administered with medication as detailed above.

Should you have any concerns about this please contact the school office immediately.

Slip Number 001 237

Slip Number 001 238

Slip Number 001 239

please contact the school office immediately

please contact the school office immediately

**Appendix 3 - Individual Healthcare Plan**



## Parklee Community School Health Care Plan



**Child's name**

Group/class/form

Date of birth

**Medical diagnosis or condition**

Date

Review date

**Clinic/Hospital Contact**

Name

Phone no.

**Describe medical needs** and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

**Name of medication, dose,** method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

**Daily care requirements**

**Arrangements for school visits/trips etc**

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Staff training needed/undertaken – who, what, when

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

