



Kingsway Infant School

Medication Policy

POLICY FOR SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

THE LEGISLATION THIS POLICY IS BASED UPON

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. The DfE publication 'SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS' published April 2014 includes statutory guidance for governing bodies of maintained schools and proprietors of academies in England.

KEY AIMS

- Pupils at Kingsway Infant School with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.
- The governing body ensures that arrangements are in place in schools to support pupils at school with medical conditions.
- The governing body ensures that school leaders consult health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are effectively supported.

THE ROLE OF THE GOVERNING BODY

- To ensure that arrangements are in place to support pupils with medical conditions so they can access and enjoy the same opportunities at school as any other child.
- To take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening so the focus of action taken is on the needs of each individual child and how their medical condition impacts on their school life.
- To give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school; showing an understanding of how medical conditions impact on a child's ability to learn, as well as increasing confidence and promoting self-care and finally ensuring staff are properly trained to provide the support that pupils need.

- To monitor arrangements put in place to ensure that policies, plans, procedures and systems are properly and effectively implemented in accordance with statutory requirements - in particular procedures for administration of medicines.
- To ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- To ensure that the school's policy is explicit about what practice is not acceptable when administering medicines in school.
- To ensure complaints may be made and will be handled concerning the support provided to pupils with medical conditions.
- To review regularly the policy for supporting pupils with medical conditions and ensure it is readily accessible to parents and school staff.
- To ensure the policy is implemented effectively by **Caroline T-Walmsley** (named person) who has overall responsibility for policy implementation and is responsible for ensuring:
 - ensuring that sufficient staff are suitably trained,
 - a commitment that all relevant staff will be made aware of the child's condition,
 - cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
 - briefing for supply teachers,
 - risk assessments for school visits, holidays, and other school activities outside of the normal timetable, and
 - monitoring of individual healthcare support plans.

THE ROLE OF THE HEADTEACHER

The Headteacher ensures that the school's policy for supporting pupils with medical conditions is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.

The Headteacher ensures that all staff who need to know are aware of the child's condition and that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare support plans, including in contingency and emergency situations.

THE ROLE OF 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 should take into account the needs of pupils with medical conditions that they teach. School staff are to receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

THE ROLE OF SCHOOL NURSES

The school nursing services are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

THE ROLE OF SCHOOL PUPILS

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

THE ROLE OF SCHOOL PARENTS/CARERS

Parents/Carers should provide the school with sufficient and up-to-date information about their child's medical needs. In some cases they may be the first to notify the school that their child has a medical condition. They are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting.

THE ROLE OF THE NAMED PERSON & INDIVIDUAL HEALTH CARE PLANS

The named person is to ensure that procedures are in place and followed whenever the school is notified that a pupil has a medical condition (see procedures below).

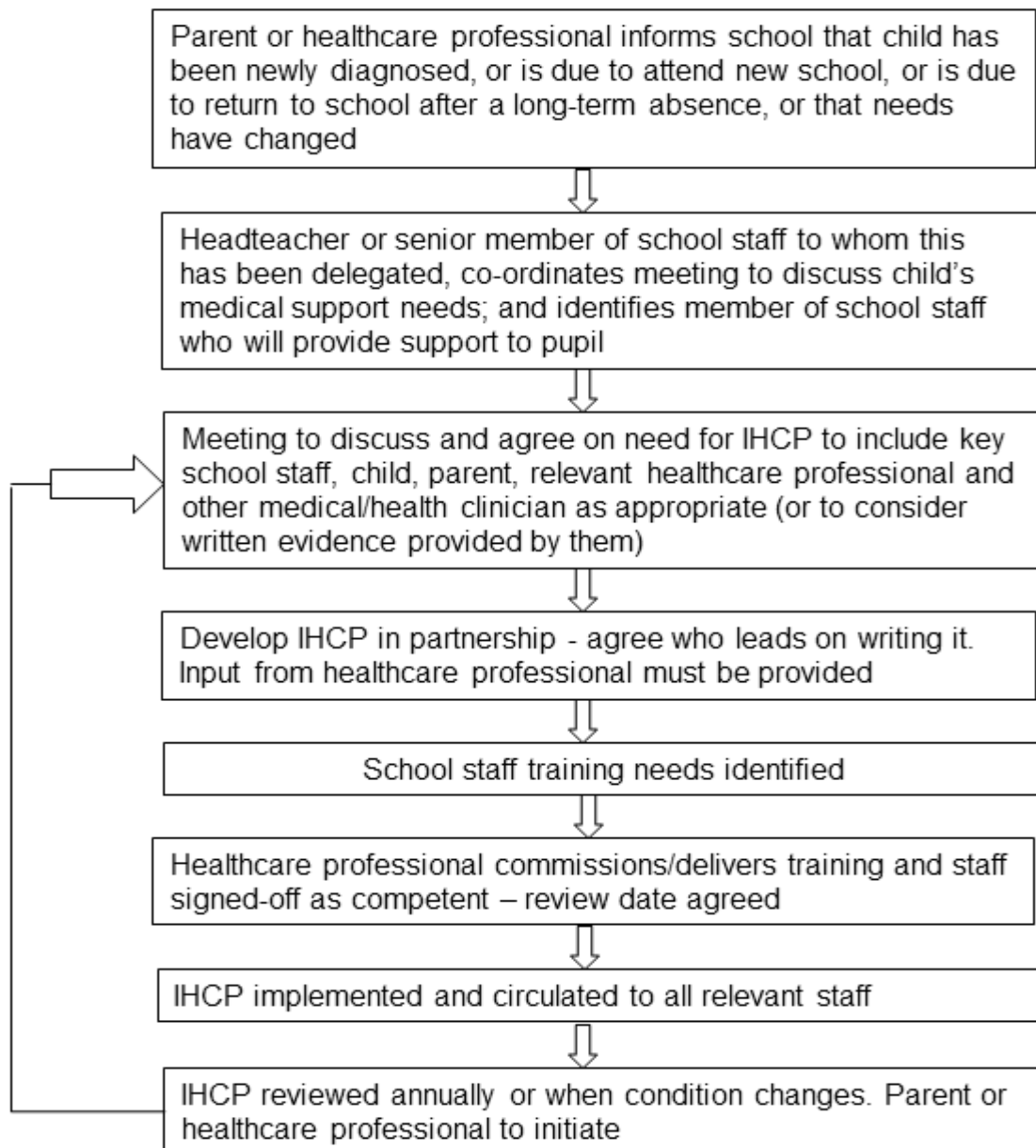
The named person is responsible for individual healthcare support plans, their development and in supporting pupils at school with medical conditions.

Individual Health Care plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They are developed with the child's best interests in mind and assess and manage risks to the child's education, health and social well-being and minimises disruption.

When deciding what information should be recorded on individual healthcare support plans, the named person considers 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, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. moving within school when all children are having lunch;
- specific support for the pupil's educational, social and emotional needs e.g. how absences will be managed, additional support in 'catching up';
- the level of support needed, (some children may be able to take responsibility for their own health needs). If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/carer/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

PROCEDURES FOR DEVELOPING INDIVIDUAL HEALTHCARE SUPPORT PLANS



***Where there is no change in the child's condition during the year, the school may initiate a review**

PROCEDURES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL

Rationale

At Kingsway Infant School we want all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care.

a) **Medical Equipment**

It is the responsibility of trained First Aid staff in school to ensure that the first aid stocks are checked and any shortages reported to the Teaching Assistant responsible for ordering.

b) **Storage, Administration and Handling of Medicines**

For safety reasons, all medicines are stored centrally in the Rainbow Room and are handled by adults only - see First Aid Policy. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental/carer authorisation and are appropriately named are allowed in school.

c) **Parental/Carer Authorisation Forms**

Before medication can be given in school; parents/carers must complete the appropriate authorisation for administering medicines in school form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office.

d) **Medicine Administration**

First Aid staff dispense all oral medicine and Epipens (auto-injectors), children with asthma, administer their own medication under the supervision of the First Aider.

e) **Non-prescribed Medicines**

Due to the increasing number of children receiving medication in school, medicines that are not prescribed such as cough lozenges etc. will not be administered by First Aid staff and are not to be brought to school.

f) **Administration of Antibiotics**

A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime. Antibiotics are not administered regularly in school unless they are part of an Individual Healthcare plan.

g) **Monitoring of Administration of Medicines**

When a child receives medication in school the details are recorded on the form kept with the medication and in the Accident Report Book located in the Rainbow Room or Lobby First Aid Area (at lunchtime only).

h) **Qualified First Aid Staff**

First Aid staff must hold the appropriate School's First Aid Certificate and should attend renewal courses as appropriate.

i) **Educational Visits**

A basic first aid kit, mini Accident Reporting book and individual pupil's medicines must be taken on all educational visits. This is the only time medication will be allowed outside the designated storage area for medicines in school. Pupils with extraordinary (special) medical needs may require additional provision on such occasions; these should be detailed in the Risk Assessment completed prior to the planned trip. All medicines are to be transported and administered by a designated member of staff

j) **Unacceptable Practice When Handling Medicines in School**

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary (under the supervision of a First Aider) ;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents/carers; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare support plans;
- if the child becomes ill, send them to the Rainbow Room unaccompanied or with someone unsuitable;
- 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/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips.

PARENTS'/CARERS SUMMARY OF PROCEDURES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL

- Due to the increasing number of children receiving medication in school, medicines that are not prescribed such as Calpol, cough lozenges etc. will not be administered by First Aid staff and are not to be brought to school.
- Antibiotics are not administered in school unless part of an on-going specific child's Individual Healthcare Plan. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.
- Before medication can be given in school, parents/carers must complete the appropriate authorisation form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office.
- Parents are asked to deliver any prescribed medication to school via the school office.
- Children with asthma, administer their own medication under supervision of the First Aider.
- A basic first aid kit, mini Accident Reporting book and individual pupil's medicines are taken on all educational visits and administered by a First Aider or designated member of staff.

All Inhalers, Epipens and Antihistamines etc. are sent home at the end of the school year and parents/carers are responsible for checking 'use by dates' and replenishing them.

SCHOOL FIRST AID TRAINED STAFF

Amy Tristram-Walmsley	Averil Heath
Bev Gibbings	Clare Warden
Chrissy Middleton	Fran Rogers
Gladys Coldman	Hiral Panchal
Jo Macdonald	Karen Darnell-Brown
Leanne Cuddy	Linda Duggan
Lisa De Sousa (Paediatric trained)	Lorna McMurdie
Maria Bunce	Maria Green
Michelle Simmons	Monika Hanke
Nicola Hedges (Paediatric trained)	Tony Jones
Una Fletcher	Wendy Powley