

Kinderley Community Primary School

Supporting Pupils with Medical Conditions & Administration of Medicine



Kinderley school is a place of learning, where we believe ‘the sky is not the limit, it’s just the beginning’. Everyone is valued and positively encouraged to achieve their full potential in a safe and caring environment.

Signed:

Mrs S. Rudge (Chair)

Mrs C. Scullion (Headteacher)

Date: 9th February 2023

Review date: Spring 2024

Intention:

Pupils' medical conditions may be either short-term or long term. Short term medical conditions may require a course of medication and temporarily affect their participation in school activities until they have recovered. Long-term medical conditions may potentially limit their access to education and require additional care and support throughout a pupil's time at school. Such pupils have special medical needs.

Rationale

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

Under The Health and Safety at Work Act 1974, it is the duty of employers to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. Local authorities and governing bodies have a responsibility to make sure that safety measures cover the needs of all pupils at the school, including those with special medical needs. This may mean making special arrangements, including individual procedures where necessary, for particular pupils who may be more at risk than others. This includes ensuring that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. Teachers and other school staff in charge of pupils, including those leading activities taking place off the school site, have a duty to act in loco parentis and may need to take swift action in an emergency which could include the administration of medicine.

Parents are primarily responsible for their child's health and medication. They need to supply the school with sufficient information about their child's medical needs and the administration of any medication necessary. The school follows guidance from the Department for Education: Supporting pupils with medical conditions, May 2014 and has adopted the Templates A-G. (Appendix 1)

The School Nursing Service can offer further advice on supporting a child with medical conditions. The School Nursing Service can be contacted: School Nursing Service Cambridgeshire Community Services NHS Trust Oak Tree Centre 1 Oak Drive Huntingdon Cambs PE29 7HN Tel: 01480 418600 or [https://www.cambscommunityservices.nhs.uk/docs/default-source/leaflets---school-nursing---april-2015/0070---school-nursing-service-\(eng-lang\).pdf?sfvrsn=2#:~:text=If%20you%20have%20any%20compliments,.pals%40nhs.net](https://www.cambscommunityservices.nhs.uk/docs/default-source/leaflets---school-nursing---april-2015/0070---school-nursing-service-(eng-lang).pdf?sfvrsn=2#:~:text=If%20you%20have%20any%20compliments,.pals%40nhs.net).

Aims

The school aims to be fully inclusive and provide children with medical conditions the same opportunities as others at school.

It will:

- support parents/carers by providing medical care for their children, whilst at school or on a school trip
- ensure staff have sufficient knowledge about special medical needs affecting pupils at the school

- follow national guidance on administering medication at school to monitor and keep appropriate records.
- arrange training for staff to support individual pupils where necessary
- liaise with medical services to support individual pupils
- with parent/carers consent, inform peers regarding pupil's medical conditions as appropriate

Entitlement

Pupils with medical needs have a right to the full education available to other pupils and should be assisted if at all possible to achieve this. They should be enabled to have full attendance and receive necessary proper care and support.

Staff involved in supporting pupils with medical needs will receive appropriate training. Training will include the necessity of bringing to the attention of the headteacher any concern or matter relating to supporting pupils with medical needs.

The school accepts that employees have rights in relation to supporting pupils with medical needs, including choosing whether or not they are prepared to be involved and recognises that they may have concerns about legal liability.

Expectations

Parents/carers of pupils with medical conditions are expected to give the school sufficient information to enable the school to support their child. The school will work with the parents/carers and, where necessary, health professionals to write a healthcare plan (<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>) to ensure that the needs of the pupil are met. The school will continue to liaise with relevant medical professionals for further advice about a pupil's special medical needs as and when necessary.

Parent/carers will be asked to complete (Form A) to agree for the school to administer medication. Where parents/carers have asked the school to administer prescribed medication, it must be:

- supplied in the original packaging which is prescribed by the GP and issued by the pharmacist
- printed with the child's name and date of birth
- printed with the dosage regime, the pharmacist's name and expiry date.

Prescribed medications will not be accepted by the school if these conditions are not met.

Medicines must be brought into/collected from school by parents/carers and not pupils for safety reasons. Any medication brought into school will be stored securely out of the reach of the pupils. For some types of medication, this will be self-administered under adult supervision.

Asthma

Parents/carers will be asked to complete a 'School Asthma Card' at the start of each school year or when the pupil's treatment changes during the year. It is the parents/carers responsibility to provide the school with an inhaler and spacer and check that the medication is in-date. Inhalers and spacers will be kept safely within classrooms and

taken when pupils leave the site for visits or sports activities. Any use of an inhaler whilst at school or on a school activity will be recorded on (Form B)

Policy into practice

In order to maintain correct medical records for all pupils, data collection forms are sent out annually to be updated where necessary. Staff will be clearly informed about the medical needs of children in their class. Children with allergies or a special medical need will be clearly identified, using their photos and a brief description of their condition in their classroom cupboard and staff room and in the class register. Supply teachers will be given an overview of medical needs within the class they are teaching at the start of the day. The headteacher will ensure that individual health care plans and risk assessments are written for children with both long term and short term conditions if adaptations to the educational setting are required for the pupil to access learning. These will be shared with and signed by the parents.

Monitoring

Mrs Gourley, the Medical Conditions and First Aid Lead will:

- review the Annual Admissions/Consent Forms to collate a list of children with medical conditions
- maintain a central Medical Conditions file and monitor and update it termly and as required
- ensure current photographs of children with their medical conditions are displayed in class cupboards and in the staff room
- ensure that the Individual Healthcare Plan is completed in conjunction with all parents/carers of pupils with medical conditions
- meet with the parent/carer to review the Individual Healthcare Plan
- ensure that Forms A and B are completed by the parent/carer
- ensure that Form C is completed by classes receiving statutory medicine in school, e.g. flu jab
- Ensure that Form D is completed by staff when relevant training has occurred regarding the administration of medicines

Form A: Parental agreement for 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.

GP review date/duration of prescription

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Kinderley Primary School

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

Mrs. L. Gourley Mrs. R. Douglas

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

Form B: Record of medicine administered to an individual child

Name of school/setting

Kinderley Primary School

Name of child

Date medicine provided by
parent/carer

Group/class/form

Name and strength of medicine

Expiry date

Dose and frequency of medicine

Staff signature

Signature of parent/carer

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

B: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Form C: Record of medicine administered to all children



Name of school/setting Kinderley Primary School

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Form D: staff training record – administration of medicines



Name of school/setting	Kinderley Primary School
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date