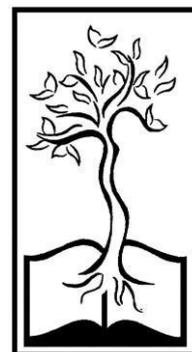


## Kenmore Park Junior

### School Medical Care Policy



#### **Rationale and Aims**

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive appropriate professional care and support in school, and that for such children attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines which need to be taken in the school day.
- Procedures for managing prescription medicines on outings and trips.
- Roles and responsibilities of staff administering medicines.
- A clear statement of parental responsibilities in respect of medicines.
- Written permissions from parents for medicines.
- Assisting children with long term medical needs.
- Staff training.
- Record keeping.
- Safe storage of medicines.
- The school's emergency procedures.
- Risk assessment and management procedures.

**In all instances the school will do all it can to persuade the parent to come into school to administer medicines.**

#### **Prescribed Medicines.**

**We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages as prescribed.**

**Controlled drugs** should never be administered unless cleared by the Head. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

#### **Short Term Medical Needs**

Prescribed medicines should only be brought into the school when essential, that is where it would be detrimental to a child's health if the medicines were not administered during the school day. The school will only agree to accept medicines that are provided in the original container and are labelled with the child's name and dosage instructions.

Please note that Antibiotics will only be accepted if the dosage is for 4 times a day.

#### **Long Term Medical Needs**

It is important that the school has all the relevant information regarding your child's medical condition. It is the parents/carers responsibility to keep the school informed regarding their child's medical condition and to ensure that the school has been supplied with any medication necessary. All parents should complete the school's Medical Care Health Care Plan and supply

details of any medication. This includes children that need Inhalers, Epipens etc to be held at school.

Please do not send any medication into school with your child. If you have any concerns please contact the school welfare office.

### **Administering Medicines**

**No child under 16 should be given medicines without written parent consent. A form must be filled in by the parents to enable the school to administer these medicines. The forms are available in the welfare room.**

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will not be teaching members of staff but support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.

**A record must be kept in a written form each time medicines are given.**

### **Self Management**

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

### **Record Keeping**

Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear.

### **Educational Visits**

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility.

Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the school office.

### **Sporting Activities**

It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers should be taken to the field in a box or container and be supervised by a support member of staff.

### **The Governing Body**

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

### **The Head Teacher**

The Head Teacher will ensure that all staff receive appropriate support and training and aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

### **Teachers and Other Staff**

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. **Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any**

**support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.**

## **Storing Medicines**

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the school office. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils. Any problems or issues arising shall be initially referenced to **Managing Medicines in Schools and Early Years Settings 2005 DfES.**

## **KEY POINTS**

- THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES**
- NO TEACHING STAFF WILL ADMINISTER MEDICINES OR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES**
- ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH APPROPRIATE TRAINING**
- ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE SCHOOL OFFICE/WELFARE AND KEPT UNDER ITS SUPERVISION. This includes asthma relievers and adrenaline pens. The Office will know where these medicines are in school and the asthma register shall be updated annually and as and when new children come to school.**

### **Dissemination of the policy**

Each teacher has a copy of this policy and a copy can be found in the Headteacher's office.

The school prospectus contains a statement about medical care, and it is sent to all parents of children new to the school.

A copy of the policy is available to any current or prospective parent, on request to the Headteacher.

### **Monitoring and evaluation of the policy**

The policy will be reviewed every three years

**Reviewed: Sept 2011**

Signed (Headteacher):

Approved by Governors: Sept 2013, Oct 2015, 12/10/16, 11/10/17, Oct 2018