



BARTON PARK
PRIMARY SCHOOL

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Barton Park Primary School

Supporting Children with Medical Conditions and the Administration of Medicine Policy

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1. Introduction

This policy complies with the following guidance:

- Children and Families Act 2014
- Equality Act 2010
- Special Education Needs and Disability Code of Practice
- Special educational needs and disability code of practice 0 to 25
- The early years foundation stage - sets out specific requirements on early years settings in managing medicines for children under 5 years of age
- Working together to safeguard children - statutory guidance on inter-agency working
- Safeguarding children: keeping children safe in education - statutory guidance for schools and colleges
- Ensuring a good education for children who cannot attend school because of health needs - statutory guidance for local authorities
- Drug advice for schools - published by DfE/Association of Chief Police Officers, this document provides advice on controlled drugs

At Barton Park Primary School we believe that pupils with medical conditions should be supported, as best we can, to play an active role in school life, enjoy the same opportunities as any other pupil and have full access to all aspects of education. The governing body has arrangements in place to see that this is achieved and the school liaises fully with health professionals where appropriate. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupils themselves feel safe. For these reasons, the school will liaise with health and social care professionals, pupils and their parents to achieve this. The Headteacher is responsible for the effective implementation of this policy.

2. Aims

The purpose of this policy is to explain how Barton Park Primary School implements its procedures on dealing with pupils who have medical conditions, in line with government requirements, with a view that all pupils will receive the best education possible for them, despite any medical conditions that they may have to contend with.

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.

Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

3. The role of the Headteacher

The headteacher will:

- monitor the attendance of all pupils with medical conditions (Code M – authorised absence for medical reasons, and Code B – when the pupil is receiving education other than at school);
- liaise with educational professionals, Educational Psychologist, medical professionals and Oxfordshire Hospital School staff, as appropriate, to plan provision;
- co-ordinate education provision for those pupils who have disrupted patterns of schooling (for those pupils with recurring illnesses and chronic conditions);
- co-ordinate the provision of work that will support a broad and balanced curriculum, where appropriate;
- ensure that there are mechanisms in place to communicate information about activities and social events to enable pupils to keep in touch with peers;
- monitor provision, progress and reintegration arrangements;
- ensure that the views of pupils and parents/carers are taken into account;
- ensure that appropriate Code of Practice (SEN and Disability) procedures are in place, as required;
- ensure that sufficient staff are suitably trained and available to implement the policy;
- enable staff to examine insurance policies relating to providing support to pupils with medical conditions should they wish to (RPA insurance scheme);
- The school nurse is aware of any child who has a medical condition that may require support at school, and is also aware of any child with a medical condition who has not yet had a formal diagnosis;
- ensure that risk assessments for school visits, holidays, and other school activities outside of the normal timetable include consideration for any child with a medical condition;
- ensure that individual healthcare plans (IHPs) are initiated, monitored and reviewed at least annually;
- consider how children will be reintegrated back into school after periods of absence due to their medical condition.

4. Asthma policy statement

All pupils at this school with asthma have easy access to their emergency medicines.

- All pupils are encouraged to carry and administer their own emergency medicine, when their parents and health specialists determine they are able.
- Pupils who do not carry and administer their own emergency medicines should know where their medicines are stored and how to gain access.
- The school will display information about dealing with asthma for staff.
- The school will hold an emergency asthma inhaler.

5. Adrenaline auto-injector policy statement

- All pupils at this school at risk of anaphylaxis have easy access to their own adrenaline auto-injectors.
- Pupils and staff know that all adrenaline auto-injectors are stored in the medical room – they are labelled with pupils' names and photos.
- The school will display information about dealing with anaphylaxis for staff.
- The school will hold an emergency adrenaline auto-injector.

6. Short-term medical needs

Many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only, and to allow pupils to do this will minimise the time they need to be off school. Parents/guardians are welcome to come to the school to administer medication. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Medication should only be brought to school when absolutely essential, and the Request for School to Administer Medication form must be completed (copy attached). The completed form, together with the medicine, should be handed to the teaching assistant attached to the child's class.

7. Administering medication

No pupil should be given medication without his or her parent/guardian's written consent. Any member of staff giving medicine to a pupil should check:

- the pupil's name
- written instructions provided by parents or doctor
- prescribed dose
- expiry date.

If in any doubt about the procedures the member of staff should check with the parents or a health professional before taking further action. Staff should complete and sign the Medicine Record each time they give medication to a pupil. It is good practice to have the dosage and administration witnessed by a second adult.

8. Non-prescription medication

School staff should not give non-prescribed medication to pupils. They may not know whether a pupil has taken a previous dose, or whether it may react with other medication being taken. A child under 12 should never be given aspirin, unless prescribed by a doctor or dentist.

9. Self management

Although it is good practice to allow pupils who can be trusted to manage their own medication, and Barton Park encourages this, pupils may not carry medicine with them or in their bags. Medicine should be handed to the office and written parental consent still needs to be given. If pupils can take their medicine themselves, then staff still need to supervise this and record what medication has been taken.

10. Refusing medication

If pupils refuse to take medication, school staff will not force them to do so. The school should inform the child's parents/guardians. If necessary, the school should call the emergency services.

11. Record-keeping

Parents/Guardians are responsible for supplying information about medicines that their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed. The Request for School to Administer Medication form (example attached) provides a standard format for providing written details. A record of medicines given to pupils, and of the staff involved, is kept in the office.

12. Residential visits

Individual risk assessments will be completed for any children requiring medication whilst away from home on a residential visit, if administration falls outside the remit of this policy.

13. Guidelines For Parents In The Administration Of Medicine In Barton Park Primary School

Whenever it is possible, parents or guardians should administer any medicine. However, if this is not possible, the school must insist that parents or guardians agree and sign their consent as follows:

1. A doctor's note or a signed parent/guardian's note will be delivered by the parent or guardian to the effect that it is necessary to take medication during school hours. Please note that medicine which is prescribed three times a day can be effectively delivered out of school hours. The attached Request for School to Administer Medication form is sufficient.
2. The note must give a clear indication of dosage and timing.
3. The medicine must be brought into school by the parent/guardian and delivered personally to the teaching assistant attached to the child's class, who will administer the medicine from the medical room and record administration.
4. Medicines must be clearly labelled with the contents, owner's name and dosage and should be no more than one day's dose where possible.
5. Parents accept that, whilst the school will always act in the best interests of your child, all responsibility for the administration of medicines lies with the parent and not with the school.



REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

DETAILS OF PUPIL

Name of Pupil

Date of birth

Class and teacher

Details of condition or illness

MEDICATION – only medicines prescribed by a doctor may be given

Name/type of medication

For how long will your child take this medication?

Date dispensed

FULL DIRECTIONS FOR USE

Dosage and timing

Special precautions

Side effects

Procedures to take in an emergency

I confirm that it is necessary to take this medicine in school hours

I confirm that my child may administer his/her own medicine.

Please delete if inappropriate

CONTACT DETAILS

Name and telephone number

I understand that I must deliver the medicine personally to the office, and accept that this is a service which the school is not obliged to undertake. I have read the conditions overleaf relating to medicine at Barton Park Primary School, and I recognise the school's disclaimer of responsibility with respect to the administration of any medicine.

Signed (Parent or guardian)

Date

Relationship to pupil:

[Letter to parents]

Dear Parents

We have a policy on the administration of medicine in school, and therefore feel it is a good time to remind you of the way Barton Park cares for children who require medication.

The most important thing to remember is please do not send your child to school if he or she is unwell, nor encourage them to return to school until they are able to cope properly with a full school day.

Medication should only be taken at school when absolutely essential but we accept that this will minimise the time a child needs to be off school. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours, and parents are encouraged to ask prescribing doctors/dentists about this.

Please note that medicine which is prescribed to be taken three times a day can be effectively delivered out of normal school hours.

If prescribed medicine needs to be taken during the school day, then parents or guardians are welcome to come to the school with the medicine and administer it to their child. However, if this is not possible the parent or guardian may deliver a small amount of the medication to the teaching assistant attached to their child's class, together with a signed consent form.

These forms, Request for School to Administer Medication forms, are available from the office, and can be filled in when the medication is brought to school. There is no legal requirement on staff to give medicine to pupils, but the teaching assistants have agreed to do so, on a voluntary basis, as long as our guidelines are followed.

NB staff are not able to administer non-prescribed medicines.

Please take medicine to the office. It will be stored carefully (in a fridge if necessary).

Asthma inhalers will continue to be kept in a named clear plastic wallet in the child's classroom. The inhaler will go with the child whenever she or he is too far to quickly access it.