



*“Enabling life in all its fullness”*

**“I came that you may have life, life in all its fullness” (John10:10)**

Our **Core Christian values** for our school are: *Perseverance, Creativity, Trust and Friendship.*

## **MEDICAL CONDITIONS POLICY**

**Approved by Governors: September 2022**

**Review due: September 2023    Contact Mrs Lisa Kingston (SENDco)**

## **Ashton Keynes CE Primary School: Administering Medication Policy**

### **Introduction**

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

DfE April 2014 – *Supporting Pupils at School with Medical Conditions*, Key points are:

- Pupils at school with medical conditions should be properly supported so that they can 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 effectively supported. This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.

### **Staff Duties**

School teachers have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Our office staff volunteer to assist in the administration of medicines but must be given appropriate training and guidance by the parent or medical professional. As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

### **Process for the Administration of Medicines in School**

– short term medical needs medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school

day).

#### **The school will only accept:**

→ Medicines that are in date

→ Medicines that need to be administered in excess of 3 times during school hours

#### **The school will not accept or administer:**

→ Medicines that are to be administered 3 times per day (unless the child is attending after school club and will not return home immediately after 3:00pm, or attending a residential visit)

→ General medication (e.g. paracetamol) which has not been prescribed unless a parent gives written consent.

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person (usually a member of the office staff or a staff volunteer in the case of educational visits).

The medicine must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of the Headteacher.

When administering, the named adult must complete a record showing the date and time and details/dosage of the medication. In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult. Under no circumstances should a parent send a child to school with any medicines E.g. throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed. Parents are welcome to come into school to administer medicines themselves that the school refuse to administer, for reasons given above.

### **Asthma and EpiPen**

Each child will carry their inhaler with them during the school day, including playtime and Physical Education. The child will keep the inhaler with them at all times. A pupils epi-pen will be stored away from pupils alongside the care plan which will be shared with staff to ensure all staff members know where it is and can easily access it but no child can access it accidentally. This will be on a high shelf in the school office and not in a locked cabinet as immediate access by an adult may be required. It is the responsibility of the parent to ensure the school has new, in date inhalers and epi-pens when the old ones need to be replaced. Staff will receive regular training from our school nurse on how to use inhalers and epi pens. Each child with asthma will have a record of this which will be kept in the school office. This will confirm that the medication has been prescribed by the doctor, in date and any other information we should be aware of.

### **Process for the Administration of Medicines in School**

– long term medical needs

Where a child has long-term medical needs, a care plan must be written with the assistance of the school nurse and in the presence of the parent/guardian of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually. It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The Headteacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan. As a school, we try to ensure that we have sufficient information about the medical condition of any child with long term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned. There will also be regular/annual training for all staff on more generalised needs E.g. asthma awareness and epi-pen training, diabetes and epilepsy.

### **Process for the Administration of Medicines during residential visits– all medical needs**

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements. In the case of higher levels of care E.g. intimate care, the named member of staff will also meet with the school nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.