



## **Broadfield Primary School** **Children With Medical Needs Policy**

**Approved Date: 14/06/18**

**Approved By: Full Governors**

**Review Date: 14/06/20**

### **What is the purpose of this policy?**

The purpose of this policy is to describe how Broadfield Primary School will ensure that children with medical needs receive proper care and support in school, access the same opportunities as other children and ensure their attendance is as regular as other children.

This policy covers the administration and storage of medication for employees and pupils of Broadfield Primary School. This policy is subject to amendment as the need arises as a result of the best interest of the welfare of the pupils.

This policy should also be read in conjunction with the following other policies:

Special Educational Needs

Public Equity Duty

Guidelines for the Management of Asthma in Schools

### **General Principles**

The school will provide the facility to store, administer and record individually prescribed medication. This will be managed by the school office. Items that require refrigeration will be stored in the staff room fridge – clearly labelled.

The school will assist children with long-term medical conditions by drawing up personal plans for the administration of medication

The school will endeavour to notify all staff of pupil medical alerts and treatment regimes  
The school will train and monitor staff who are part of the process of assisting with the administration of medication

The school will regularly review and update this policy every 12 months.

The school will notify parents/guardians, if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious 1 diseases and the recommended treatment of head lice will be available on request and the School Health Advisor will support families.

Only prescribed medication will be administered in schools. This will only be undertaken when the medication dosages cannot be met outside of school hours. For example, if a medication needs to be given three times per day, this can happen outside of the school day. In the case of the medication needing to be given every 5 hours, then this would be administered by the school.

In the event that a child refuses to take prescribed medication (e.g.Ritalin) the school will advise the parent and destroy the drug as per the guidelines.

Medications handed in that are not in their original dispensing containers will be rejected and the parent informed. This may result in a child being sent home from school.

Parents will be advised that Broadfield Primary School does not allow pupils to carry/ self-administer medication (with the exception of inhalers) and that all such medication is to be handed in on arrival at school.

Staff dealing with medication and personal care of pupils with medical needs will be informed of their roles and possible implications and full training will be given. A Senior Medical Advisor will be sought to train and monitor staff.

School will work in collaboration with the school health advisor and other professional services as required.

All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.

### **Who leads on this policy?**

The Headteacher-Patricia Stennett and Carol Walker- SEND coordinator are responsible for ensuring that plans, procedures and systems are in place and that this policy is implemented across the school. The Headteacher or the SEND coordinator will meet with the School Health Advisor on issues relating to pupils' medical needs.

Each teacher is responsible for the well- being of the children in their care and must ensure that they understand and comply with the procedures in this policy.

Named Staff who are First Aiders and who have agreed to administer medication in line with this policy

Vanessa Procter  
Julie Garratt  
Michelle Hunt  
Colin Cameron  
Farrett Khatoon  
Karen Hanley  
Emma Brown

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Caroline Doherty Daniel Worsley Elaine Jolley Jacqui Turner Ben Lees  
Sarah Cocking Michelle Thompson

## **Procedures**

### **Prescribed Medication:**

Medicines should only be taken into school or settings when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

Broadfield will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. Broadfield will only accept medicines that are in date. Where a replacement, additional medicine is required during the course – the parent must be responsible for the supply of this to the school.

Medicines should always be provided in the original container as dispensed by the pharmacists and include the prescriber's instructions for administration.

The medication should be clearly labelled with the child's name.

Broadfield Primary School will only administer medicine to children if parents sign the parental medication agreement form. The parent is responsible for completing the form including the dosage and timing of the medication to be given in school time. In no circumstances will the school make any changes to the dosage/timing of the medication. Verbal consent will not be accepted.

See Medicine Confirmation Form

### **Controlled Drugs:**

The Misuse of Drugs Act and its associated regulations control the supply, possession and administration of some medicines. Some may be prescribed as medication for use by children e.g. methylphenidate.

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescriber's instructions. A record of which staff have been trained will be kept in school. Two members of school staff will check and administer a controlled drug to a pupil.

Controlled drugs must be stored and administered in accordance with the following procedure:

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Drugs will be stored in a locked non-portable container and only named staff should have access

Controlled drugs, as with all medication, should be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist.

### **Non-Prescription Drugs:**

Staff will not administer non prescribed drugs to children. In the event of a child feeling unwell, the school will notify the parents who are able to come to school and administer nonprescription drugs to their own child. In the event of a child feeling unwell, parents are notified to come and collect their child.

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

In certain circumstances, where non-administration of a drug could be detrimental to the child's health and subsequently their attendance, the school will hold anti-biotics for administration throughout the school day, but only for a short course of up to 5 days. This must be in line with the normal medication procedure for administering medicines.

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

Pupils with long term medical needs will have a care plan, including medical administration guidelines, drawn up on their arrival at Broadfield Primary School.

A Medical Health Care Plan will be devised or reviewed by the SEND Coordinator with the parent and whenever possible with a health professional. Without the presence of a health professional, parents must consent for the school to liaise with the child's GP, practice nurse, school nurse or consultant to ensure that the correct support is in place.

### **The Medical Health Care Plan**

Once the school has been informed of a child's medical condition, the parent will be asked to complete the Medical Health Care Plan. With more complex needs, the SENCO will arrange to

meet with parents and where possible a medical professional to devise a Medical Health Care Plan. (See copy in Appendix)

What the Medical Health Plan will do:

- Identify the medical condition of the child, its triggers, signs, symptoms and treatments  
Address pupils' resulting needs, including medication, treatments etc.
- The level of support needed including that required in the event of emergencies.
- Specify who will provide the support including expectations of the role, proficiency and training needs.

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- Identify arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or administered by the pupil.
  - It will identify arrangements required for school trips.
  - It will outline what to do in an emergency.

#### **Administration of medicines and Record Keeping:**

Trained staff will administer prescribed medicines. Only Broadfield first aiders who have signed an agreement to administer medicines are responsible for the process. Records of trained staff will be maintained. The Administration of Medicines in School Form must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The child's name
- Prescribed dosage of medicine
- Expiry date of medicine
- Written instructions on the packaging

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

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

See Medical Confirmation Form

#### **Educational Visits/ Sporting Activities:**

All medicines required by children on school trips will be part of the overall risk assessment for the visit. Where necessary individual pupil risk assessments will be completed. A

trained member of staff (First Aider) will be delegated responsibility for the storage and administration of prescribed and controlled medication. Complex medical needs for a specific pupil may necessitate a medical health plan for the visit. If any member of staff is concerned they should seek advice from the SENCO.

Broadfield Primary School will include all children in sporting activities; however, adults should be made aware of the need for privacy and dignity for children with particular care needs. Inhalers should be accessible. Children with asthma or any medical condition should not be sent into school to get their medication, but must remain with the adult or be accompanied by the adult.

### **Home to School Transport**

Currently the LEA are responsible for the medical needs of pupils whilst being transported to and from school.

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### **Employees/Staff Medication**

The school will not hold or administer medication brought into school by a staff member. However, advice on the storage of such medication may be sought.

### **Safety of Medication Supplies:**

Large volumes of medicine should not be stored. Medicines will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the pupil name, dosage and frequency of administration. Where two or more medicines have been prescribed, each must be in a separate container.

Pupils should be made aware of how to access their medication and who is allowed to administer. Emergency medication, such as asthma inhalers or epipens, must not be locked away but always in the vicinity of the relevant pupils. These should be collected by parents at the end of each term/year so that expiry dates and efficiency of the device can be checked. Parents are responsible for returning these to school on the first day of the new term/year.

Any problems or issues arising should be immediately directed to the SENCO or Headteacher, who will assess the risk and to ensure the issues are managed appropriately.

### **Training:**

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. All staff will be made aware of children who are asthmatics. Photographs of children who have food allergies will be shared with class teachers and the kitchen staff.

Staff who administer medication will be trained in the correct procedures for giving, storage and disposal of medicines.

Correct hygiene and infection control procedures will be taught.

Safety precautions, such as disposable gloves/aprons/body fluid spillage kits will be available.

All staff involved with pupil personal hygiene will be asked to contact their GP with regards to Hepatitis B inoculations.

Medical Care plans will be displayed in the school office, classrooms and kitchen as appropriate.

### **Parental Responsibility:**

The Parent/Guardian is ultimately responsible for the child's medical needs, however, whilst at school every effort will be made, within the guidelines, to ensure that the medical needs are met.

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### **Complaints Procedure**

It is important that parents contact school, the class teacher or the SENCO as soon as possible if they have the even the slightest concern regarding their child's well-being. The school will endeavour to remedy the situation appropriately. If a parent feels that the issue is still not resolved, then they must contact the Headteacher and follow the school complaints procedure which is on the school website.