



COCKWOOD PRIMARY SCHOOL



Reflection



Teamwork



Learning Journey



Perseverance



Grow and Succeed

POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

1. The staff of Cockwood Primary School wishes to ensure that pupils with medical needs receive proper care and support. Our intention is to ensure that pupils with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting pupils with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. Laura Buttree is responsible for ensuring the following:
 - a) Procedures to be followed when notification is received that a pupil will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when pupils' needs change; arrangements for staff training or support)
 - b) Procedures to be followed when a pupil moves to the school mid-term or when a pupil has a new diagnosis
 - c) Pupils with asthma will be recorded on the Asthma Record (kept in school office in the Asthma File) and all relevant documentation will be filed in this folder. Parents will complete an asthma register for their child and the Administration of medicines form will be completed for those pupils who require inhalers.
4. The above procedures will be monitored and reviewed by Lorraine Curry.
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Cockwood Primary School, healthcare professionals and parents so that the steps needed to help a pupil manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- a) The pupil's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
 - b) Specific support for the pupil's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
 - d) Cover arrangements and who in the school needs to be aware of the pupil's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the pupil refusing to take medicine or carry out a necessary procedure
6. Lorraine Curry will have the final decision on whether an Individual Health Care Plan is required.

Responsibilities

- a) Parents or guardians have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school nurse and or other health professionals to develop an individual health care plan, which will include agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent/carer's responsibility to make sure that their child is well enough to attend school.
- b) The policy of this school is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education. The Headteacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day only where it is absolutely necessary.

Head injuries

Pupils who sustain a head injury **MUST** be reviewed by a First Aider in school. If a pupil has a visible swelling, wound or adverse reaction, parents will be informed and they are welcome to assess their child personally. Where there are no residual effects, the pupil can remain in school whilst being observed. An accident slip must

be sent home with the child, and where possible, parents will be notified at the school gate. The child will also be given a head injury sticker and the class teacher will be informed.

Pupils with asthma

7. Laura Buttrees will be responsible for ensuring the following:
 - Instructing all staff on the symptoms of an asthma attack
 - Instructing all staff on the existence of this policy
 - Instructing all staff on how to check the asthma register
 - Instructing all staff on how to access the inhaler
 - Making all staff aware of who are the designated staff and how to access their help

8. Laura Buttrees will be responsible for ensuring that designated staff:
 - Recognise the signs of an asthma attack and when emergency action is necessary
 - Know how to administer inhalers through a spacer
 - Make appropriate records of attacks

9. Laura Buttrees and Teresa Buttrees will be responsible for the storage, care and disposal of asthma medication.

10. Laura Buttrees will be responsible for ensuring that there has been written consent from parents for the administration of reliever inhalers. Pupils will use their own inhalers and leave replacements in school where necessary.

11. Laura Buttrees will be responsible for the supervision of administration of medication and for maintaining the asthma register.

12. Laura Buttrees will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

THE ADMINISTRATION OF MEDICINE

13. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a pupil taking prescribed medication during the day, where those members of staff have volunteered to do so.

14. Any parent/carer requesting the administration of medication will be given a copy of this policy on request.
 - Prescribed medication will be accepted and administered in the establishment

- Non-prescription medication will only be accepted and administered in the following circumstances: When a child or young person has menstrual pain, suffers from regular headaches or toothache, or some other pain not connected with cold or flu symptoms.
15. Prior written parental consent is required before any medication can be administered.
 16. Only reasonable quantities of medication will be accepted (no more than one week's supply and reviewed daily).
 17. Each item of medication should be delivered in its original dispensed container and handed directly to Lorraine Curry or Laura Buttree.
 18. Each item of medication should be clearly labelled with the following information:
 - Pupil's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
 19. The school will not accept items of medication which are in unlabelled containers or not in their original container.
 20. Unless otherwise indicated, all medication to be administered in the school will be kept in a safe lockable box in the Sunny Room.
 21. Where it is appropriate to do so, pupils will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their pupil to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), pupils may not be allowed to carry these.
 22. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a pupil's need for medication.
 23. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.

24. The school will make every effort to continue the administration of medication to a pupil whilst on activities away from the premises.

Emergency Procedures

- a) All staff are aware of procedures when dealing with a medical emergency. These should be trained by a qualified First Aider.
- b) All staff are aware of pupils on a health care plan and understand the need to follow agreed emergency support.
- c) All staff know how to call emergency services.
- d) In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child to hospital by ambulance and stay until the parent arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available.

Grievance Procedure

If a parent wishes to lodge a grievance, they may do this through the school's complaints procedure and the school will offer them a copy of the relevant documentation.

This policy was reviewed and amended by governors at the Full Governing Body Meeting on 16th January 2019.

Headteacher

Chair of Governors

Policy adopted Spring 2015
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