



St Martins CofE Primary School

Medicine in School Policy

Supporting pupils with Medical Needs

Review Spring 2023

At St Martins CofE Primary School, we support the need to ensure that children with medical conditions in terms of both their physical and mental health, long or short term, will be properly supported and receive appropriate care in school.

Admissions

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.

Governors will, in line with their safeguarding duties, ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. They therefore, do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Medicines should not, routinely, be kept in school (with the exception of epi-pens and inhalers). Pupils who need daily administration of prescribed drugs will have them administered by their parent (where possible) in school. Where this is not possible and it would be detrimental to the child's health if the medicines were not administered during the school day, the treatment must be discussed with the Head Teacher and a Health Care Plan established.

Purpose

The purpose of this policy is to;

- a) provide clear definitions of roles and responsibilities, and,
- b) outline procedures to be adopted for the care and well-being of all pupils with medical needs.

The role of Governors

Governors must ensure the school policy identifies roles and responsibilities of all those involved in supporting medical conditions. Governors should ensure that sufficient staff have received suitable training and are competent before they can take on responsibility to support children with medical needs. Governors should ensure that the appropriate level of insurance is in place that appropriately reflects the level of risk. (Further information is available in the Sandwell 'Management of Children with Medical Needs' guidance.)

Governors should ensure that written records are kept of all medicines administered to children and that parents are informed if their child is unwell at school.

Parental Responsibilities

1. Parents should provide full information about the child's medical needs when the child joins school, or as the medical need arises.
2. Long term medical needs, should be clearly identified, and arrangements for treatment discussed with the Head Teacher. This information will be recorded on a Health Care Plan.
3. All pupils with asthma inhalers should follow the asthma policy
4. Parents should ensure that the child is well enough to attend school and refrain from sending them when they are unwell.
5. Parents should follow the agreed procedure (see procedure flowchart) in the event of their child requiring medication to be administered by the school staff, and are responsible for its safe transportation to and from the school each day.

6. Parents are responsible for the provision to school of in-date medication, e.g, inhalers to treat long term medical conditions.

Head Teacher's Responsibilities

1. The Head Teacher will ensure that all parents and staff are aware of the policy and procedures for dealing with medical needs.
2. The Head Teacher will ensure that systems for sharing information will be followed.
3. The Head Teacher will ensure that all staff, who need to know, are aware of a pupils' medical needs and that sufficient staff are suitably trained to support pupils' individual medical needs, including to give support during staff absence.
4. Ensure that Health Care Plans are in place and reviewed at least annually or when there is evidence of a change in need.

The role of staff

Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines. No member of staff can be required to do so; they have the right to refuse. Although it is not part of the teacher's professional duties to administer medicines, teachers should take into account the needs of the pupils with medical conditions. School staff should ensure that they are appropriately trained and achieve the necessary level of competency before taking on the responsibility of supporting a pupil with medical needs. Any member of staff should know what to do and respond accordingly if they become aware that a pupil with a medical condition needs help.

Responsibilities of staff administering medicines

1. Staff members will have first aid training and will follow agreed procedures for recording the administration of medicines.
2. Such staff will receive training in safe administration of medicines from a health care professional.

Unacceptable Practice

Our staff recognise that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Health Care plans.
- If the child becomes ill, send them to the school office unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.

- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Individual Health Care Plans

Individual Health Care plans should be drawn up in partnership between school, parents, healthcare professionals and, whenever appropriate, the child.

The Individual Health care plan should detail the medical condition, its triggers, signs, symptoms and treatments.

It should also include the pupils' resulting needs including medical, educational, social and emotional.

The Individual Health Care Plan should capture the key information and actions that are required to support the pupil effectively, including medication (dose, side effects, storage), other treatments, time, facilities, equipment, access to food and drink where this is used to manage the condition, dietary requirements and any environmental issues.

The Individual Health Care Plan should make it clear if the pupil is to self manages their medication.

When a child has special educational needs, but not an Education, Health and Care Plan, this information should be included in the Individual Health Care Plan. Where they have an Education, Health and Care Plan, the Individual Health Care Plan should be linked to the plan.

Procedures to be followed when a parent or healthcare professional notifies school that a pupil has a medical condition, or when there is a change of condition, or when a pupil is reintegrated:

- School designated person meets with parents to discuss the pupil's medical need/change of need.
- Arrangements are made to seek information from relevant healthcare professionals.
- Individual Health Care Plan is drawn up within 2 weeks

Medicines on Educational Visits

We are keen to encourage children with medical needs to participate in safely managed visits. Reasonable adjustments will be made to enable children with medical needs to participate fully and safely on visits.

Health care plans for class members should be consulted at the time of organizing the visit. Class teachers and accompanying first-aiders will together be responsible for the transportation and administration of any medicines required for individual pupils.

Safe Storage of Medicines in School

Staff should only store, supervise and administer medicine that has been prescribed for an individual child and agreed with the Head Teacher. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labeled with the name of the child, the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be made readily available to children and should not be locked away.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled.

Other Policies to consider in conjunction with this Policy:

Asthma Policy
Management of children with medical needs in school

**Procedure for the Administration of Medicines in School
(long term arrangements)**

Child has long term medical need requiring the administration of medicine to avoid a detrimental effect on the child's health.



Parents complete Health Care Plan and copies are uploaded to the child's SIMS file.



Parents provide sufficient in-date medication as appropriate to condition, and complete a Request for school to administer medication. Parental signature is required to agree to school administering relevant medicine.

When medicine is administered, this is recorded in the Medical Administration file. Administration of inhalers is not recorded in the Medicine Administration file, but on a separate format kept with inhalers.

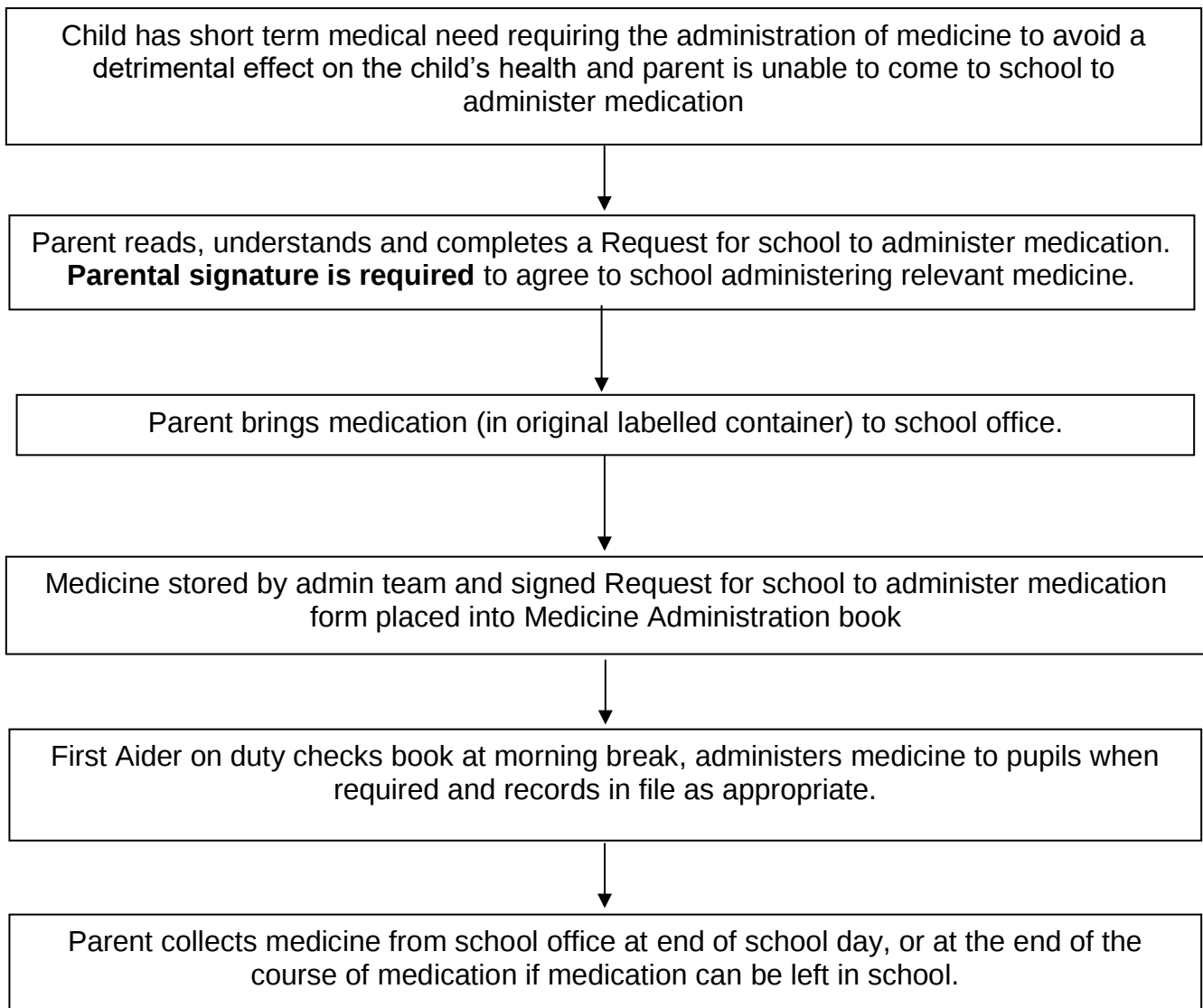


Medical information will always be reviewed at start of new academic year and following any change in the child's condition or medication, and parents ensure that staff are kept up to date with the pupil's medical condition.



Inhalers for asthma should be kept in the classroom, or within easy access for pupil use. Emergency inhaler use can only be used where written parental consent has been obtained. (See Asthma policy)

Procedure for the Administration of Medicines in School
(short term arrangements for Parents who cannot come to school to administer)



Appendix 1

Request for school to administer medication

You have indicated on the parental consent form that your child is currently receiving medication and/or treatment. The school will not give your child medicine unless you complete and sign this form, and the head teacher has agreed that school staff can administer medication.

Surname:

Forename(s):

Date of Birth: NHS No: M ☐ F ☐

Address:

Post Code: Class

Condition/Illness:

Medication

Name/Type of medication (as per dispensary label):

For how long will your child take this medication?

Date dispensed:

Expiry date:

Dosage (amount) and method of administration:

Time(s) to be given:

Special precautions (if any):

Known side effects:

Self-administration:

Yes ☐

No ☐

Procedures to take in any emergency:

Contact Information

Family Contact 1:

Name:

Home

Telephone:

Work Telephone:

Relationship:

Family Contact 2:

Name:

Home

Telephone:

Work Telephone:

Relationship:

Parental Agreement:

I understand that I must deliver the medicine personally to _____
(name of staff member receiving medication) and accept that this is a service which the school is not obliged to undertake.

Signature:

Date:

Name (print):

Relationship to Pupil:

A copy of the schools Privacy Policy was issued to you when your child started at St Martin's, it can also be found on the schools website: [Privacy-Notice-Pupils-GDPR-2018.pdf \(st-martins.sandwell.sch.uk\)](https://www.st-martins.sandwell.sch.uk/Privacy-Notice-Pupils-GDPR-2018.pdf)

Individual Health Care Plan (IHP) for a child with medical needs

Child's Photo

Name:	
Date of Birth:	
Current Class:	
School:	St Martin's CofE Primary School
NHS No:	

Family/ carer Contact 1:

Name:	
Home Telephone:	
Work Telephone:	
Relationship:	

Emergency Contact 2:

Name:	
Home Telephone:	
Work Telephone:	
Relationship:	

Hospital Doctor/Paediatrician:

Name:	
Telephone:	

School Health Nurse Cluster (where applicable)

Name:	
Telephone:	

Community Children's Nurse or Specialist Nurse (where applicable)

Name:

Telephone:

Details of pupil's medical conditions

Triggers or things that make this pupil's condition worse

Regular requirements: (e.g. PE, dietary, therapy, nursing needs)

Does the pupil have regular medication? Yes ☐ No ☐

Name and type of medication	
What does the medication do?	
Dose and method of administration:	
Time:	
Are there any side effects?	
When should it be given?	
Can the pupil self-administer?	Yes / No / Supervised (delete)

If there is more than one medication taken regularly during school hours, please complete a *"Request for School to Administer Medication"* form.

Does the pupil have emergency medication: Yes ☐ No ☐

FOR EMERGENCY PRODCEDURES SEE ATTACHED EMERGENY PLAN

Parental and Pupil Agreement

I agree that the information contained in this plan may be shared with individuals involved with my child/young person's care and education. I understand that I must notify the school of any changes in writing.

Signed (Pupil) (where appropriate)			
Print name			
Date			
Signed (parent/carer) (If pupil is below the age of 16)			
Print Name		Date	

Healthcare Professional Agreement

I agree that the information is accurate and up to date at the present time

Signed			
Job Title			
Print Name		Date	

Review of care plan to be completed by (date)

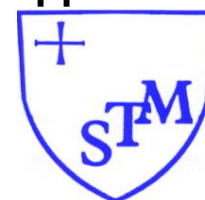
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To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at <http://www.sandwell.gov.uk/privacynotices>

For School Health Nursing Team use only:

	Name / Sign	Date
Nurse completing clinical information		
Nurse carrying out check with parent		
Team Leader checking MC / Record Keeping compliance		

St Martin's C of E Primary School



Caring, Learning
and Smiling Together

Pupil Medicine Administration Record (MAR)

Child's Photo	Name:		
	Date of Birth/NHS No		
	Medicine name and strength		
	Dosage and Method of administration:		
	Timing		
Transcribing Signatures		1. 2.	

Date:	Time:	Dose	Administered by:	Witnessed by:	Comments

St Martin's Staff Trained to Carry Out Procedures

Name:	
Date:	
Area Trained in:	

Name:	
Date:	
Area Trained in:	

Name:	
Date:	
Area Trained in:	

Name:	
Date:	
Area Trained in:	