



## CARBEILE JUNIOR SCHOOL



### MANAGING MEDICINES DEALING WITH PUPILS WITH MEDICAL NEEDS

TJC – January 2019

#### 1. Purpose of this Policy

Carbeile Junior School is committed to ensuring the safety and welfare of its employees and pupils. The purpose of this policy is to put into place effective management systems to support individual pupils with medical needs, and the staff involved with their care.

#### 2. Definition of a Pupil with Medical Needs

##### a) Short-term Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing a course of medication. We believe that to allow such pupils to take their prescribed medication at school will minimise the time they need to be off school. However, medication should be taken into school only when it is essential. It would be helpful, if where possible, medication can be prescribed in dose frequencies, which enable it to be taken outside school hours. Parents should ask the prescribing doctor or dentist about this.

**However, parents should keep children at home when they are acutely unwell.**

##### b) Long-term Medical Needs

Other pupils have medical conditions that, if not properly managed, could limit their access to education.

#### 3. Responsibilities and Co-ordinating Information

Parents or carers have prime responsibility for their children's health and must provide Carbeile School with **up to date** information about their children's medical condition and treatment or special care needed at school. Parents should give details in conjunction with their child's GP or paediatrician, as appropriate. This should be before a pupil starts their education at Carbeile or as soon as a pupil develops a condition. Parents should, jointly with the Headteacher/SENCo, reach agreement on the school's role in helping with their child's medical needs. **Good communication is essential.** If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems.

#### Information needs to include:-

- Up to date details of the pupil's condition
- Up to date details of symptoms to be aware of
- Special requirements e.g. dietary needs, pre-activity precautions
- Up to date details of medication and any side effects
- Details of treatments/specialised equipment
- What to do and who to contact in an emergency
- Details of regular hospital appointments
- The role the school can play

Close co-operation between schools, parents, health professionals and other agencies is important to ensure a suitably supportive environment for pupils with medical needs. Responsibility should be clearly defined and each person involved with pupils with medical needs must be aware of what is expected of them.

Those who are likely to contribute to a health care plan are:-

- The parent or guardian
- The child
- The local Health Authority
- The GP and other health professionals
- The school Nurse
- The Headteacher
- The Governing Body
- The Class Teacher
- Special Needs Co-ordinator
- Teaching Assistant
- School staff who have agreed to administer medication (mainly reception staff)
- Lunchtime First Aid

In addition it is important that supply teachers and student teachers are informed about any medical needs.

**The Headteacher and Staff always treat medical information confidentially.**

#### **4. Teachers and Other School Staff**

Teachers who have pupils with medical needs in their class should understand the nature of the condition, and where and when the pupil may need extra attention. The pupil's parents and health professionals should provide this information. Staff should always be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when the member of staff responsible is absent or unavailable. At different times of the day other staff may be responsible for pupils. It is important that they are also provided with information and advice.

#### **5. Dealing with Medicines**

There is no legal duty that requires school staff to administer medication; this is a voluntary role.

However, at Carbeile we agree to administer essential medicines but certain strict procedures are followed:-

- For short term illnesses (e.g. where children are required to take a course of antibiotics or to apply a lotion) parents are asked to bring in the required dose **each day**.
- In some circumstances, for longer term medical needs, it may be possible to store a small amount of medication.
- A Consent to Dispense Medication Form must be completed in all cases.
- Medicines must be clearly labelled with the name of the pupil, the name and dose of the drug, the frequency of administration and details of any side effects. Administering staff should also check the expiry date.
- When a pupil needs two or more prescribed medicines, each should be in a separate container.
- The Head is responsible for making sure that medicines are stored safely. At Carbeile the majority of medicines are locked in the medicine cabinet in the main office.

- Pupils should know where the medication is stored and who holds the key.
- If the medicine is likely to be needed in an emergency **ALL** staff concerned with that pupil should know where to obtain the keys to the medicine cabinet.
- Asthma inhalers must be readily available and not locked away. The names of all asthmatic pupils are kept on a register. **We have a separate asthma policy.**
- Some medicines need to be refrigerated. Medicines can be kept in the office refrigerator but should be in an airtight container and clearly labelled. Access to this refrigerator is restricted. Medicines should not be stored in the Food Technology Room refrigerator. (But if necessary they can be kept in the Staffroom refrigerator).
- School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.
- **RECORD KEEPING** – Although there is no legal requirement for schools to keep records of medicines given to pupils, and the staff involved, we believe that it is good practice to do so. We have a log book in the main office for this purpose. We recommend that staff continue this practice on school trips. Records offer protection for staff and proof that they have followed agreed procedures.

## 6. Non-prescription Medication

If a pupil suffers from acute pain, such as migraine, parents should authorise and supply appropriate painkillers for their child's use, a Consent to Dispense Medication Form must be completed in all cases.. A member of staff should contact the child's parents/carers before administering and should supervise the pupil taking the medication.

## 7. Refusing Medication

If pupils refuse to take medication, school staff will not force them to do so. The school will inform the pupil's parents as a matter of urgency. If necessary the school will call the emergency services.

## 8. School Trips

We believe it is good practice to encourage and include pupils with medical needs to participate in school trips, **wherever safety permits**. It may sometimes be necessary to take additional safety measures for outside visits.

- Staff supervising the visit must be fully informed of the medical needs of the pupil and any relevant emergency procedures and contact numbers.
- Arrangements for the taking and storage of any necessary medication will need to be made.
- It may be felt necessary to take an additional supervisor or parent to accompany a particular pupil.
- If staff have a particular concern about whether they can provide for the child's safety they should seek medical advice. This can be given by the child's GP or from the School Nurse.

## 9. Training

The LA is responsible for making sure that willing staff have appropriate training to support pupils with medical needs. This should be arranged in conjunction with other health professionals.

## 10. Emergency Procedures

All staff should know who is responsible for carrying out the emergency procedures in the event of need. Normally at Carbeile this would be the Head/Deputy/SENCo or reception staff. A pupil taken to hospital should be accompanied by a member of staff, who should remain until the pupil's parent arrives.

Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

## **11. Related Documents**

Supporting Children with Medical Needs  
Health & Safety Policy  
Asthma Policy  
Equality Policy  
SEND Policy  
Behaviour Policy  
Home/School/Pupil Agreement  
Child Protection & Safeguarding Policy

## **12. Policy Review**

We will review this policy every three years unless earlier revision is required. An electronic copy will be stored by the Senior Administration Officer and Clerk. A hard copy is available from the policy file.

Next review – Spring 2021

Headteacher: Mr P Hamlyn

DSL/SENCo – Mrs J Evans

H&S Officer – Mrs T J Cullerton

Date: 17<sup>th</sup> January 2019



**Learn Grow Achieve**