

# St. Oswald's Church of England Primary School

## Medication and Medical Conditions Policy



***'Train up a child in the way he should go and when he is old, he will not depart from it.'***  
**Proverbs 22:6**

Through basing our vision on the bible teaching above we will promote an inclusive school community, rooted in mutual respect, understanding and kindness towards others.


***'Life in all its fullness.'***  
**John 10:10**

In living out the statement above our vision is to develop resilience and a love of learning, which will enable the children to achieve their aspirations.

### **Monitoring and Evaluation**

The Head Teacher shall have oversight of this policy and ensure all staff follow procedures and that these are carried out.

The effectiveness of this policy shall be monitored during Governor's meetings.

Date approved	Next Review Date	Signed by
September 2023	September 2024	

**St Oswald's Church of England Primary School**  
**Medication and Medical Conditions Policy**

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## **Purpose**

This policy should be read in conjunction with all other school policies. It reflects the school's visions for ensuring all are included, treated with mutual respect, understanding and kindness towards others, ethos, responsibilities and procedures for supporting pupils with Medical conditions and that they have full access to education. As a Christian school our Christian values is at the heart of all we do, we treat those who need medication with care and respect. *And as you wish that others would do to you, do so to them.* Luke 6:31

St Oswald's is proud to be part of the UN Convention of the Rights of the Child, where every child is valued, cared for and developed to their full potential.

## **This plan links to UNICEF Rights and Responsibility: Article 24**

### **Article 24: (health and Health Services)**

“Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food and a clean environment and education on health and well-being so that children can stay healthy ...”

It lays out the guidelines and practices for dealing with children with medical needs.

## **Functions of Governing Board**

The governing board of a maintained school shall:

- ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- 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.

## **Legislative links**

- The management of health and safety regulations 1999  
[www.legislation.gov.uk/ukxi/1999/3242/contents/made](http://www.legislation.gov.uk/ukxi/1999/3242/contents/made)
- The adventure activities licensing regulations 2004  
[www.legislation.gov.uk/ukxi/2004/1309/contents/made](http://www.legislation.gov.uk/ukxi/2004/1309/contents/made)
- Information about reporting injuries  
[www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)
- Information on transport legislation affecting schools  
[www.dft.gov.uk/](http://www.dft.gov.uk/) and [www.dft.gov.uk/dvla/](http://www.dft.gov.uk/dvla/)
- Health and Safety Executive: information on a range of health and safety issues  
[www.hse.gov.uk](http://www.hse.gov.uk)
- Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities)  
[www.oeap.info](http://www.oeap.info)
- Advice on science safety  
[www.cleapss.org.uk](http://www.cleapss.org.uk)
- Association for science education, for advice on science safety  
[www.ase.org.uk](http://www.ase.org.uk)
- Association for PE, for advice on safety in PE and school sports

[www.afpe.org.uk](http://www.afpe.org.uk)

- Council for learning outside the classroom, information on school trips (including accreditation)
- [lotcqualitybadge.org.uk](http://lotcqualitybadge.org.uk)

This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, health and safety.

### **Audience**

This document is intended for all teaching staff, and all staff with classroom responsibilities. It is also intended for school governors, LA inspectors / advisers, parents and inspection teams. Copies are provided on the school website, the staffroom noticeboard and the staff shared drive.

### **Aims**

- The purpose of this policy is to put into place effective management systems and arrangements to support children and young people with medical needs in the school.
- To ensure all pupils with medical conditions (physical and mental health) are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To provide clear guidance for staff and parents/carers on the administration of medicines.
- To outline roles and responsibilities within the school, including responsibility for staff training when required.
- That all relevant staff will be made aware of the child's condition;
- To ensure arrangements in case of staff absence or staff turnover to ensure someone is always available;
- To provide briefing for supply teachers;
- To provide risk assessments for school visits, holidays, and other school activities outside the normal timetable; and
- Carry out monitoring of individual healthcare plans.

### **Roles and Responsibilities**

All staff in schools and early years settings have a duty to maintain professional standards of care and to ensure that children and young people are safe. It is expected good practice that schools and settings will review cases individually and administer medicines in order to meet the all round needs of the child.

Under the Disability Discrimination Act (DDA) 1995, schools and settings should be making reasonable adjustments for disabled children, including those with medical needs, and are under a duty to plan strategically to increase access over time. Schools and settings should consider what reasonable adjustments they need to make to enable children with medical needs to participate fully in all areas of school life, including educational visits and sporting activities.

The Headteacher (Miss E Murtagh) in consultation with the Governing board, staff, parents/carers, health professionals and the local authority, is responsible for deciding whether the school or setting can assist a child with medical needs. The Headteacher (Miss Murtagh)

is responsible for:

- (a) implementing the policy on a daily basis;
- (b) ensuring that the procedures are understood and implemented;
- (c) ensuring appropriate training is provided;
- (d) making sure there is effective communication with parents/carers, children and young people, school staff and all relevant health professionals concerning the pupil's health needs.

Miss Murtagh has delegated responsibility for ensuring the administration and storage of medicines is carried out by Mrs Erskine (Office Manager) Mrs Erskine will ensure that parents give their consent for medication to be given and that records are kept securely in the school office of which child is to receive medication, when and how, also how the medication is to be stored.

Miss Murtagh has delegated responsibility for the completion, monitoring and overseeing the processes within an Education Health Care plan to the SENCO for information on EHCs please see Policy Individual healthcare plans help to ensure that the school effectively support pupils with medical conditions for Special Educational Needs and SEND.

Where appropriate, an Education Health Care Plan will be drawn up in consultation with the school/setting, parents/carers and health professionals.

If a pupil needs an Individual Health Care Plan (purely for health needs rather than learning needs) the Health Care Plan will outline the child's needs and the level of support required in school. Individual Health Care Plans will be reviewed annually. Where appropriate, a Health Care Plan will be drawn up in consultation with the school/setting, parents/carers and health professionals.

The SENCO has responsibility for Education Health Care Plans, Individual Health Care Plans and ensuring all staff are aware of allergies. Copies of medical assessments are also kept by the SENCO.

The SENCO will also ensure that any child with an allergy will information including their photograph, their allergy, any symptoms or reactions and details of action to be taken, displayed in the staffroom and school kitchen.

### **Parents/ Carers**

It is the responsibility of parents/carers to:

- (a) inform the school of their child's medical needs;
- (b) provide medication in a container clearly labelled by the pharmacy with the following;
  - THE CHILD'S NAME
  - NAME OF MEDICINE
  - DOSE AND FREQUENCY OF MEDICATION
  - SPECIAL STORAGE ARRANGEMENTS
- (c) collect and dispose of any medicines held in school at the end of each term;
- (d) ensure that medicines have not passed the expiry date.

In order to ensure clear communication between school and parents there are proformas and systems in school that will be adhered to before the school commences the administration of medication.

Parents/carers are required to give the following information about their child's long-term medical needs and to update it at the start of each school year:

- (a) Details of pupil's medical needs;
- (b) Medication, including any side effects;
- (c) Allergies;
- (d) Name of GP/consultants;
- (e) Special requirements eg. dietary needs, pre-activity precautions;
- (f) What to do and who to contact in an emergency;
- (g) Cultural and religious views regarding medical care.

### **Pupils**

**Pupils** with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

### **Class Teachers**

It is the responsibility of all staff to ensure that they inform either Miss Murtagh or the SENCO of a child with an allergy or of any other medical need. All class teachers should have a list of pupils in their class with medical needs and the action to be taken e.g asthma inhalers, epi-pen etc.

Any member of school staff may be asked to provide support for pupils with medical conditions, including the administration of medicines, although they are not be required to do so. Although administering medicines is not part of a teacher's professional duties, they should take into account the needs of the children that they teach.

### **Training**

Training and advice will be provided by health professions for staff involved in the administration of medicines. Training for all staff will be provided on a range of medical needs, including any resultant learning needs, as and when appropriate. Annual training is led by the school nurse on the use of the AED, Epi pens and asthma including how to administer inhalers correctly. Training will be arranged by the SENCO and Mrs Erskine.

### **Administering Medication**

No medication will be administered without prior written permission from the parents/carers, including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). A **Request to Administer Medication Form** must be completed, staff are not legally required to administer medicines or to supervise a child when taking medicine. This is a voluntary role.

The Headteacher will decide whether any medication will be administered in school /early years setting and following consultation with staff, by whom. All medicine will normally be administered during breaks and lunchtime. If, for medical reasons, medicine has to be taken at other times

during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.

Any member of staff, on each occasion, giving medicine to a pupil should check:

- (a) Name of pupil;
- (b) Written instructions provided by the parents/carers or doctor;
- (c) Prescribed dose;
- (d) Expiry date.

Written permission from the parents/carers will be required for pupils to self-administer medicine(s). A **Request to Self - Administer Medication Form** must be completed.

### **Storage**

All medicine will be kept in a locked cabinet in the school administration office. All medicine will be logged onto the school's file. Class teachers will store children's' inhalers, which must be labelled with the pupil's name. Epi-pens will be kept in the classroom where the child is that may need one administering and in the dinner hall where food is consumed.

### **Records**

Staff will complete and sign a record sheet each time medication is given to a child and these will be kept in the administration office. The sheets will record the following:

- (a) Name of pupil;
- (b) Date and time of administration;
- (c) Who supervised the administration;
- (d) Name of medication;
- (e) Dosage;
- (f) A note of any side effects;
- (g) If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so.

### **Refusing to take medication**

If a child refuses to take their medication, staff will not force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal to take medications must also be recorded as well as the action then taken by the member of staff.

### **Intimate or invasive treatment**

This will only take place at the discretion of the Headteacher and Governors, with written permission from the parents/carers and only under exceptional circumstances. Two adults, one of the same gender as the child, must be present for the administration of such treatment. Cases will be agreed and reviewed on an individual basis.

### **Reintegration**

Pupils who have had long term absence due to a medical condition or treatment will be supported for reintegration back into school. This will involve the class teacher a member of the Senior management team, parents/carers and health professional where appropriate.

### **School Trips**

To ensure that as far as possible, all children have access to all activities and areas of school life, a thorough risk assessment will be undertaken to ensure the safety of all children and staff. No decision about a child with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/carers.

Residential trips and visits off site:

- (a) Sufficient essential medicines and appropriate Individual Health Care Plans will be taken and controlled by the member of staff supervising the trip;
- (b) If it is felt that additional supervision is required during any activities eg. swimming, school/setting may add to the adult pupil ratio for that trip.

### **Emergency Procedures**

The Headteacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical needs.

### **Carrying Medicines**

For safety reasons children are not allowed to carry medication. All medicines must be handed to the school administration staff on entry to the school premises.

If a child is found with medication it will be removed from them and the parents contacted immediately to complete the appropriate paperwork (see appendix 1)





Appendix 1

St Oswald's CE Primary School

Medication Consent Form

**Parental request for the School to administer medicine** The school will not give your child medicine unless you complete and sign this form. The school has a policy that staff can administer medicine.

Date \_\_\_\_\_

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Name of medicine \_\_\_\_\_

Strength of medicine \_\_\_\_\_

Expiry date \_\_\_\_\_

How much to give ( i.e. dose to be given) \_\_\_\_\_

When to be given \_\_\_\_\_

Will you be collecting this medicine each night? Yes / No  
Please delete as applicable

Any other instructions \_\_\_\_\_  
\_\_\_\_\_

Does the medicine need to be kept in the fridge Yes / No  
Please delete as applicable

Number of tablets/quantity to be given to school \_\_\_\_\_

*Note: Medicines must be in the original container as dispensed by the pharmacy*

Daytime phone no. of parent or adult contact \_\_\_\_\_

Name of GP \_\_\_\_\_ Phone no. of GP \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

**Please see over for record of medicine administered.**



## St Oswald's CE Primary School

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GP: \_\_\_\_\_ Tel No: \_\_\_\_\_

Allergies: \_\_\_\_\_  
\_\_\_\_\_

Date	Name of person who brought it in	Name of medication	Amount supplied	Form supplied	Expiry date	Dosage

### Register of Medication Administered

Date	Medication	Amount given	Amount left	Time	Administered by	Comments/side affects



## Appendix 2

### MEDICATION CONSENT FORM

**Parental request for a pupil to self-administer medicine** the school will not permit your child to access medicine unless you complete and sign this form.

Name of School                    **St Oswald's Church of England Primary School**

Date

Child's Name

Class

Name and strength of medicine

Expiry date

How much to give (i.e. dose to be taken)?

When to be taken

Any other instructions e.g. does child require any adult supervision in administering the medication?

Number of tablets/quantity to be given to school

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact

Name and phone no. of GP

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to my child administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature:

Print Name:

If more than one medicine is to be taken a separate form should be completed for each one.