



## Supporting Children with Medical Conditions 2021

PERSONS RESPONSIBLE FOR POLICY:	Carolyn Buckley
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REVISION DATE	REVISION VERSION	SUMMARY OF CHANGES	WEBSITE
01.03.21	1	Information added that medicines should be passed to unit staff and stored in the locked first aid cupboards. This is to comply with Covid-19 infection prevention measures. Added appendix A - Parental agreement for setting to administer medicine. Added appendix B – record of all medicines administered to children.	

## Definition

Pupils' medical needs may be broadly summarised as being of two types:

- a. Short-term - affecting their participation in school activities when they are on a course of medication.
- b. Long-term - potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

## Rationale

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** The Governors and the Head teacher accept their responsibility under the Children and Families Act 2014 and will ensure that arrangements are in place to support all pupils with medical condition.

This policy will be reviewed regularly and made easily accessible to parents. It accepts the importance of staff awareness and appropriate training to provide guidance on medication for pupils, employees and visitors in school.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with the required information. The school takes advice and guidance from Doncaster Metropolitan Borough Council's Recommended Procedures for The Management of Medicines in School's and Settings which encourages self- administration of medication when possible. Additional support and advice is also sought from the School Nurses and other health teams such as the diabetes nurse, school health and the asthma team.

## Aims

The school aims to:

- assist parents/carers in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- adopt and implement the LA policy of Medication in Schools;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible
- monitor and keep appropriate records

## Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## Expectations

It is expected that:

- parents/carers will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- Parents/Carers submit a written permission form (appendix A) before any medicine (prescription or non-prescription/over-the-counter) is administered (available from the school office).
- Where parents/carers have asked the school to administer **Prescription only medicine**, they should supply the medicine in the original container. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines **in which the dosage is required 4 times a day or at specified times which fall within the school day**. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent. The school will not be responsible for administering the first dose of any Prescription only medication to a child and parents should ensure that this takes place at home.
- Where parents/carers have asked the school to administer **Non-Prescription/Over-The-Counter medicine** they should supply the medicine in the original container with the dosage regime clearly visible on the outside. **Non-Prescription/Over-The-Counter medicine** will only be administered if it is for the treatment of any of the minor illness listed below.

<b>Aches and Pains</b>	<b>Head lice</b>
<b>Athlete's foot</b>	<b>Headaches and Migraines</b>
<b>Cold sores</b>	<b>Heartburn and indigestion</b>
<b>Colic</b>	<b>Mild dry skin</b>
<b>Constipation</b>	<b>Skin rashes</b>
<b>Coughs and Colds</b>	<b>Other skin complaints including acne, sun protection, birth marks, facial hair, bruising, tattoos, sweating</b>
<b>Dandruff</b>	<b>Sore throat</b>
<b>Diarrhoea</b>	<b>Teething and toothache</b>
<b>Ear wax</b>	<b>Threadworm</b>
<b>Foods</b> Including gluten free, sip feeds & soya milks where not clinically required	<b>Travel medicines including travel sickness</b>
<b>Fungal nail infections</b>	<b>Vitamins for prevention of deficiency, complementary medicines and health supplements when not clinically required</b>
<b>Fungal skin infections</b>	<b>Varicose veins</b>
<b>Ringworm, Haemorrhoids (piles)</b>	<b>Vaginal Thrush</b>
<b>Hay fever and allergies</b>	

- All medicines brought into school for children are to be checked by the Head Teacher or Deputy Head Teacher. Final permission for the administering of medicines in school lies with the Head Teacher or Deputy Head Teacher.
- Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

## Procedures

The provision of medication in the school will be in accordance with the Local Authority's guidance – 'Managing Medicines in Schools and Early Years Settings'.

A medication permission document (appendix A) is completed, signed by the parent/carer, first aider and confirmed by the Head Teacher or Deputy Head Teacher.

Any medicines brought into school by a parent/carer must be passed directly to a member of staff in the child's class area.

Any medicines brought into school by a parent/carer must be stored in the locked first aid cupboard (located in each area), unless it requires refrigeration.

Medicines required to be refrigerated must be placed into the secure fridge on school site with the label clearly visible.

Only a qualified first aider is to administer the medicine to the specified child.

Daily records (available for parents to view – appendix B)) are to be kept of the medication administered to their child. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed.

Any changes to procedure must be conveyed appropriately by both parents/carers and school staff.

If a child is deemed able to administer their own medication (for example when taking insulin for diabetes) it would be discussed with the child, parents/carers and a health professional when appropriate to begin self-administration.

Where a child receives medication for a medical diagnosis (e.g. Diabetes, asthma, and cerebral palsy) a health care plan will be created with the involvement of school staff, a qualified first aider, parents/carers, the child and any necessary health professional. This plan is to be updated regularly.

Regular medication in such event will be conveyed to parents/carers daily where required and logged in school.

Named People for Administering Medicine:

Carolyn Buckley

Alison Hornshaw

Danielle Jenkinson

## APPENDIX A

## Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Travis St Lawrence CE Primary School

### Medicine

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other  
instructions

Are there any side effects that the  
school/setting needs to know  
about?

Self-administration – y/n

Procedures to take in an  
emergency


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

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the  
medicine personally to

A member of school staff.

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

Signature(s)\_\_\_\_\_ Date\_\_\_\_\_

## APPENDIX B

## RECORD OF ALL MEDICINIES ADMINSTERED TO CHILDREN – Travis St Lawrence CE Primary School

[illegible]