

Marcham CE Primary School
Supporting Pupils with Medical Conditions policy

(Guidance taken from 'Supporting Pupils at school with medical conditions' DfE 2015 and

Aim:

At Marcham CE Primary School, our aim and purpose is summed up in our mission statement: "to achieve excellence in education in a safe, caring, collaborative community where Christian values are integral and learning is fun". We are a caring and happy school that encourages everyone, both children and staff, to give their best. Our ethos is based on Christian principles, which aims to value each child as an individual who is special and unique. The aim of this policy is to effectively support individual children with medical needs and to enable attendance to be as regular as is possible.

Parental responsibilities in respect of their child's medical needs

Parents do have the prime responsibility for their child's health and should provide full information about their child's medical needs, including details on medicine their child needs. If appropriate, parents should obtain information for the school from relevant health professionals. Parents will need to give written consent for medicine to be administered in school.

- Parents should not send a child to school if he/she is unwell.
- Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need. It must be a Parent (includes any person who is not a parent of a child but has parental responsibility for or care of a child) who gives consent for medicines to be administered.
- Parents should make every effort to arrange for medicines to be administered outside of the school day, or to come into school and administer medicines themselves.
- Parents should inform the school about any medicine that is to be administered during the school 'day'.
- Parents must complete **Form A** before any medicine can be administered by a member of staff.
- Parents should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- Parents are responsible for checking that inhalers are in date and not empty.

In all instances the school will do all it can to persuade parents to come into the school to administer medicines.

Procedures for managing prescription medicines which need to be taken during the school day

- Medicines should only be taken into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.
- The School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- The School will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- The School will not administer non-prescribed medicines to children, unless there is a specific prior written permission from parents i.e. throat lozenges.

- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the prescriber about this. **It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.**

Where a child has a long term medical need, a written health care plan will be drawn up with the parents and health professionals.

Procedures for managing prescription medicines on trips, outings and during sporting activities

The School encourages children with medical needs to participate in safely managed visits. The School will consider reasonable adjustments to enable children with medical needs to participate fully and safely on visits. This might also include risk assessments for specific children.

Staff supervising excursions will always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency. All medicines required by children will be included in the overall risk assessment. Medicines not self-managed by pupils will be in the safe care of a nominated member of staff.

Sports

Any restrictions on a child's ability to participate in PE will be recorded in the child's medical records. All adults will be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise. Children need immediate access to necessary specific medicines, such as inhalers (see section: children carrying and taking their medicines themselves).

Roles and responsibility of staff managing administration of medicines

Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines and staff agreeing to do so will be in receipt of appropriate training, which would be commensurate with the medical situation. All staff should be aware of the possible medical risks attached to specific pupils and should know the possible emergency action and contacts.

No child will be given medicines without their parent's written consent.

Any member of staff giving medicines to a child will check:

- the child's name and will positively identify the child;
- the prescribed dose;
- the expiry date;
- the written instructions provided by the prescriber on the label or container.

Staff administering medicine will complete and sign a record each time they give medicine to a child.

(Form C). If a child refuses to take medicine, staff should not force them to do so but should note this in the record. Parents should be informed of the refusal on the same day.

If in doubt about any procedure staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the School.

Children carrying and taking their medicines themselves

Children who are able will be encouraged to manage their own medicines: this will generally apply to relief treatments for asthma. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This is borne in mind when making a decision about transferring

responsibility to a child. If children are able to take their medicines themselves, staff may only need to supervise, though the medicine should still be stored by the school. Where a decision to transfer responsibility to a child has been made, the parent must complete **Form B** and return it to school. This form is a record that the parent consents to the child carrying and managing their own medicine.

Staff training in dealing with medical needs

At Marcham School, most members of staff are trained first aiders and any first aider can be recognised by the first aid symbol on their identity badges. Staff have regular updates on asthma awareness and have access to regular training on the use of epi-pens (adrenaline) in the event of severe allergic reactions when deemed necessary.

New members of staff are made aware of the medicines policy and procedures during a health and safety induction meeting, held within the first month of employment.

In the event of a child with specific medical needs joining the school, the school will seek advice on staff training needs from the LA.

Medical information is shared through the staff communication and is treated as confidential. It is only made available to teachers and other staff who have a need to know.

Record keeping

Parents must tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.

In all cases where medicine is to be administered by a member of staff, parents must complete and return **Form A** to ensure that details of medicines are recorded in a standard format. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the medicine container.

The school will keep a record of any medicines administered by staff (**Form C**). This record will be completed by the member of staff administering the medicine.

All records relating to medicines will be kept in the school office with the first aid boxes, accident/near miss records, emergency medicine and 'medicine to be administered on site' container.

Safe storage of medicines

Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. The supplied container should be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Where a child needs two or more prescribed medicines, each should be in a separate container.

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

The school allows children to carry their own inhalers. These should be named. They must be where the child can access them and where teachers know them to be.

The school has emergency inhaler asthma kits and children who have been prescribed this medication may have access to it, following parental consent (via the School Asthma card).

Other non-emergency medicines are kept in a labelled box with the medicine records folder in the school office. Those medicines which need to be refrigerated are kept in an airtight container, which is clearly labelled, in the staff room refrigerator.

Any medicine to be administered by staff must be given to the school office at the start of the day where it will be appropriately stored. Children are not usually permitted to bring in the medicine themselves, apart from inhalers which may be needed throughout the school day.

There may be other specific cases where medication is needed throughout the school day and it is more practicable for the child to carry the medicine with them. If this is the case, the headteacher's permission must be sought, and must be completed by the parent.

Emergency procedures

If a child needs emergency hospital treatment, a member of staff should always accompany the child, and should stay until the parent arrives.

Staff should never take children to hospital in their own car; it is safer to call an ambulance.

Risk assessment and management procedures

Risk assessments for first aid provision and the management of medical conditions will be carried out on a regular basis.

Overview:

- Parents are strongly encouraged to administer medicines to their children outside of the school day.
- Medicines will only be administered on the school site when there is no other alternative, and when failure to do so would be of detriment to the child's health.
- Non-prescription medicines will **not** be administered unless there is a specific written permission from the parent.
- Parents must complete **Form A** before any medicines are administered on site.
- If parents consent to their child being responsible for their own medicine, then **Form B** must be completed, transferring responsibility for the administration of the medicines from parent to child.
- Staff must keep a record of any medicines administered on site (**Form C**).
- Medicines must be kept in their original containers, labelled with the child's name, the name and dose of the medicine and the frequency of the dosage. It will be kept in the school office or staff room refrigerator (where refrigeration is necessary).

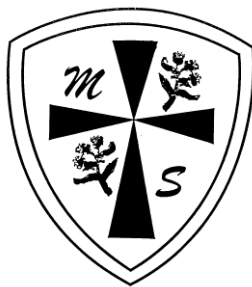
Date Agreed with Governing Body: 17 June 2024

Date of next review: June 2026

Signed..... Chair of Governors/Chair of Committee

Signed..... Headteacher

Headteacher: Mrs Viv Hutchinson
 Telephone/Fax: 01865 391448
 E-mail:



Marcham CE Primary School
 Morland Road
 Marcham
 Abingdon
 Oxfordshire
 OX13 6PY

Form A: Parental Agreement for the School to Administer Medicine

The "Managing Medicines in School" policy should be read before filling in this form, which should be completed by a parent or guardian. The school will not give your child medicine without this consent.

All medicine must be in the original container as dispensed by the pharmacy.

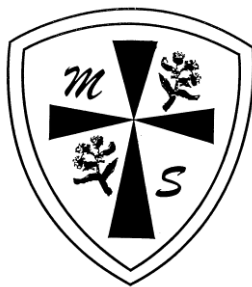
Name of School	Marcham CE Primary School	
Pupil's Name		Class
Name and strength of medicine		
Expiry date		
Size of dose to be administered		
When to be given		
Any other instructions		
Number of tablets/quantity to be given to school		
Duration of medication (i.e. 1 week course)		
Contact Information		
Name		
Daytime telephone number		
Relationship to child		

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

Parent signature

Print Name Date

Headteacher: Mrs Viv Hutchinson
 Telephone/Fax: 01865 391448
 E-mail:
 office.3235@marcham.oxon.sch.uk



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 Morland Road
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Form B: Parental Consent for Self-Administered Medicine

The "Managing Medicines in School" policy should be read before filling in this form, which should be completed by a parent or guardian.

All medicine must be in the original container as dispensed by the pharmacy.

Name of School	Marcham CE Primary School	
Pupil's Name		Class
Name and strength of medicine		
Expiry date		
Size of dose to be administered by child		
When to be given/ frequency		
Any other instructions/procedures to be taken in an emergency		
Location of medication in school i.e. teachers cupboard/office..		
Contact Information		
Name		
Daytime telephone number		
Relationship to child		

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

Parent signature

Print Name Date