



## **BUSBRIDGE CE (Aided) JUNIOR SCHOOL**

### **Supporting Children with Medical Conditions and Administration of Medicines in School Policy**



**This policy was updated by the Governing Body in the autumn term 2018  
It will be reviewed in the autumn term 2021**

#### **Introduction**

Surrey County Council has produced a manual “Young People’s Health & the Administration of Medicines, Children, Schools & Families Guidance” which has informed and formed the basis of this policy. LEAs, schools and governing bodies are responsible for the health and safety of all children in their care.

#### **Our School Aim**

It is the aim of this school to support any child who has medical needs or requires on-going medication during school hours, or whenever the child is in our care. The administration of medicines is the responsibility of parents. There is no requirement for Headteachers or staff to undertake these responsibilities. The act of administering medicine is purely voluntary. However as a school, we understand that there is a need for the same to be administered during school hours on occasions. There is also a need to fully support pupils with more complex medical conditions.

#### **Role of School Staff**

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention. A list is placed in the front of each attendance register with the medical needs of any pupils in that class. If necessary, the class teacher can also meet with the parent/guardian or medical adviser of the child so that full understanding is reached. At different times of the school day other staff may be responsible for these children (e.g. midday supervisors) and accordingly, they too will be informed of any medical needs of the child in question. Any member of staff providing support to a child with medical conditions will receive appropriate training.

#### **Role of Parent/Guardian**

Parents/Guardians are a child’s main carers. They are responsible for making sure that their child is well enough in the first place to attend school. If a child is generally unwell, they should not be in school until they are fit to take part in the normal school day activities.

If a child is unable to attend school because of illness, the school should always be informed as soon as possible, usually by a telephone call to the School Office before the start of the school day (9am).

For children with more complex medical requirements or conditions, as outlined above, schools may draw up a Health Care Plan in consultation with parents, staff and the child's medical practitioner, where possible.

If medication is required to be administered a Pupil Medication Request form will need to be completed and signed by the parents/guardians. The school will maintain the Pupil Medication Record, noting the date, time and dose of medication given and initials of the staff member administering the medication.

It is the responsibility of the parent/guardian to provide the child's school with any change of information about their medical condition and any treatment required. It is also the responsibility of parents to deal with the disposal of any medicines no longer required / left at the end of treatment. These will only be handed to a parent/guardian.

### **Off-Site Activities and School Trips**

Pupils with medical/health needs are positively encouraged to participate in such activities wherever safety permits. Staff supervising off site activities and trips should ensure they are aware of the relevant health care or medical needs of the pupils in their care, and include such details in their pre-visit Risk Assessment.

First aid provision should always be considered when planning a visit. The group leader should assess what level of first aid might be needed. On any visit, there should be a member of staff who has a good working knowledge of first aid, there should be a first aid kit adequate for the activities on every visit and a member of staff who is familiar with this kit.

### **Policy Implementation**

Children may be allowed to take responsibility for self-administration of medicines – most commonly inhalers for asthmatic conditions. If this is the case, there should be a written agreement from the child's parent/guardian. This Parental Consent should be reviewed annually. It is the parent/guardian's duty to ensure that the child is competent in the self-administering of the particular medicine.

It is important for the school to have sufficient information about the medical condition of any child with long term medical needs. As stated, it is the responsibility of the parent/guardian to inform the school when the child is admitted to school or when a child develops a condition. The school will then in consultation with parents and staff draw up a Health Care Plan as described. Health Care Plans will address training needs and be reviewed at least annually to ensure training needs are met.

Any request for medication to be administered must be in writing in the form of a Pupil Medication Request form. Any changes in the medication requires the school to be informed immediately and a new Pupil Medication Request form to be completed with the new medication details, dose and/or frequency included. Medicine is stored in the school office in a locked cabinet. This will be kept locked unless accessing the medications. The only exceptions to this is medicines which require refrigeration and medicines for anaphylaxis which are stored within easy reach of an adult in an emergency situation when immediate access is essential. All staff should be aware of the whereabouts of these medicines in relation to the particular child who may need access to the medicine. All medicines

should be presented to the school in the original container as dispensed by the pharmacist and include the prescribers instructions for administration. Medicines should be brought into the school by the parent/guardian with the exception of inhalers self-administered by children with asthma. If a child refuses to take medication, staff will talk to the child and record his/her reason for refusal. The school will then inform the child's parent/guardian as soon as possible of the refusal and request that they attend school to deal with the situation.

### **First Aid**

For information on First Aid please read our First Aid policy

~ / ~