



A Policy for supporting pupils with medical conditions in school

St Peter's CE (VA) Junior School ensures that all pupils are treated equally and without discrimination. Pupils with medical diagnosis or conditions are entitled to a full education, in order to access and enjoy the same opportunities at the school, as any other pupil within the school. For pupils who have medical conditions that require EHC plans, the SEND code of practice will be taken into consideration.

Pupils who have a medical diagnosis or condition are supported within the school by all staff, to enable them to achieve their full potential, whilst at St Peter's CE (VA) Junior School.

Whilst there is no legal duty that requires schools and staff to administer medication, the 'duty of care' extends to administering medication in exceptional circumstances. As stated in the school's First Aid Policy, staff will not administer any medication, except in extreme circumstances whereby a pupil has a Health Care Plan, detailing the circumstances whereby medication may have to be administered.

Roles and responsibilities of staff

The Head Teacher will ensure that all staff who need to know, are aware of a pupil's medical diagnosis or condition. The Head Teacher will invite the parents/carers to a meeting to discuss the needs of the pupil, along with any health care professionals, if this is required. The Head Teacher will ensure that there are sufficient trained numbers of staff available to deliver against all individual healthcare plans. (*Appendix 1*)

The Head Teacher ensures that all Teaching Assistants have an Emergency First Aid at Work Certificate and the nominated first aider arranges training, or a refresher course, for Teaching Assistants, as and when required.

The member of staff responsible for overseeing a pupil's self administration of their medication is the nominated first aider – Mrs Johnston.

In the absence of the named person, the Head Teacher/Deputy Head Teacher/HLTA/School Business Manager will undertake the responsibility.

In the absence of the class teacher, whereby a supply teacher is in charge of the class, the Teaching Assistant working in the Year Group will inform the supply teacher of any pupil with a medical diagnosis/condition.

In the case of an emergency, and an ambulance having to be called, the Head Teacher/Deputy Head Teacher/School Business Manager will ring 999 and arrange to meet the ambulance staff.

Procedures for managing prescription medicines

Prescribed medication for pupils who have a medical diagnosis / condition (eg epilepsy, diabetes, anaphylaxis, severe excema) are kept in a locked first aid cabinet in the medical room.

All medication must have a prescribed label which states the pupil's name, name of medication, dosage to be given, date of dispensing, expiry date.

Where a pupil self administers their medication, a member of staff voluntarily supervises the pupil, ensuring that the medication belongs to the named pupil and is within the expiry date. A record is kept, noting the session was supervised, but indicating clearly that the medication was self administered by the pupil. (*Appendix 2*)

Asthma inhalers are kept in classrooms, in a safe place where a pupil may have access. A notice is displayed in a prominent position in each classroom, near the whiteboard, detailing where inhalers are kept.

Parental Responsibilities

Parents are informed that we cannot administer any medication to pupils. If a pupil requires any medication during the school day, it is the responsibility of the parent / guardian to visit school and administer or supervise the administration of any drug.

The only exceptions to this are asthma inhalers which are stored by teachers in classrooms and Ritalin, Insulin and 'Epipens' which are stored by the Headteacher in locked cabinet in the medical room. Parents will be asked to complete a Health Care Plan (*Appendix 1*) outlining the pupil's medical condition and how to deal with the pupil, in the event of a medical emergency. Parents will be also asked to complete a parental agreement for administering medicine, should a pupil require medication to control their condition. (*Appendix 3*)

Procedures for managing prescription medicines on school visits

Parents/carers are made aware that in order for their pupil to receive any medication during a school visit, the parents/carers must complete a medication consent form and return it to the class teacher. (*Appendix 4*)

Any medication must have a prescribed label which contains the pupil's name, address, name of medication, dosage to be given, expiry date. The medication must be handed to the member of staff responsible for the visit. Accompanying staff will be made aware of any pupil who requires medication, and the member of staff who has the responsibility for the safety of the medication.

Staff Training in dealing with medical needs

The nominated first aider is responsible for ensuring that sufficient staff are trained in first aid. All Teaching Assistants must undertake Emergency First Aid at Work training, and a refresher course every 3 years. A list of all staff holding an Emergency First Aid at Work certificate is kept in the school office.

When the school is aware that a pupil has a medical diagnosis /condition, advice, guidance and training is sought from and delivered by the School Nurse or other Health Care Professionals, to school staff, in order that the pupil feels safe and comfortable in the knowledge that staff know what to do, in the event of the pupil becoming ill due to their medical diagnosis/condition.

Record Keeping

Pupils with such conditions should have relevant details recorded on the LA buff folders kept in the office. There should also be a note to this effect on the pupil's admission form. In addition a booklet in the First Aid Room lists names of pupil and particular conditions. A Healthcare plan is filled in by parents and a copy is kept in the medical room, staff room and pupil's classroom

Class teachers are responsible for reading each pupil's record to ascertain whether any pupil in class has a medical condition. A list of any such pupils is kept in the class teacher's file and should be passed on to the next class teacher at the end of the school year.

Risk Assessment and management procedures

All medication is kept within a locked first aid cabinet within the medical room. When a pupil requires their medication, an adult must be present to unlock the cabinet and hand the pupil their own medication.

A record of the date and time of a pupil self-medicating, will be kept in the medical room. This is completed by the member of staff supervising the pupil. (*Appendix 2*).

At no time will a pupil be allowed unsupervised access to the first aid cabinet.

Each class's attendance register contains a statement for Teaching Supply staff alerting them to a list of pupil with allergies/medical conditions which is pinned on the classroom wall.

Review of Policy

The Policy will be reviewed every 3 years.

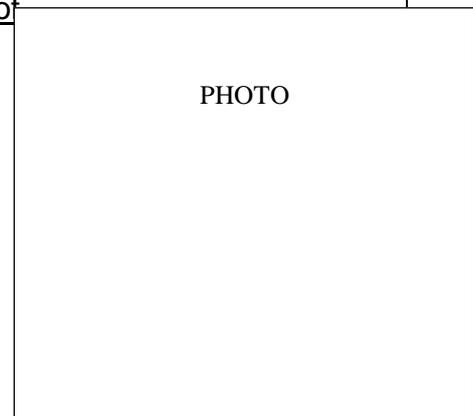
Links to other policies
First Aid

Appendix 1

ST PETER'S CE JUNIOR SCHOOL
HEALTHCARE PLAN FOR PUPIL WITH MEDICAL NEEDS

| | |
|------|--------|
| Name | D.O.B. |
|------|--------|

Describe medical diagnosis /condition with details of pupil's individual symptoms:



What constitutes an emergency for the pupil, and what action should be taken if this occurs:

Follow up care:

Family Contact 1:

Family Contact 2:

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|---------------------------------|--------------------------|
| <u>History:</u> | |
| | |
| <u>Daily care requirements:</u> | |
| | |
| <u>G.P.</u> | <u>Hospital contact:</u> |
| | |
| <u>Class:</u> | |
| | |
| <u>Date written:</u> | |
| | |
| <u>Review Date:</u> | |
| | |

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|--|--|--|--|--|
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Appendix 3

ST PETER'S CE (VA) JUNIOR SCHOOL
Disclaimer

Healthcare Plan for pupil with medical needs

Pupil's name

Medication

DosageTime of
Day.....

I request that the medication is given in accordance with the above information by a named member of the school. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school visits, as well as on the school premises.

I undertake to supply the school with the drugs/medication in the original duplicate labelled containers, provided by the Dispensing Chemist.

I accept that whilst my pupil is in the care of the school, the school staff stand in the position of the parent and that the school staff may, therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

I can be contacted at the following address/telephone during school hours:-

NameSigned
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Contact address Date
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Contact Tel. No.
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