



St Richard's RC Primary School
Managing Children with Medical Conditions
and
Administering Medicines in School Policy

This Policy and Procedure has been approved and adopted by the Governing Body on 24th May 2023 and will be reviewed in Summer Term 2026.

Signed by Chair of Governors:

Date:

Introduction

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The governing body of St Richard's Primary will ensure that these arrangements fulfil their statutory duties and follow guidance outlined in 'Supporting pupils at school with medical conditions' December 2015 and 'Manchester City Council's Section 19 Policy' September 2021.

Staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with long-term medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Organisation

The leads for the management of medicines at St Richard's are Laura Jones and Samia Ahmed. In their duties staff will be guided by their training, this policy and related procedures.

Implementing monitoring and review

This policy will be reviewed every three years and its implementation reviewed as part of the head teacher's annual report to Governors.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may call into the school and

administer medicine to their child, or they may request that a family member or friend comes to school to administer the medicine if it is to be administered four times a day. Only medicines to be taken three or more times a day at regular intervals, and which are for a long-term or re-occurring illness will be administered by school staff.

The Headteacher or a member of the Leadership Team must first agree the administration of the medicine if it is for a re-occurring or long-term illness. The parent or guardian must supply the medicine in the original pharmacist's packaging clearly labelled including details for administration and possible side effects to the school office. Parents must complete a 'Parental agreement for setting to administer medicine' form (Appendix 1). On no account should a child come to school with medicine if he/she is unwell.

Inhalers

Inhalers are usually kept in the child's class unless alternative arrangements have been made. If the child leaves the school premises, on a trip or visit, the inhaler is taken by the adult in charge or the First Aider.

It is the parent's responsibility to ensure the medication is within the 'use by' date and replaced when necessary.

Refer also to the School Asthma Policy (March 2019)

Epi-pens

Parents should provide 2 Epi-pens, one to be kept in a locked cupboard in the child's class and one to be kept centrally in the school office. Training will be provided by the school nurse and will be updated annually.

Non-prescription Medicines

In general, Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. Only non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Parental agreement for setting to administer medicine' (Appendix 1) form and the appropriate Protocol for the administration of that medicine. Medication must be suitable for the pupil's age, supplied by the parent (not

the school) and in its original packaging, with manufacturer's instructions. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form. The medication will be stored and administration recorded as for prescription medicines.

Pupils with Long-term or Complex Medical Needs

Shorter term illnesses or chronic conditions are best met by school support and resources. Such conditions that might meet this definition include short term postoperative support and periods of reduced immunity. School will use the graduated response to assess, meet and review the needs of our pupils. When the pupil's medical condition becomes too complex, or the risks are too great to manage, the school will make a referral to the Hospital School for additional support. In line with the Section 19 duty, Manchester City Council will arrange suitable fulltime education (or as much education as the child's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education. We will liaise with Manchester City Council who commission a continuum of provision for children and young people with medical needs from Manchester Hospital School. This includes outreach support to schools, home tuition, tuition in community venues close to the pupil's home, AVI telepresence 'robot' supported learning and provision at the Hospital School.

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, school nurse, First Aiders and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in an Individual Healthcare Plan (IHP) or Educational Health and Care Plan (EHC). These plans will be reviewed by the school annually or following a significant change in a pupil's medical condition.

Admissions

When the school is notified of the admission of a pupil with medical needs the Class Teacher and the Lead for Managing Medicines will complete an assessment of the

support required. This might include the development of an IHP and additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible.

However, the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

Impaired mobility

Providing the approval of the GP or consultant has been given there is no reason why children wearing plaster casts or using crutches should not attend school. Safeguards and restrictions will be necessary on PE, practical work or playtimes to protect the child or others. A risk assessment will need to be completed before the child returns to school. This will usually be completed within 24 hours of notification of the impaired mobility.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication, but this will always be supervised by a member of staff. Appropriate arrangements for medication should be agreed and documented in the pupil's Individual health care plan and parents should complete the relevant section of 'Parental agreement for school to supervise child's self treatment' form (Appendix 2)

Staff Training

The school will ensure that the staff who would administer medicine to control specific chronic conditions are trained to administer those specific medicines, for example, Anaphylaxis (epi-pens), Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the school nurse. A record of training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The school will ensure that a record is made of every dose of medicine administered in school. This record is completed by the person that administers the medicine.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers etc.) are kept in the school office. Medicines are always stored in the original pharmacist's container. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers are kept in the classroom in a clearly identified container. Staff must ensure that emergency medication is readily available at all times i.e. during outside P.E. lessons and educational visits.

Medicines that require refrigeration are kept in the administration kitchen clearly labelled.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits. A parent or guardian will be informed if their child has been unwell during the school day.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHP, the emergency procedures detailed on the plan are followed, and a copy of the IHP is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephone in the school office.

Medicines on Educational Visits

Staff will administer prescription medicines to pupils with long-term conditions when required during educational visits. Parents should ensure they complete a consent form (Appendix 1) and supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication) cannot be administered by staff and pupils must not carry them for self-administration.

Pupils with long-term medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Complaints

Issues arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Headteacher. If the issue cannot easily be resolved the Headteacher will inform the governing body to seek resolution.

Policy written: January 2018

Review date: May 2023

Reviewed: 24 May 2023

St Richard's R C Primary School

Parental agreement for school to administer medicine – Medicine details

The school will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine. **NB: If more than one medicine is to be given a separate form should be completed for each one.**

Date _____

Child's Name _____

Class _____

Name and strength of medicine _____

Expiry Date _____

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

When to be given _____

Any other instructions _____

Number of tablets / quantity to be given _____

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 school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change or frequency of the medication or the medicine is stopped. I understand that I must deliver the medicine personally to my child's class teacher/school office.

I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Parent's signature _____

Print Name _____

Date _____

Dosage Record

Date	Time	Dose given	Signature

St Richard's R C Primary School

Parental agreement for school to supervise child's self-treatment.

The school will not supervise your child's self-treatment unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine or supervise a child's self-treatment. **NB: If more than one medicine is to be given a separate form should be completed for each one.**

Date _____

Child's Name _____

Class _____

Type of self-treatment _____

Regularity of treatment _____

If medication is involved, please state name _____

Any other instructions _____

Note: Medicines or creams 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 school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change or frequency of the medication or the medicine is stopped. I understand that I must deliver the medicine personally to my child's class teacher.

I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Parent's/Carer's signature _____

Print Name _____

Date _____

Dosage Record

Date	Time	Dose taken	Supervised by (Signature)