

Colton Primary School

Supporting Pupils with Medical Conditions



Colton Primary School aims to be a vibrant learning community where everyone feels safe and happy in a culture of tolerance and respect. Children and staff are supported and challenged to achieve their full potential with positive regard to gender, religion, age, economic background, disability and ethnicity. The needs of the whole child are at the centre of our inclusive environment. Attainment and progress are valued alongside personal and social development. Pupils at Colton are confident, independent learners who are not afraid to ask questions of themselves and others.

Colton Primary School fosters positive attitudes to learning, where children embrace their mistakes as the next steps along their educational journey. We aim to develop resilient, inquisitive learners; children who love learning, who are intrinsically motivated and who leave our school confident in their abilities and eager to continue their education.

“Everyone Successful Everyday”

Date ratified by Governing Body: December 2017

Planned Review date: December 2020

Signed Chair of Governors: _____

Signed Headteacher: _____

Supporting Pupils with Medical Conditions Policy

Introduction

Colton Primary recognises that duties in the Children and Families Act 2014 and the Equality Act 2010 relate to children with disability or medical conditions.

Whilst the duties on governing bodies have not substantially changed as a result of the Children and Families Act 2014, the extent and scope of the responsibilities of schools to make arrangements to support pupils at school with medical conditions has been clarified. All schools are required to have a policy in place; it should be reviewed regularly and accessible to parents and staff.

This policy is written to support those children with individual medical needs and how their needs can be met at Colton Primary.

General Guidance

- The Governors and staff of Colton Primary School wish to ensure that pupils with medical needs receive care and support. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips or other school activities.
- Children with medical needs have the same rights of admission to a school or setting as other children. Most children at some time will have short-term medical needs i.e. finishing a course of medicine. Medicines should only be taken to school or settings when essential.
- With regard to pupils with long term medical needs Colton Primary School will endeavour to have sufficient information about the medical condition. A Health Care Plan will be made to clarify to the staff, parents and the child the help that can be provided.
- Colton Primary School will not discriminate against disabled pupils in relation to their access to education and associated services.
- The Head teacher will accept responsibility for members of school staff giving or supervising pupils to take prescribed medication during the school day.
- Staff who assist in the administration of medicine, will receive appropriate training/guidance where necessary identified by the Head Teacher in liaison with Health Care Professionals. Training needs are reviewed annually and kept up to date.
- Unless otherwise indicated, all medication to be administered will be kept in the locked medicine cabinet in the staff room or in the fridge in a sealed box.
- Information and guidance on health related issues can be obtained from the School Nursing Service. All staff should be aware of the difference between training and instruction.

Prescribed Medication

- Medicines should only be brought to school when essential, that is where it could be detrimental to a child's health.
- Colton Primary School will never accept medicines that have been taken out of the container as originally dispensed or make changes to dosages on parental instructions (secondary dispensed). Alteration to the label is not acceptable. Any alteration to dosage must be accompanied by written instruction provided by the prescriber.
- Medicines can only be accepted in school where it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist and included the prescriber's instructions for administration.
- Where the possible side effects of medicines have been communicated by the prescriber or pharmacist to a member of staff they must ensure that this information is shared with all staff and recorded in the child's file and individual health care plan. If a member of staff notices side effects they must report this to the school first aider and/or Head Teacher who will notify the parents or prescriber and ask for advice. Information regarding side effects can also be obtained from the Patient Information Leaflet which must be supplied with every medicine.

- Crushing of tablets (or opening of capsules unless specified) is not advocated, as it is an unlicensed use of the medication. If the child is unable to take oral medication in the solid dosage form parents will be informed immediately.
- Medicines must not forcibly be given. This includes the crushing of tablets etc. into food or drinks in order to deceive. Where children refuse to take medication that is essential to their health, parents will be informed immediately.

Administering Medicines

No child under 16 should be given medicine without their parent's written consent.

- Any member of staff giving medicines should check: -

Child's name

Prescribed dose

Expiry Date

Written instructions provided by the prescriber on the label or container

- Written records must be kept each time medicines are given. Staff must sign the record each time they give medicine to a child.

Staff administering medication

The administering of medicines is a voluntary role; however, Colton Primary School will ensure they have sufficient members of support staff who are appropriately trained to manage medicines as part of their duties.

Supporting pupils with asthma

- The School has an Asthma Register which is a centralised register of pupils with asthma which is displayed in the staffroom. There is also a copy of all medical conditions for each class in the front of the class register.
- A contact sheet is sent home annually and parents check the medical information we have is up to date.

Educational Visits

Colton Primary School will endeavour to continue the support given to children with regard to any medical needs to make sure that the child can take part in any additional activities including educational visits.

Record Keeping

Written details will be obtained from parents/carer and will be kept with the medicine unless other instructions given. Such records can offer protection to staff and provide proof that agreed procedures have been followed, as well as ensuring that a child is not given the incorrect dose of medicine by mistake.

The form will provide the following information: -

Child's name	Name of medication
Dose	Method of administration
Time/frequency of administration	
Any side effects	Expiry date

It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school or setting. However, Colton Primary School will endeavour to assist with this.

Safe Storage and disposal of medicines

At Colton Primary School medications will be kept in the staff room in the locked medical box or in a box in the staff room fridge, unless other instructions are given. If medication is required to be kept in the classroom, the teacher will be made

aware of this and in some cases photos of the child will be placed on the cupboard where the medication is kept- e.g. Epipen and inhalers. Parents of children who have medication which requires a syringe or needle are responsible for providing the school with an appropriate method of disposal. All sharps must be disposed of in the appropriate yellow bins and the bin given back to the parent for disposal.

Emergency Procedures

Individual Health Care Plans will be kept in the office for all children with medical conditions, clearly stating how to deal with emergency situations. Colton Primary School will endeavour to provide throughout school trained First Aiders with either First Aid boxes or bags for use in other emergency situations. Colton Primary School will also provide a fully stocked medical cupboard.

Risk Assessments and management procedures

Colton Primary School will ensure that risks to the health of others are properly controlled. Individual Risk Assessments or Health Care Plans will be made for all pupils with long term medical needs. Staff will be made aware of the health and safety issues of dangerous substances and infections.

Parental Responsibilities

Parents have a prime responsibility for their child's health and should provide school with up to date information about their child's medical condition. They should ensure the school contact sheets are updated annually and signed and that any medicine in school is in date. Parents are responsible for making sure their child is well enough to attend school. Where a child is acutely unwell it is advised that the child be kept at home by the parent/carer. Colton Primary School will not give medicine unless a parent completes and signs the written agreement form.

Self-Administration of Medication

Each case should be considered individually taking into account the age and needs of the child or young person. Colton Primary School will act as a "prudent parent" and will seek medical advice, written parental contact and in some cases undertake Risk Assessments or Health Care Plans to ensure the safety of the children in their care. The Individual Health Care Plan will detail arrangements for self-administration of medication and the supervision of this on a case by case basis as required.

Staff Training

- The Head Teacher or her representative will seek the advice of Health Care Professionals on the type of training required for each authorised member of staff and what types of medication that training covers.
- Training for members of staff undertaking the administration of medicine is essential and advice and information from health colleagues should be sought
- Training – can only be given by the Health Care Professional authorised to assess the competence of the person being trained. This should be documented on the appropriate form.

Health Care Plans

- In order to ensure that all relevant information about the child's condition is available, Colton Primary School will complete an individual Health Care Plan as and whenever necessary. This should be in consultation with the School Nursing Service, parents and school staff.

Key Issues

1. The Head Teacher has a duty to arrange for all appropriate staff in the school to be briefed any medicals conditions relevant to Colton Primary School and its pupils and about the contents of this document.
2. The school will safely store any necessary medication prescribed by a medical practitioner and to which the attached appropriate instructions for use are provided.
3. The School will store any necessary equipment required to carry out procedures.
4. The school will keep written records of medicines given to pupils.