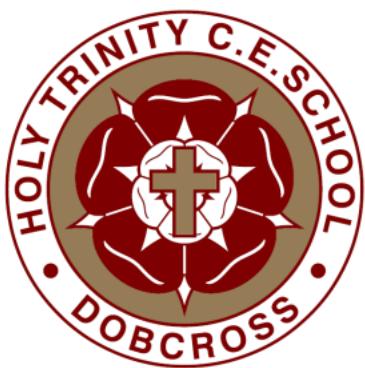


# MANAGEMENT OF MEDICINES AND MEDICAL NEEDS

## AUTUMN 2024



*'Our School is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe, healthy and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.'*

*We celebrate the value of each child and set high expectations of them in our endeavours to sustain and develop their gifts and talents.'*

<b>Date Adopted</b>	Autumn 2 2025
<b>Signed (Governors)</b>	Robin Lord
<b>Signed (Headteacher)</b>	E A Travis
<b>Date for review</b>	Autumn 2 2027

# MANAGEMENT OF MEDICINES AND MEDICAL NEEDS

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### Rationale

To ensure that pupils with chronic medical needs receive the health related support to enable them to be included in school life in accordance with the SEN and Disability Act.

This guidance has due regard to the following documents:

- "Supporting pupils at school with medical conditions" DFE December 2015

Whilst all staff have a duty to take reasonable care for the health and safety of pupils in School and Pre-school, there is no contractual requirement for teachers to administer prescribed medicines and therefore, any such role is voluntary on their part.

Parents have the prime responsibility for their child's health and should provide school with full information about their child's medical needs, including details on medicines their child needs.

### Prescribed Medicines

- Medicines should only be brought into school or Pre-school when essential.
- Please note that medicines that need to be taken three times a day can be taken in the morning, after school hours and at bedtime.
- If parents/carers wish to administer short term medication during the school day they can arrange to come into school at lunchtime to administer it themselves.
- Children who are genuinely unwell should not attend school.
- It is anticipated that children who have a short term illness requiring antibiotics will be best cared for at home.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Within school all prescribed medicines must be delivered to the Head Teacher or School Administrator. Within Pre-school they should be given directly to a member of staff.
- It may be appropriate for the parent to request a second prescription so that the medicine can be kept in school.
- Appropriate forms must be completed for all medicines that will be administered on site. Parents and school must keep these records up to date. Record folders can be found in the office.

### Record Keeping

- Parents must complete a consent form for school to administer any medicine or cream to their child.
- Staff should check that any details provided by parents are consistent with the instructions on the container.
- Medical consent forms should be updated annually at the start of each academic year or earlier if needed.
- Staff must complete a administering of medicine form on First Aid Apps after any child has received medication. The person who administered it should complete this.

### Non-Prescription Medicines

- Staff should never administer a non-prescribed medicine to a child unless there is specific prior written permission from the parent.

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### Administering Medicines

- No child will be given medicines without their parent's written consent.
- If in doubt about any procedure staff should not administer the medicines but check with the parents.
- An authorised member of staff should only give medication. Class teachers and TAs are not authorised. Office Staff, Headteacher, Deputy Headteacher and Pre-school staff are authorised.
- Medicines should be kept in the school office or in the designated drawer in the fridge.
- Medicines should be administered outside the classroom at the school office/staff room.

### Storing Medicines

- Large volumes of medicine should not be stored.
- School will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.
- Staff should ensure that medicine is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.
- All emergency medicines, such as adrenaline pens, should be kept in the school office, readily available for when needed. Asthma inhalers are kept in a secure place in classrooms.
- Where medicines need to be refrigerated they can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines. In our school a labelled draw in the refrigerator within the staff room is used for this purpose.

### Hygiene and Infection Control in School and Pre-school

- Staff should always use protective gloves and take care when dealing with blood or other body fluids.
- Soiled dressings should be disposed of in a plastic bag and placed in the appropriate bin in the medical room or disabled toilet.
- Within School we follow the 'Guidance on Infection Control in Schools and Nurseries' issued by the Department of Health. This advises that children who have had diarrhoea and /or vomiting should not return to school within 48 hours after the diarrhoea and vomiting have stopped.
- Advice and information about other infectious diseases and the time that children are expected to remain off school can be obtained from Health Professionals or from school.

### Disposal of Medicines

- Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.
- Parents should also collect medicines held at the end of each term, apart from long term medication which should be collected at the end of the school year.
- Sharps boxes should always be used for the disposal of needles. The sharps box is to be kept in the medical room.

### Long Term Medical Needs

- It is very important that staff within school have sufficient information about the medical condition of any child with long term medical needs.
- A record of children's medical information is kept in the front of each class register. Supply teacher's need to be made aware of this. At different times of the day other staff may be responsible for the children,

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such as mid-day supervisors. It is important that they are also made aware of any medical needs, provided with advice and given any training needed.

- Where needed a written Health Care Plan will be developed involving relevant members of staff, parents, and where appropriate, relevant health professionals.
- A copy of these Health Care Plans will be kept in the class SEN File which should be kept readily available, especially for supply teachers. A second copy will be kept centrally in the 'Medical Information' file, held in the Office.

### Educational Visits

- School will seek to make any reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.
- It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child.
- Where possible a qualified first aider should attend visits.
- Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures.
- Permission slips and relevant Health Care Plans should be taken on visits in the event of the information being needed in an emergency.
- Staff need to take asthma inhalers and any other medication which may be needed by a child whilst on the visit.

### Sporting Activities

- Any restrictions on a child's ability to participate in PE should be recorded in their individual Health Care Plan.

### Emergency Procedures

- All staff should know how to call the emergency services.
- Guidance on calling an ambulance is pinned up on the notice board in the Office. If a parent cannot be contacted or arrive in time a member of staff should always accompany a child taken to hospital by ambulance 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.
- Individual Health Care Plans should include instructions as to how to manage a child in an emergency.
- Within school we have two qualified First Aiders, but when not available all staff have a duty of care.
- All staff have completed a basic first aid course.

### Staff Training

- A Health Care Plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies.
- Staff should not give medicines without appropriate training where needed. At least two staff should receive appropriate training which will be updated as necessary.
- All staff should receive basic first aid training which should be updated as necessary.

### Confidentiality

- Staff should always treat medical information confidentially.

### Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

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All data will be handled in accordance with the school's Data Protection Policy.

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration / Admissions Data	Name D.O.B. Address Telephone Medical Issues Parental Details	Legally Required To For Admission To School  Well-Being of Your Child Communication	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System  Paper Version is Shredded	Held On File Throughout Child's Time At School  Passed Onto New School When Moving  Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
✓		

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### Template A: individual healthcare plan

Name of school/setting


Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

#### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


#### Clinic/Hospital Contact

Name

Phone no.


G.P.

Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

Template B: parental agreement for setting to administer medicine

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The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by


Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

### Medicine

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration - y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name


Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

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

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

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### Template C: record of medicine administered to an individual child

Name of school/setting  
Name of child  
Date medicine provided by parent  
Group/class/form  
Quantity received  
Name and strength of medicine  
Expiry date  
Quantity returned  
Dose and frequency of medicine

Name of school/setting
Name of child
Date medicine provided by parent
Group/class/form
Quantity received
Name and strength of medicine
Expiry date
Quantity returned
Dose and frequency of medicine

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date  
Time given  
Dose given  
Name of member of staff  
Staff initials

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Date  
Time given  
Dose given  
Name of member of staff  
Staff initials

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

**C: Record of medicine administered to an individual child (Continued)**

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

Date		
Time given		
Dose given		
Name of member of staff		
Staff initials		

## Template D: record of medicine administered to all children

Name of school/setting

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Spring 1 2015

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## Template E: staff training record – administration of medicines

Name of school/setting

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

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## Template F: contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

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## **Template G: model letter inviting parents to contribute to individual healthcare plan development**

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed. A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely