

# Pleasant Street Primary School



## School Medical Policy

**September 2024**

Review Date September 2025

## **Pleasant Street Primary School: Medical Policy**

***‘Pleasant Street Primary School pledges itself to be a place where uniqueness is celebrated and all individuals will find safety and respect for themselves, their families and their way of life.’***

### **Aims**

- a) To minimise disruption to the education of pupils with medical needs (as defined below).
- b) To ensure that any child with such needs is provided for in accordance with our mission statement and our Equal Opportunities Policy.
- c) To ensure that any adjustments necessary for accessibility to the curriculum are made as far as possible.

### **The Legal Situation**

This policy has been written in the light of legislation and statutory guidance from the DCSF. It is to ensure access to education for pupils with medical needs, who are unable to attend school.

### **School’s Responsibility**

- The Headteacher, Mr. N. Verdin will work in conjunction with the appropriate class teacher and the SENCO to ensure that appropriate planning, assessment, recording and reporting procedures are in place.
- The school will notify the EWO and the LEA if a pupil is, or is likely to be away from school due to medical needs, for more than 15 working days.
- Through working with the LA, EWO and attendance team it will be ensured that the child in such circumstances will not be removed from the school register.
- In the case of long-term absence from the school, strategies will be put in place to ensure access to appropriate levels of education. This will include curriculum plans and work (differentiated as necessary) provided for the child within 5 working days. Responsibility for this will be the class teacher’s and will be forwarded to the child.
- Longer term absence will be provided for on a termly basis.
- The provision of any necessary work materials will be the responsibility of the class teacher and will be forwarded to the child through the appropriate teacher (normally class).
- A member of staff will attend any reviews and facilitate communication between all relevant parties including the medical agencies, home, EWO, LA and school.
- In drawing up long term plans and re-inclusion programmes the views of the pupil will be taken into account. Re-inclusion may involve working with peers in small group settings initially and ensuring access to SATs in the case of a Year 2 or 6 pupil.

## Training for staff

- All staff are aware of the content of this policy and our commitment to the education of children with medical needs. There is no legal or contractual requirement for any teacher to administer medication. However, at the time of writing, some staff have volunteered and designated staff given responsibility. This will be recorded formally by Jean Hart Davies and a copy kept in the office. Staff that assist with any form of medication in accordance with the procedures detailed within the LA guidance are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified.
- **N.B.** - Any medicines should, if at all possible be administered by parents/carers or a responsible family member with permission. IT IS ONLY IF THIS IS NOT POSSIBLE THAT MEDICATION WILL BE ADMINISTERED BY STAFF.
- The Headteacher accepts, in principle, responsibility for:
  - a) the administration of prescribed medication by designated school staff
  - b) the supervision of pupils taking prescribed medication
- **N.B.** School will only accept responsibility for medication if it must be administered during the school day, which must be confirmed by a health practitioner. E.g. medication that merely requires three doses a day may be administered before school, after school, and before bed, therefore not requiring school involvement.
- Individual Health Care Plans for pupils with significant medical needs must be drawn up in partnership with health care professionals and parents/carers. They should include details of formal systems and procedures; any precautions, side effects, etc. The health care practitioner will identify the need for an IHCP.
- Training in specific medical needs will be provided as the situation arises – clear guidelines on the administration and storage of medicines is provided in the First Aid policy.
- School will have detailed written procedures for the administration of medications during school hours covering receipt of medication into school, storage of medication, documentation, administration of medication, record keeping, emergency medication and disposal of unused medication. (See procedures below).
- As part of the recording and monitoring process for children with medical needs, full information on each child's medicine requirements will be collated and updated as necessary. This will include:
  - Dosage required
  - Frequency of administration

- Possible side effects
- That at least one dose of the medication has been administered at home by parents/carers to establish if there are any possible side effects.

### **Procedures for administration of medication in school**

#### **Receiving medication in school:**

- **All medication must be in the original container.**
- **All medication must be clearly labelled with**
  - **the child's name**
  - **the name and strength of the medication**
  - **the dosage and when the medication should be given**
  - **the expiry date**
- **N.B. - All medication (including homeopathic) must be accompanied by a written confirmation by a health practitioner (e.g. GP, clinical nurse specialist, nurse practitioner) including the time/dose to be given in school. Until this written confirmation is received, school cannot administer.**
- **If two medications are required, these should be in separate, clearly and appropriately labelled containers.**
- **On arrival at school, all medication is to be handed to the designated member of staff by the parent/carer, unless there is a prior agreement with school and pupil for the pupil to carry medication (e.g. asthma inhalers) and details entered in the medication book.**

#### **Storage of medication in school:**

- Medication will be kept in a restricted place known to the designated members of staff.
- If fridge storage is required a fridge will be purchased and kept in a restricted place in the school.
- Once removed from storage, medication will be administered immediately and never left unattended.

#### **Documentation:**

- Each pupil receiving medication will need the following documentation:
  - Written request for school to administer medication
  - Written confirmation of administration details from a health practitioner
  - Parent/carer consent for school trips

## **Administration of Medication:**

Staff who have volunteered or have responsibility to administer medication:

- Should receive training and advice from the appropriate health practitioner.
- Training will be updated appropriately.
- Medicine should be administered in an appropriate room.
- Staff will follow directions provided in writing by the health practitioner.
- Staff will record details of each administration in the Liverpool City Council books provided to schools. These will be kept in the medication storage cabinet.
- A child will never be forced to accept medication. The school should inform parents/carers if children do not accept medication.
- Reasons for not administering medication must be recorded, and parents/carers informed immediately/within the timescale agreed by the health practitioner.

## **Self-Administration of Medication**

- N.B. Parents/carers must complete a written request form for a child to self-administer medication. (Examples would include insulin, asthma medication, etc.) This would only be allowed if a child has been trained and is competent to administer their own medication and proof of this would be required.

## **Record keeping**

A system of record keeping will include:

- List of authorised staff.
- Record of all training undertaken by designated staff.
- Record of all training undertaken by children to self-administer.
- Individual Health Care Plan, where appropriate.
- Records of parent/carer consent, to be reviewed and confirmed annually.
- Records of health practitioner instructions including those for self-administration, to be reviewed and confirmed annually.
- Record of administration of medication in Liverpool City Council books.
- Record of medication disposed of.

## **Emergency Medication**

- Subject to the same request and recording systems.
- This medication will be readily available.
- Consent and Care Plan must be kept with this medication.
- It is the parent/carer's responsibility to notify the school of any change in medication or administration.
- Procedures in Individual Health Care Plans should identify:
  - Where the medication is stored
  - Who should collect it in an emergency
  - Who should stay with the child
  - Who will telephone for an ambulance/medical support
  - Contact arrangements for parents/carers
  - Supervision of other pupils
  - Support for pupils witnessing the event
  - Recording systems

## **Inhalers**

- N.B. - Parents/carers must sign a consent form for children to use inhalers in school. This form will be kept in the school office.
- Use of inhalers requires documentation as per other medications, see 'Documentation' above.
- Details of the child and their inhaler medication is to be recorded in the Liverpool City Council medication books.
- Designated staff who have volunteered to do so, will supervise the self-administration of inhalers, or if necessary administer the inhalers with the prior advice of a health care practitioner.
- Inhalers are to be kept in a restricted but readily available area in classrooms or Mr. Irvine's room during play and lunch breaks. (See 'Emergency Medication' above).
- If children need to carry their inhalers on their person at all or any times, this must be recorded in the documentation and arrangements for how this is to be carried to be agreed.

## **Educational Visits**

A child with medical needs will be included in educational visits as far as possible. Relevant information can be found in the Educational Visits Policy.

All relevant documentation, records and administration of medicines information must be accounted for in the planning, execution and evaluation of the visit. This also applies to extra-curricular activities.

### **Emergency Procedures**

Qualified medical and nursing advice will be sought as a matter of course when considering the provision for a child with medical needs. This will be considered in terms of both the education provided off-site and in school, including the re-inclusion process.

In the case of a medical emergency, standard procedures will be followed. This will include the calling of emergency services and the agreement of the parents/carers to act in loco parents regarding the admission of medicines, anaesthetic, surgery and blood transfusions based on the advice of the medical professionals involved. It will be a requirement of the parents/carers to complete a declaration to this effect before the re-inclusion process can take place.

Staff will not transport children to hospital in their own cars, particularly in the case of serious illness/injury, they would accompany children in an ambulance (the Duty of Care and Accident Policies give further details). In exceptional circumstances, e.g. educational trips, staff may use their own transport or school transport (i.e. the minibus) to take children to hospital with minor illness/injuries, all serious cases would be transported by medical vehicles with medical professionals.

### **Re-inclusion**

Based on the views of the pupil, parent/carers, school and medical professionals, a re-inclusion programme will be written. This may include a period of group work with peers, as previously mentioned, to ensure a smooth transition and the re-integration of the child.

**Policy Written by:** N. Verdin  
**Review date:** September 2025

**PLEASANT STREET PRIMARY SCHOOL**

**Request for child to administer his/her own medicine**

*This form must be completed by a parent/guardian.*

*If staff have any concerns, discuss this request with healthcare professionals.*

Name of child .....

Name/type of medicine.  
.....

Procedures to be taken in an emergency  
.....  
.....

**Contact information**

Parent/guardian  
.....

Daytime phone .....

I would like my child's medication to be available for use as necessary.

Signature.....

Print name.....

Date.....



**PLEASANT STREET PRIMARY SCHOOL**

**Parental agreement for school to administer medicine.**

Name of child.....

*It is agreed that the above named child will receive.....*

.....  
*(name & quantity of medication) every day at (time e.g. lunchtime)*

.....

The medication will be administered by a member of school staff.

This arrangement will continue until the end of the course or until instructed by the parent/guardian.

Signature of Parent/guardian.....

Date.....