



Medical Policy

Approved by Governors: September 2024

To be reviewed: September 2026 (or in light of any new legislation)

Medical Policy

2024-2026

Aims of the Policy:

- To support regular attendance of all pupils.
- To ensure staff understand their roles and responsibilities in administering medicines.
- To ensure parents/carers understand their responsibilities in respect of their children's medical needs.
- To ensure medicines are stored and administered safely.
- To ensure that children with medical needs receive proper care and support.

Legal Requirements:

There is no legal or contractual duty on school staff to administer medicine or to supervise a child taking it. This is purely a voluntary role and is recognised as such by the DfE. Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed;
- Or where a degree of technical or medical knowledge is needed. Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

Prescription Medicines:

- Medicines that need to be administered 3 times a day should be taken outside school hours whenever possible.
- When medication needs to be administered 4 times a day we ask that a parent / carer comes into school at lunchtime.
- When pupils have been prescribed long term medication, that is, when it would be detrimental to a child's health if the medicine was not administered during the school day, school would agree through a Care Plan to administer medication to the child in school. In such cases all medicines should be taken directly to the school office by a responsible adult. DfE regulations state that such medicines will only be acceptable in school which have been prescribed. Medicines will need to be in their original container and include the prescribers' instructions for administration.
- The medicine should be clearly marked with the child's name and class.

- Staff members will inform parents / carers when medicine has been administered.
- Medicines will only be accepted for administration in school, when parents / carers have completed the appropriate 'Individual Medical Record' and / or a care plan has been agreed.

WE WILL NOT BE ABLE TO ACCEPT MEDICINES WHICH HAVE BEEN TAKEN OUT OF THE CONTAINER AS ORIGINALLY DESPENSED NOR MAKE CHANGES TO DOSAGES ON PARENTAL INSTRUCTIONS.

Exceptions:

Prescribed medicines **might not** be given:

- Where the timing of the dose is vital and where mistakes could lead to serious consequences.
- Where medical or technical expertise is required.
- Where intimate contact would be necessary.

Emergency Medicines:

All emergency medicines, such as asthma inhalers and EpiPens, should be readily available to children and kept in a safe but accessible place (Medicine Cabinet).

Long-term and Complex Needs:

It is important to have sufficient information about the medical condition of any child with long-term medical needs. A Care Plan for these children, involving the parents and the relevant health professionals, will enable the appropriate support to be provided.

The Care Plan will include:

- details of the child's condition
- any special requirements e.g. dietary needs, pre-activity precaution
- any side-effects of the medicine
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- the role staff can play

Storage of Medicines:

Whitefield Infant School and Nursery is responsible for ensuring that all medicines are stored safely. Medicines should be stored in the supplied container, clearly marked with the child's name, class, dose and frequency of administration;

- Medicines should be stored in the medicine cabinet or a non-removable/portable container in the school office under adult supervision;
- No medicine should be kept in a locked cupboard to ensure swift and easy access;
- Where medicines need to be refrigerated they should be kept in the staffroom fridge.

Disposal of Medicines:

Staff should not dispose of medicines. Parents / carers are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Parents / carers should collect medicines at the end of the agreed administration time period.

Medicines must be returned to the parents / carers at the end of the Summer term. It is the responsibility of the parents / carers to ensure the necessary medication is returned to school, at the start of the new academic year (Autumn term).

Visits:

At Whitefield Infant School and Nursery pupils with medical needs are positively encouraged to participate in visits whenever possible - it is therefore necessary to consider for each visit what reasonable adjustments will have to be made to enable the children with medical needs to take part in safely managed visits. The risk assessment form, which is completed prior to the visit, will need to include the necessary steps to include children with medical needs, together with any particular risk assessments for those children. It may be necessary for additional safety measures to be taken for outside visits. Arrangements for taking any necessary medicines will also need to be taken into consideration.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Health care plans are completed and updated regularly for children who have conditions such as epilepsy, diabetes or anaphylaxis.

Roles and Responsibilities:

Parent/Carer:

- Should give school sufficient information about their child's medical needs if treatment or special care is required.

- If pupils are on long term medication, parents/carers must deliver all medicine to the school office in person and keep staff informed of changes to prescribed medicines.
- Must ensure medicines are in date - particularly emergency medicine such as inhalers and adrenaline pens.

Headteacher:

- To ensure the school's Medical Policy is implemented.
- To ensure there are members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- Ensure staff receive appropriate support and training as necessary.
- Ensure that parents / carers are aware of the school's policy on the administration of medication.

Staff:

- No medicine to be accepted by the school office unless accompanied by a parental consent.
- Medicines will only be accepted if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:
 - child's name
 - name of the medicine
 - dose
 - method of administration
 - time/frequency of administration
 - any possible side effects
 - expiry date
- Before giving medicine, staff should check that there is written consent from the parent/carer
- Any member of staff giving medicines to a child should check:
 - the child's name
 - the prescribed dose
 - the expiry date
 - the written instructions provided by the prescriber on the label or container
- If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action.

- Each time a medicine is given to a child, the member of staff administering the medicine must record the following details in the *Medication Book*, kept in the medical cupboard in each class:
 - Name
 - Date Time
 - Medicine
 - Dose
 - Staff member who administered medicine
- After administering the medicine, staff must ensure that the medicine is returned to the medical cupboard.
- After the administration period has ended, ensure that medicines are returned to parents for safe disposal.
- All medication is returned to parents / guardians at the end of the school year (July).
- We will accept Piriton that has been bought direct from a Chemist. This exception is only allowed for children with known allergies or intolerances. It is still the responsibility of the parents / carers to check the date of the medicine and staff will follow the same procedures for prescribed medication.

Refusal of Medicines:

If a child refuses to take medication, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day. If refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

Confidentiality:

Staff must always treat medical information confidentially. Medical information will be shared on a need to know basis.

Staff Training:

Staff regularly have training in a variety of health issues, including the use of EpiPens, the treatment of general injuries etc. Within each classroom, at least one member of staff is trained in Paediatric First Aid.

First Aid Kits:

These are checked and updated regularly and are kept in a central location.