

Supporting pupils (and staff) with medical conditions

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| Statutory or non-statutory | Statutory |
| Reviewed by | Headteacher |
| Policy review date | February 2023 |
| Date of next review | February 2024 |

1. Aims of the Policy

1.1 This policy has been produced in conjunction with the School's Health and Safety and First Aid Policies. The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented.

1.2 The school will consider all medical conditions on an individual basis and, where necessary and appropriate, will implement suitable arrangements. Parents/carers will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school will meet with the parent/carer of a child who has specific medical needs and a health care plan will be prepared and implemented in collaboration with the school nurse.

1.3 The information will be held by the school and will **only** be shared with relevant and authorised staff members. If a pupil is responsible for carrying their own medication then they will be advised of their responsibilities.

1.4 The school's policy will be shared with all staff and parents/carers of the school.

2. Objectives

2.1 A Risk Assessment will be carried out by the school to cover the following:

- Procedures for managing prescription medicines which need to be taken during the school day;
- Procedures for managing prescription medicines on trips and outings;
- A clear statement on the roles and responsibilities of staff managing, or supervising, administration of medicines, and for administering medicines;
- A clear statement on parental responsibilities in respect of their child's medical needs;
- The need for prior written agreement from parents/carers for any medicines to be given

to a child;

- The circumstances in which children may take any non-prescription medicines;
- Policy on assisting children with long-term or complex medical needs;
- Policy on children carrying and taking their medicines themselves;
- Staff training in dealing with medical needs;
- Record keeping;
- Safe storage of medicines;
- Access to the school's emergency procedures.

2.2 The Head Teacher will ensure that:-

- The policy is implemented and all staff are aware of their responsibilities;
- Staff receive adequate training for the administration of specific medication where required, e.g. epi-pens, asthma pumps;
- All relevant members of staff are informed of any pupil that has a medical condition and/or a specific medical need;
- Information relating to pupil medical needs is obtained from parents/carers and where necessary, a health care plan implemented;
- Information relating to any pupil's medical needs is accurate, up-to-date and secure.

2.3 Identified staff are responsible for ensuring that:-

- Appropriate procedures for medication are in place for off-site activities;
- Medication is appropriately stored and not accessible to unauthorised persons;
- Records are kept of any medication that is administered;
- Medication is replenished by parents/carers as necessary.

2.4 All staff are responsible for ensuring that:-

- They are aware of, and familiar with, the policy and arrangements in place;
- They are aware of the agreed procedures and work in accordance to these procedures should any pupil in their care require medication;
- They work in accordance to any training that they have received;
- They inform the appropriate person should they be advised about any new or additional information relating to a pupil's medical needs.

3. Arrangements

Medication will be stored in a location where it cannot be accessed by any unauthorised persons / pupils. The medication for each pupil will be labelled with the appropriate information to prevent it from being given to the wrong pupil.

Records will be kept by the school detailing any medication administered to a pupil, along with the date, the amount administered and the amount of remaining medication.

There is a system in place for any pupil that refuses to take their medication when required. Parent/carers would be contacted by phone with a follow up email.

Where necessary, the school will arrange for staff to receive training in the use of specific medication, such as epi-pens and asthma pumps.

The school will also ensure that the appropriate procedures for medication are in place during

Educational Visits / off site visits and that all information is shared with the appropriate members of staff.

Medication cover will be in place for the whole school day including during before and after school clubs.

The policy will be monitored for effectiveness and reviewed at least annually. Additional checks and audits will take place to ensure the systems and procedures are satisfactory.

Signed by Headteacher: *N. Sansom*

Date: 27.2.23

Signed by Chair of Governors: *S. Beckley*

Date: 28.2.23

