

# Medical Needs Policy

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Mundella Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

This school aims to provide all pupils with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.



Mundella School: A school which promotes respect and healthy living and where everyone feels valued and able to reach their full potential

### **Administration of medicines:**

The Equality Act of 2010 provides protection for children with medical needs from being discriminated against. Headteachers also have a duty of care to the children within their settings. This includes the necessity to manage the administration of medicines.

### **Emergency Procedures:**

If a pupil needs to be taken to hospital, a member of staff will always accompany them and stay with them until a parent/carer arrives. Generally, staff should not take pupils to hospital in their own car; an ambulance should be called.

### **Medication:**

- All pupils with medical conditions have access to their emergency medication.
- All use of medication is done under the supervision of a member of staff (except inhalers & AAI where permission has been given by parents for self-administration).
- There are members of staff at this school who have been specifically contracted to administer medicine.
- Teaching staff can take on the voluntary role of administering medicine on educational visits/residential where no specific training is necessary.
- Training is given to all staff members who are contracted to administer medicine, this includes: Epilepsy training, Diabetes training, Asthma/Allergy training, Administration of Meds, First Aid Level 3 and any other specific training to meet a child's needs i.e. PEG feeding.

### **Storage of medicine:**

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- All non-emergency medication is kept in a secure place in a lockable cupboard. Staff ensure that medication is only accessible to those for whom it is prescribed
- Asthma inhalers are kept in classrooms and are in clearly named wallets, these areas are not accessible to children without adult supervision.
- Y5/6 children are responsible for their own inhalers if their parents have signed a consent form.
- Parents of pupils with inhalers are requested to sign a permission slip stating the emergency inhaler can also be used in an emergency.
- All prescription medication is supplied and stored, wherever possible, in its original packaging and container. All medication is labelled with the pupil's name and the prescriber's instructions for administration, including dose and frequency.
- Medication for care plans i.e. over the counter medicines must be in the original packaging with the dosage and timings clearly stated on the care plan and stored securely in the lockable cabinets.
- Some medication needs to be refrigerated. All refrigerated medication is clearly labelled and is inaccessible to pupils.

### **Record Keeping:**

- Parents at this school are asked if their child has any health conditions or health issues on the enrolment form which is filled out when children start at Mundella.

- Parents should advise school if their child has a new medical diagnosis/new medication/ change in medication/ change of medication dosage/ takes medication at home on a regular basis as this will allow school to give accurate information to medical services in case of an emergency.
- An accurate record of each occasion an individual pupil is given or supervised taking medication is kept. Details of the supervising member of staff, pupil, dose, date and time are recorded. Where possible all administration of medication is double checked by a second member of staff. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- The school Business Manager keeps an up-to-date list of members of staff who have agreed to administer medication and have received training.

### **Health care plans:**

Health care plans are in place for all children in school who have long-term, re-occurring medical needs. These are created in consultation with parents and where applicable with the appropriate medical team.

- Care plans are kept in the office and all staff have a copy of the ones relevant to their class. Other medical needs are recorded on the medical needs sheet. The location of this sheet and the care plan copies are shown on the front of each class register.
- A copy of each care plan and pupil's medical needs are taken out on educational visits. Care plans are accessible to emergency services if they are called in
- Care plans are used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatment. Further documentation can be attached to the care plan if required. Parents are required to contact the School if any amendments need to be made to the Plan.
- If a pupil has a short-term medical condition that requires medication during school hours, parents are required to complete a medication form.

### **Asthma and Allergy:**

- FS inhalers are kept in the FS medical box.
- All inhalers are kept in the classrooms except where permission has been agreed by school/parents for children to carry and administer their own. The children self-administer the dose, where appropriate, under adult supervision if required.
- There is a spare blue inhaler kept in the office for emergency use.
- If an AAI and/or anti-histamine is prescribed for a child then this is kept in the First Aid cabinet in the main office or new build staff room medical box, depending on which building the child's classroom is. A second device can be kept in the classroom if agreed with the parents.
- Emergency use AAI & inhalers are kept in the school office.

### **Diabetes:**

Key members of staff are trained by the specialist diabetes team from Sheffield Children's Hospital and are authorised to perform blood monitoring tests and corrections for hypos. Trained staff who are named on individual care plans are also authorised to administer insulin.

### **Identification of children with medication needs:**

Staff are made aware of children with medical needs via care plans and sharing of information via the school's secure CPOMS service.

### **School visits:**

Every effort will be made to ensure pupils that require administration of medicines can go on school visits. Any medicines should be clearly labelled with the name and dose and handed, along with the relevant care plan/ administration of medication parental agreement, to the leader of the visit prior to the commencement of the journey.

### **Residential Visits:**

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight visit. This form requests up-to-date information about the pupil's current condition and their overall health, and helps staff and pupils manage their condition while they are away. This form also includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member. These are accompanied by a copy of the pupil's Care Plan where applicable.
- All parents of pupils with a medical condition attending an overnight visit are asked for consent, giving staff permission to administer medication if required.
- For emergency medication i.e. antihistamine/paracetamol/Calpol, parents are asked to provide written consent.

### **Involvement in Education and learning and activities:**

- Mundella Primary School is committed to providing a physical environment that is accessible to pupils with medical conditions; this includes out-of-school visits.
- The School ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- Staff use opportunities such as RSHE lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.
- Staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided, where possible.
- All staff at school understand that a pupil's medical needs may mean they are missing a lot of time at school, they have limited concentration or they are frequently tired.
- Staff at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENDCO. The school's SENDCO consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- Pupils at this school learn about what to do in the event of a medical emergency.
- Risk assessments are carried out prior to any out-of-school visit.

## **Roles and Responsibilities:**

### **Employer:**

- ensure the health and safety of their employees and anyone else on the premises taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical needs policy is regularly updated
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

### **Headteacher:**

- ensure the school is inclusive and welcoming
- ensure the policy is put into action, with good communication of the policy to all
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- delegate a staff member to maintain the recording of medical needs on Scholarpack & paper records.
- monitor and review the policy regularly

### **All school staff:**

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical needs policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's healthcare plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

### **School nurse services or school healthcare professionals:**

- provide information about where the school can access other specialist training.
- advise on care plans
- provide advice and support for the most common medical conditions

**First aider:**

- give immediate help to casualties with common injuries or illnesses
- when necessary ensure that an ambulance or other professional medical help is called.

**Parents/Carer:**

The parents of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- inform the school of any changes to their child's condition
- inform the school about the medication their child requires during school hours
- ensure all medication is delivered/collected from the main office and an appropriate adult i.e. A parent/legal guardian should complete the parental permission form for the administration of medicine.
- tell the school about any changes to their child's medication, what they take, when, and how much
- ensure their child's medication and medical devices are labelled with their child's full name
- work with the school to complete an up-to-date Healthcare Plan for their child if this is deemed necessary
- inform the school about medication/dose taken at home
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- ensure medication is replaced prior to expiry
- collect and dispose of expired medication
- wherever possible administer medicines at home