



## **Westgate Primary School Medications and Medical Conditions Policy**

### **1.0 Introduction**

Westgate Primary School recognises that duties in the Children and Families Act 2014 and the Equality Act 2010 relate to children with disability or medical conditions.

Whilst the duties on governing bodies have not substantially changed as a result of the Children and Families Act 2014, the extent and scope of the responsibilities of schools to make arrangements to support pupils at school with medical conditions has been clarified. All schools are required to have a policy in place; it should be reviewed regularly and accessible to parents and staff.

This policy is written to support those children with individual medical needs and how their needs can be met at Westgate Primary School.

Please read in conjunction with the full DfE guidance document provided to schools: '**Supporting Pupils at School with Medical Conditions**' (Dec 2015)

We are an inclusive community that welcomes and supports children and young people with medical conditions. We provide all children and young people with medical conditions the same opportunities as others at school.

We will help to ensure they:

- Are safe from harm
- Do well at all levels of learning and have the skills for life
- Choose healthy lifestyles
- Have fun growing up
- Are active citizens who feel they have voice & influence

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication being given as directed by healthcare professionals and parents.

All relevant staff understand the medical conditions that affect pupils at our school. We also make sure all our staff understand their duty of care to children and young people in the event of them requiring medical intervention.

The named member of our staff responsible for this medical conditions policy and its implementation is **Helen Carpenter**.

The policy framework describes the essential criteria for how we meet the needs of children and young people with long-term conditions, including diabetes and asthma.

Each member of the school and health community knows their role in, and responsibility for, maintaining and implementing an effective medical conditions policy.

## 1.1 Legislation:

- Health and Safety at Work Act 1974 - includes procedures for supporting children with medical needs.
- The Children's Act 1989 – safeguards and promotes child's welfare.
- Education (School Premises) Regs. 1999 – requires that there is a room in every school appropriate for medical purposes (containing a basin and near to the toilet).
- Disability Discrimination Act (DDA) – includes a list of conditions which are disabilities by definition.

## 2.0 Objectives

We will:

- Ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
- Provide staff training on the impact medical conditions can have on pupils in order to be safe, welcoming and supportive of pupils with medical conditions.
- Strive to provide children and young people with medical conditions the same opportunities and access to activities, both on and off site, as other pupils.
- Consider what reasonable adjustments we need to make to enable children with medical needs to participate fully and safely on visits.
- Carry out risk assessments so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

We understand that children with the same medical condition will not necessarily have the same needs. Our staff understand their duty of care to children and young people with medical conditions and know what to do in the event of an emergency.

## 3.0 Underlying 'givens'

1. No child or young person will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
2. A teacher/member of staff is in loco parentis and must treat and take care of the pupil as a careful parent would.
3. This policy is in place to have effective management systems in place to support individual pupil medical needs.
4. The governing body has a legal duty to ensure pupils with medical needs can attend school with minimal disruption.
5. No member of staff should feel compelled to be responsible for the administration of medication. Those involved should be volunteers. Support staff may have this role written into their role profile/ contract.
6. Responsibility for a child's health is with the parent/ guardian. They are responsible for making sure that the child is well enough to attend school.
7. Teacher/ relevant support staff working with a child with medical needs in class should understand the nature of the condition and their specific needs.
8. Only prescribed medicines will be administered at school, unless a medical professional has directed a child to take an over the counter medication for a specific injury, illness or condition
9. No child under 16 will be given aspirin or Ibuprofen unless prescribed. **ASPIRIN IS BANNED UNDER 12 YEARS.**
10. This school takes responsibility for ensuring that there are named staff with explicit responsibility for administering medication and providing care. All staff, however, have received suitable training and have access to ongoing support.
11. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

#### **4.0 Action when medical condition is short term:**

- **Medicines should only be taken to school when essential and it would be to the detriment of the child if they were not taken during school hours.**
- **The parent should request an alternative dose from the GP where possible, to avoid medication needing to be administered at school.**
- Prescribed medications are to be provided for school in the original container as dispensed at the pharmacy and with the GP instructions clearly displayed on a label. They must also be clearly marked with the child's name. School MUST NOT accept medication that has been removed from the original container or make dosage changes on the parent's say so.
- An abbreviated health care plan will be drawn up and medication will only be given with prior written agreement.

#### **5.0 Action when medical condition is long term:**

- A full health care plan will be drawn up for a child with long term medical needs. This will be completed in conjunction with the appropriate healthcare professionals and parents/ carer. Input should be sought from all relevant parties.
- The plan will identify the medical condition, daily care requirement, emergency action to be taken, when action should be taken, name of persons who will be involved (and a reserve) and list any necessary follow up care.
- The content of the plan is confidential and sensitive and consent should be given by the parent/ guardian in order that it can be disseminated to those in school that need to know.

#### **6.0 Records**

- The school will record the details of any pupil with medical requirements and confirm the existence of a health care plan or (in the case of a shorter term condition) an abbreviated form of the health care plan.
- The agreement of the parent/carer will be obtained in relation to the health care plan, they will sign it and be given a copy of it. A receipt will be obtained relating to the giving of a copy to the parent and the signed copy will be time/dated and retained by school.
- Any changes will be with the further signed agreement of the parent/carer.
- A record will be kept of all staff training including the use of epi-pens and general first aid.
- A record is to be maintained of which member of staff has volunteered to administer medication to which pupil.

#### **7.0 Administration of medication**

- Prior to its administration medication should be checked for child's name, instructions from parent and GP, prescribed dose and expiry date.
- Medication will not be administered if there is any uncertainty or if there is insufficient information available or if the staff member is not trained to do so. In these circumstances further clarification will be sought and the parent/guardian will be contacted.
- The record will be updated after administration including the time/date, dose and any problems.
- Similarly the record will be updated if the medication is not administered providing time/date and reasons why.
- All records will be signed by the staff member involved.
- No person will be compelled to administer medication and if necessary alternative arrangements will be implemented by the Head teacher and this will be with reference to the local health trust.

#### **8.0 Refusal to take medicine**

No pupil will be forced to take medication. If the child refuses to take medication a record will be made and the parent/carer will be contacted directly and immediately. If the parent cannot be contacted medical advice will be obtained.

Pupils with medical conditions will be included on school trips and in sporting activities; however relevant staff involved will be made aware of the medical conditions and emergency procedures in order to ensure the safety of the child. The necessary risk assessments will be completed and changes to arrangements made in order to make sure that the active is fully inclusive.

Medication will be available, carried in a suitable container (secure if the medication is toxic) and under the control of a member of staff.

### **9.0 Storage of medicines**

Any toxic medications will be kept in a secure steel locker, bolted to the floor and in an alarm protected room. If toxicity is in question then the medication will be treated as being toxic and will be locked away. The key will be held by named individuals identified to ensure that access is available at all times. If the medication is not toxic then there will be no need to lock it away.

Emergency medications such as inhalers and epi-pens will be made readily available and not locked away in case of emergency.

School will not dispose of medicines and will return unused medication (including empty packets/ bottles/ out of date) to the parent/ carer.

**This policy was agreed in February 2023 and is subject to review annually.**

**Signed:** (On behalf of the governing body)

**Signed:** (Head teacher)

**Date:** 19/02/2023

# Westgate Primary School



## SHORT TERM MEDICATION IN SCHOOL

<b>CHILD'S NAME:</b>			
<b>DOB:</b>		<b>CLASS:</b>	

MEDICATION	
Name & Strength:	
Dosage & frequency:	
Times / Days to be Given:	
Details of Doctor Issuing Medication:	
Location to be kept:	

CHECK LIST	
Medication / Appliance labelled?	YES / NO
'Bag' labelled?	YES / NO
Special Instructions? (Please note)	YES / NO

ADMINISTRATION OF MEDICINE	
Pupil can self-administer medication	<input type="checkbox"/>
Pupil requires staff assistance for medication	<input type="checkbox"/>

<b>Signed:</b>		<b>Date:</b>	
	<i>(Parent / Carer)</i>		
<b>Signed:</b>		<b>Date:</b>	
	<i>(Staff Member)</i>		

## Westgate Primary School



### MEDICATION IN SCHOOL

(INCLUDING ASTHMA & SELF-ADMINISTRATION)

<b>CHILD'S NAME:</b>		<b>DOB:</b>	
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#### MEDICATION KEPT IN SCHOOL\*

***NB: Only medication prescribed by a GP can be administered in school. This must be clearly labelled with the original prescription label, and be handed to a member of staff.***

Reason for Medication:	<input type="checkbox"/> Asthma <input type="checkbox"/> Allergy / Anaphylaxis <i>(Has an allergy form been completed?)</i> <input type="checkbox"/> <input type="checkbox"/> Other:
Name & Strength:	
Dosage & frequency:	
Details of Doctor Issuing Medication:	
Expiry Date:	
Location to be kept:	<i>(Not in pupil bags)</i>

***\* It is the responsibility of the parent to ensure any medication in school is within its expiry date.***

#### CHECK LIST

Medication / Appliance labelled?	YES / NO
Bag or Container labelled?	YES / NO
Special Instructions? (Please note)	YES / NO

#### ADMINISTRATION OF MEDICINE

Pupil can self-administer medication	<input type="checkbox"/>
Pupil requires staff assistance for medication	<input type="checkbox"/>

#### Additional Information / Training Requirements:

<b>Signed:</b>	<i>(Parent / Carer)</i>	<b>Date:</b>	

**Appendix 3 Medication Record**

**CHILD'S NAME:**

Name of medicine	Dosage	Date & Time	SCHOOL USE ONLY STAFF SIGNATURE

Signed \_\_\_\_\_

\_\_\_\_\_

Parent / Carer

Date

**All medicines should be handed to a member of staff. All boxes, bottles etc should show clearly your child's name and they should be placed in the zipped wallet with which you have been provided.**

