



**Osmaston** Primary School

**Supporting Children  
with Medical Needs  
Policy**

## **1 Vision**

At Osmaston Primary School children are supported and nurtured in order to develop their aspirations for their future as learners and as positive contributors to society. We expect every child to put learning first, work hard and show respect in order to achieve the highest standards. We offer a safe and enjoyable learning environment where excellence is promoted.

## **2 Introduction**

We have a duty of care under The Health and Safety (First Aid) Regulations 1981 and the statutory guidance "Supporting children at school with medical needs" (2015) to promote the health, safety and welfare of all children, school personnel and visitors by providing adequate first aid equipment and school personnel qualified in first aid. This policy supports children with medical needs, including the management of medication.

Most pupils will at some time have a medical condition that may affect their participation in school activities, for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. At Osmaston Primary, we aim to offer the same quality of education to all pupils regardless of their individual needs

Staff need to be aware that extra care is required in supervising some activities to make sure that children with medical needs, and others, are not put at risk. Rigorous risk assessments are in place to ensure every child's needs are met in the school environment and on educational/sporting visits and trips.

Where staff are willing to administer medication they will receive appropriate support/training however, there is no legal duty that requires school staff to administer medication. Where administration of EpiPens or Insulin is needed, specific training will be offered and prompt sheet given regarding correct protocol.

## **3 Responsibilities**

The governors and head teacher are ultimately responsible for ensuring that this policy is implemented effectively.

Every member of staff must take seriously the medical needs of all pupils. A list of all pupils with medical needs should be kept in each classroom with an additional copy available from the school office. There is also a clear protocol outlined to supply staff with regards to the procedures the school follows when catering for different medical needs. A teaching assistant who knows the class will have the responsibility of working with supply teachers to ensure all needs are met.

All staff must have an understanding of the common medical conditions or needs that can affect children and understand the importance of protecting the dignity, confidentiality, privacy and well-being of pupils.

All staff must be aware of their duty of care to pupils and should be able to act appropriately in case of emergency. This includes the requirement to pass relevant information to supply staff. It is the responsibility of the senior leadership team and

class support staff to ensure supply staff have been informed.

Parents / carers are asked to complete a 'pupil information form' which includes the following questions:

- Name and telephone number of their GP and surgery
- Relevant medical history (asthma, hay fever, epilepsy, etc)
- Regular medication:
- Reminder to complete appropriate forms for medication
- Any allergies
- Difficulties with vision, hearing, speech, etc

The forms are completed when their child starts at Osmaston Primary school, then at the start of each academic year or when parents/carer inform school that changes need to be made.

#### **4 Short term medical needs: prescribed medicines**

Many pupils will need to take medication at school at some time. Mostly this will be for a short period only; to finish a course of antibiotics or apply a lotion. However, they should only return to school once they are well enough to cope with most aspects of the curriculum. Medication should only be taken to school when absolutely essential. Ideally medication should be prescribed in dose frequencies that enable it to be taken outside school hours.

If medication is essential:

- Parent / carer must bring the medication into the school office and complete the appropriate form; (see form 2)
- The medicine is kept in the designated medicine cupboard or refrigerator (located in the medical room), accessible only by appointed staff;
- The medication must be in its original packaging, clearly marked with the name of the child, dosage required and times for it to be administered;
- A member of staff should supervise the child taking the medication (taking into account the 5 R's – right medication, right child, right amount, right time, right route) and record accurately on form 3.
- If a child becomes unwell staff should consult a member of the senior leadership team with a view to contacting the parents to ask them to collect their child. In extreme cases the emergency services should be contacted in addition to parents.

#### **5 Long term medical conditions**

The school needs sufficient information about the medical condition of any pupil with long term medical needs. The parent / carer will be asked to supply this information either prior to their child attending the school or as soon as the condition becomes known. Where it is appropriate a healthcare plan will be drawn up through advice and discussion involving school, parents / carers and healthcare professionals.

## **6 Health care plans**

A Healthcare Plan is used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. It incorporates a photograph of the pupil. This may also link in with their Education, Health Care Plan (EHC).

The purpose is to ensure that staff have sufficient information to understand and support a child with medical needs. The Health Care Plan is drawn up in conjunction with the parents, following advice and guidance from the child's GP or other healthcare professionals and will set out in detail the measures needed to support a pupil in school, including preparing for an emergency situation. The information in the plan will be shared effectively but in a way that protects the child's confidentiality. Parents/ carers are asked to ensure that any changes to the information are provided to school as soon as possible so that the plan can be updated. Health Care Plans are checked on an annual basis at the start of each new school year or when there is a change in the care needs (see form 1). These plans will include an emergency protocol.

## **7 Keeping staff informed of child's medical needs**

Each year we ask parents to complete a pupil information sheet, which includes medical details. The details are recorded on the school's management information system. Reports are produced for teachers as classes, year groups etc, as appropriate. The detailed health care plans are also provided.

The head teacher, senior leadership team, school admin team and teachers who teach across the school, have access to a folder with all medical information, including healthcare plans. The information will be updated regularly and kept in compliance with General Data Protection Regulation.

## **8 Staff training**

All staff involved in catering for pupils' medical needs will receive the appropriate medical training from qualified professionals.

Training will be commissioned in line with the current pupil needs with additional training being sought for new comers to the school. These needs will be reviewed at every information capture point.

## **9 Safe storage of medication**

Medicines are potentially hazardous substances and keeping **any** medicines in school represents a risk. The following approaches reduce or control the risk:

- Medication should only be taken to school when absolutely essential;
- Parents / carers complete a form to establish clear guidance of dosage and description of symptoms;
- The medication must be clearly marked with the name of the pupil;
- The medicine is kept in the locked medicine cabinet situated in the medical room;
- In some circumstances, such as diabetes or epilepsy for example, when the pupil needs to carry medical equipment with them, this must be agreed with

the head teacher and all staff made aware.

- Ensure the correct storage of medication at school by checking;
  - Medication is clearly labelled with the pupil's name, the name and dose of the medication and the administration and frequency of dose (the only exception to this will be insulin pens which have daily variable doses).
  - The medication is supplied and stored in its original container;
  - That medication is stored in accordance with the instructions, paying particular note to temperature;
  - All refrigerated medication is stored in an airtight container and is clearly labelled;
  - The container is stored in the refrigerator in medical office which is inaccessible to pupils;
  - Expiry dates;
  - All controlled drugs are kept in a locked cupboard and only named staff have access, even if a pupil normally administers the medication themselves;
  - All children know to ask at reception office in order to access their medication
  - That appropriate record keeping takes place (see forms 4 and 5);
  - All pupils medicines are returned to parents / carers for disposal;
  - A 'sharps' box is available in school when needed (situated in disabled toilet).

## **11 Administering Medication**

Children are expected to take responsibility for their asthma inhalers (where appropriate). These must be labelled and be kept in the same room as the child at all times and taken with them on trips etc. Parents will need to fill in form 6 for their child to carry/administer their own asthma inhaler. Spare inhalers can be purchased by school and administered to children who have given written permission for the spare inhalers to be used, if their inhaler is not available.

## **12 Hygiene and infection control**

All staff understand the importance of following basic hygiene procedures. Protective disposable gloves are used when dealing with spillages of blood, disposal of dressings / medical waste or contact with bodily fluids. The 'yellow bag & bin' will be used for safe disposal.

## **13 Monitoring and Review**

The governing body may appoint a named governor for responsibility for health and safety. In this case, it is this governor's responsibility to keep the governing body informed of new regulations regarding any health and safety and meeting the needs of pupils that have medical conditions, and to ensure that the school regularly reviews its procedures with regard to health and safety and medical needs matters. The governor in question also liaises with the local authority and other external agencies where necessary, to ensure that the school's procedures are in line with those of national statutory guidance .



The head teacher will report to governors annually on any health and safety/medical needs issues.

## **Appendices**

**Form 1 – Health Care Plan**

**Form 2 – Parental Agreement for school to administer medicine**

**Form 3 – Record of medicine administered to an individual**

**Form 4 – Staff training record administration of medications.**