ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY

July 2021

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Under the Children and Families Act 2014, the Governors and staff at St Anthony's Catholic Primary School wish to ensure that all children with medical conditions are properly supported so that they can participate in all aspects of school life and achieve their academic potential.

SUPPORT FOR CHILDREN WITH MEDICAL NEEDS

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions. Where appropriate, and in conjunction with the School Nurse Service, the school can support children via a Health Care Plan.

PROCEDURES FOR MANAGING MEDICINES

Medication will not be accepted in school without parental consent. Only reasonable quantities of medication should be supplied to the school.

Each item of medication must be delivered in its original container and handed directly to the School Office. Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The School will not accept items of medication which are in unlabelled containers. Unless otherwise indicated, all medication to be administered in school will be kept in a locked cupboard. The school will keep a log of when medication has been administered. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES TO A PUPIL WHILST ON VISITS AWAY FROM THE SCHOOL PREMISES

After completing the Risk Assessment and identifying children's medical needs, the class teacher is responsible for collecting and managing a child's prescription medicine and ensuring that they have access to the medication for the duration of their visit. The school will make every effort to continue the administration of medication to a pupil whilst on visits away from the school premises, including sporting activities, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

ROLES AND RESPONSIBILITIES OF STAFF MANAGING ADMINISTRATION OF MEDICINES, AND FOR ADMINISTERING OR SUPERVISING THE ADMINISTRATION OF MEDICINES

The Governors and staff of St Anthony's Catholic Primary School wish to ensure that pupils with medical needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, always under staff supervision.

PARENTAL RESPONSIBILITIES

Parents/Carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. It is their responsibility to ensure that the medication is within its expiry date and should remove any out of date medication.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the pupil's need for medication.

WRITTEN AGREEMENT

The school will only administer medication with written consent either in the form of a Health Care Plan or Request For School to Administer Medicine.

LONG TERM / COMPLEX MEDICAL NEEDS

Parents of children who need long term medical needs should agree a medical plan with the Headteacher and health professionals.

STAFF TRAINING IN DEALING WITH MEDICAL NEEDS

Staff who volunteer to assist in the administration of medication will receive, where necessary, appropriate training/guidance.

RECORD KEEPING

Permission to administer medication and Health Care Plans are kept in the school office.

SAFE STORAGE OF MEDICINES

Unless otherwise requested, all medication will be stored in a locked cupboard. Inhalers are kept in class. All staff have access to children's medication, which is stored in the school office.

RISK ASSESSMENT AND MANAGEMENT PROCEDURES

A list of pupils with medical conditions will be circulated to staff at the start of each term. Additional children will be discussed with the class teacher during the term as required. Class teachers will make a daily risk assessment on children in their care and notify a qualified first aider should any problems arise. Arrangements will be in put into place for staff absence to ensure another member of staff is appropriately trained and available. The team leader will ensure supply teachers are briefed accordingly.

July 2021
V Berry