



# Beechwood Primary School

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## Medical Care Policy

### Overall aim:

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

### Prescribed Medicines

**We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.

**Controlled drugs** - Should never be administered unless cleared by the Head. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

**Non –Prescription Drugs** – Staff shall **never** give non-prescribed drugs to a child. Staff shall only administer medicines prescribed by a medical practitioner.

Parents are welcome to come into school at an arranged time to give Non-Prescription medication if necessary.

## **Short Term Medical Needs**

In order to reduce the time a child is away from school, the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined.

## **Long Term Medical Needs**

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. (Reference should be made to the 2005 DfES document in order to devise a care plan.)

## **Administering Medicines**

No child should be given medicines without written parent consent. A Medication Form must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines may not necessarily be teaching members of staff but support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.

**A record must be kept in a written form each time medicines are given.**

## **Self Management**

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage within the medical room.

## **Record Keeping**

Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear.

**A written record of medicines administered will be kept in the medical room.**

## **Educational Visits**

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of staff. This colleague should be one who is willing to carry this

responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit.

### **Sporting Activities**

It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers not self managed should be taken to the field in a box or container and be supervised by a support member of staff.

### **The Governing Body**

The Governing Body will be made aware of this policy and its role in being generally responsible for all school policies.

### **The Head Teacher**

The Head Teacher will ensure that all staff receive appropriate support and training and aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

### **Teachers and Other Staff**

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts.

**Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be receipt of appropriate training. The training shall be commensurate with the situation.**

### **Storing Medicines**

Medicines should be stored away from children, be in their original containers and refrigerated where necessary.

Children should know where their medicines are kept and who is responsible.

**This should be an exceptional duty and only be used when medical advice dictates that no other course of action is possible.**

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils. Any problems or issues arising shall be initially referenced to **Managing Medicines in Schools and Early Years Settings 2005 DfES**, a copy of which is kept in the medical room.

**\*\*Emergency medicines including inhalers and adrenaline pens are kept in a clear box within the classroom, and easily accessible\*\***

## **KEY POINTS**

- **The school will not normally and regularly administer medicines to children unless absolutely necessary.**
- **Any staff member administering medicines will do so willingly and with appropriate training supervision.**

# **Medical Care Policy**

Reviewed: April 2016

Next Review: April 2018