

THE GLEBE PRIMARY SCHOOL

Supporting Pupils at School with Medical Conditions Policy



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The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported while at The Glebe Primary School so they can play a full and active role in school life, remain healthy and achieve their academic potential.

Relevant (need to know) staff, including supply teachers will be aware of individual children's medical conditions and the plan that is in place to support them. This includes what to do in an emergency. At The Glebe we ensure that suitable cover is in place to support children with medical conditions when there is a staff absence.

The school understands the importance of medication and care being managed as directed by health care professionals and parents. Only *prescribed* medication will be administered.

Staff involved in the administration of medicines and provision of support to pupils with medical conditions will be suitably trained.

The named member of school staff responsible for this medical conditions policy and its implementation is E.Gilbey.

On Admission to School

All parents / carers will be asked to complete an admissions form advising of any medical conditions for which their child may require support at school.

Individual Health Care Plans

Individual healthcare plans and their review may be initiated in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child.

Individual health care plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or children's community nurse who can best advise on the particular needs of the child. Pupils may also be involved whenever appropriate. The aim is to capture the steps which The Glebe Primary School will take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

At the start of the new school year, or on receipt of a new diagnosis of a medical condition, every effort is made to ensure that suitable arrangements are put in place within two weeks.

We do not need wait for a formal diagnosis before providing support to pupils. In cases where a medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based upon the available evidence. This would

normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support is put in place.

Relevant (need to know) members staff are made aware of individual health care plans. A central register of individual health care plans is held by the school and it is reviewed at least annually and more frequently if required.

A copy of the current individual health care plan will be held by the parent / carer / school and where relevant, a health care professional. The individual health care plans will accompany the child on any out of school activities.

Administration and Storage of Medication in School

Only medicines which have been prescribed for a child will be administered in school. Parents should ensure that, wherever possible, medication is prescribed so that it can be taken outside the school day.

Should medication be required to be administered at school, parents / carers must complete an ***Administration of Prescribed Medicines in School Consent Form (see template B)***.

Medication cannot be administered without signed consent.

The completed Administration of Prescribed Medicines in School Consent Form and the prescribed medication should be handed by the parent/carer to (designated member of staff)

Medicines will only be administered if they are provided in its original container complete with a pharmacy label showing the child's name, dosage instructions and any relevant storage instructions. The product must be in date. The exception to this is insulin which must still be in date but will generally be provided to schools inside an insulin pen or pump, rather than in its original container.

At school we make sure all medication is stored safely and that pupils with medical conditions know how to access them. In the case of emergency medicines, they will have access to them immediately.

Parents are asked to collect all medications / equipment at the end of the school term, and to provide new and in date medication at the start of each new term.

Parents must let school know immediately if their child's healthcare needs change.

Parents/ carers are responsible for replenishing supplies of medicines and collecting no longer required / out of date medicines from school.

Children where competent can administer their own medicine. Parents will be requested to notify the school when this is the case (and request if this is to be supervised or not).

Parents / carers will also be required to request in writing if they wish their child to carry their own medication with them in school.

The school will keep an accurate record of all medication they administer or supervise administering, including the dose, time, date and staff involved. If a medication is not administered the parent / carer will be notified.

Disposal of Medication

If parents do not collect out of date / no longer required medicines within 14 days of being requested to do so the medicine will be returned by the school to a pharmacy for destruction.

Out of School Activities / Extended School Day

The school will meet with parents, pupil and health care professional where relevant, prior to any overnight or extended day visit, to discuss and make a plan for any extra care requirements that may be needed to support a child with a medical condition to participate. This is recorded in the child's individual health care plan which should accompany them on the activity.

Risk assessments are carried out on all out of school activities taking into account the needs of pupils with medical needs. School will make sure a trained member of staff is available to accompany a pupil with a medical condition on an offsite visit.

Record keeping as per guidance by DfE May 2014

- Records will be maintained in school for each pupil requiring the administration of medicine.
- Records will be stored in files in the school staff room and the resources centre near the secure storage of medicines.
- Children on long-term medication will have an Individual Health Care Plan (see Template A).
- Parents of children on long-term and short-term medication will be asked to complete an agreement for school to administer the medication (see template B).
- When parents bring new medication or collect expired medication from school they will be asked to sign (see Template C)
- A record of daily medicine administration will be kept by the designated person (see Template D).
- Also see the Administration of Medicines policy.

This policy relates to RRSA article 24:
Children have the right to the best health care possible.

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This Policy has been approved at a meeting
of the Governing Body of the Glebe Primary School

On:Summer 25.....

To be Reviewed : ...Summer 26.....

Chair of Governors: ...Gill Broome.....