



'Trying our best to be our best'

*Service and Stewardship. Justice. Peace and Forgiveness
Generosity. Thankfulness. Equality
Love and Compassion*

Welbourn Church of England Primary School

Medicines and Supporting Pupils with Medical Conditions Policy

PERSON RESPONSIBLE FOR POLICY:	<i>TRACY BOULTER</i>
APPROVED:	DECEMBER 2018
SIGNED:	
TO BE REVIEWED:	DECEMBER 2020

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Rationale

Welbourn C of E Primary School is committed to ensuring that children stay healthy and safe. Welbourn C of E Primary School has devised its medicines policy and adopted strict procedures, in relation to the administering and storage of medicines to protect the health and welfare of children and all users of the school.

Welbourn C of E Primary School has written this policy to ensure that best practice and procedures are carried out at the school. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Implementation of Policy

- If a child or adult requires medicines to be administered during a session at the school they will be encouraged to take responsibility for these themselves, for example with the use of asthma inhalers.
- Parents and carers should discuss the issues with a member of staff and agree on the action which is necessary to ensure the health and safety of the child or adult.
- Member of staff at the school are only permitted to administer medicines which have been prescribed from a General Practitioner (GP) and if the parents or carer has completed the School's *Administering Medicines Form* before the session (See next point.)
- Parents and carers wishing the school to administer medicine must complete and sign an 'Administering Medication Form' which are available from the main reception area or by request. ***NO MEDICATION WILL BE ADMINISTERED WITHOUT PRIOR COMPLETION OF THIS PERMISSION FORM.***
- The Headteacher will refuse a request to administer medication if they feel unable to carry out the task required or feel that they could be placing the child in danger.
- The school reserves the right to decline a request from parents and carers to administer medication which requires a level technical knowledge or training which the staff at the school does not possess the skills or training to carry out safely.

Supporting Children with Medical Conditions

Children and Families Act 2014

- The Children and Families Act 2014 includes a duty on schools to support children with medical condition and outlines how schools must make arrangements for supporting pupils at schools with medical conditions.
- At Welbourn C of E Primary School we will ensure that children with medical conditions are well supported. We have a range of experience of dealing with children who require this support including diabetics, asthma and other common childhood conditions.
- Mrs Claire Cottam is the named person with responsibility for supporting these children and for ensuring that sufficient staff are suitably trained.
- We have a commitment that all relevant staff will be made aware of the child's condition and will receive adequate training to ensure they are confident and well equipped to deal with the child's condition.
- In the event of the support adult's absence we provide cover arrangements to ensure someone is always available.
- Risk assessments for school visits, holidays, and other school activities outside of the normal timetable will be undertaken for all children with medical conditions and these will be shared with parents.
- We will monitor regularly all individual healthcare plans in liaison with the health practitioners, parents and the child concerned.

Procedure to be followed when notification is received that a pupil has a medical condition

- We will liaise with a new school when we know of a child coming to or going from our school and ensure arrangements are in place before the start of the relevant school term to ensure a smooth and stress free transition for the child and family.
- In situations where a child received a new diagnosis or children moving to a new school mid-term, we will make every effort to ensure that arrangements are put in place as soon as possible.
- At Welbourn C of E Primary School, we will not wait or rely on a formal diagnosis before providing support for a child's medical condition.

Individual Healthcare Plans

- Some children will require IHPs (Individual healthcare plans) as a result of their medical condition.
- IHPs help to ensure that schools effectively support pupils with medical conditions by providing a clear and explicit plan which is shared with all relevant members of staff.
- IHP s will outline what needs to be done to support the medical condition and the adults who are responsible.
- IHPs will be agreed by healthcare professional and parents and will be easily accessible to all who need to refer to them, while preserving confidentiality.
- IHPs should include the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education.
- IHPs will be reviewed annually or earlier if there is evidence that the child's needs have changed. Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan and the SENCO should work closely with the child, parents and other relevant staff.

- When a child returns to school following a period of hospital education the school will work with the child, parent and local authority to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Information Included in IHP

- The name of the medical condition
- What triggers the condition?
- Signs and symptoms to look out for
- Treatment and medication
- Facilities and equipment required
- Dietary requirements
- Specific support for child
- Persons responsible for each aspect of the plan

Procedure for Medicines

A member of staff will be assigned to administer medication for each individual child concerned.

They will also be responsible for ensuring that:

1. The medication consent form has been completed correctly and signed.
2. All necessary details are recorded and the staff member clearly understands the instructions for the medication. If the staff member is uncertain of any aspect they must consult the Headteacher immediately.
3. The medication is correctly labelled and stored according to the product instructions, in the original container and with written instructions from the manufacturer stored with the medication.
4. A member of staff must act as a witness to ensure when medication is being administered to ensure that the correct dosage is given and to offer support and practical assistance if required.

- If a child refuses to take their medication, staff will force them. The Headteacher will contact the child's parent/carer immediately and the incident recorded in the Incident Report Folder.
- Under no circumstances will staff at Welbourn C of E Primary School administer 'over the counter' medication. Only medication that is prescribed by a qualified medical practitioner will be administered at Welbourn C of E Primary School in line with this policy.
- Children and adults who carry their own medication will be requested to store the medication safely under the supervision of a member of staff until it is required.
- It is the parent or carer's responsibility to ensure that all medication is clearly marked with the child's name and regularly checked to see if it is still working and in date.
- If the type of medication or dosage changes and differs from information contained on the *Administering Medication Permission Form*, the parent or carer must complete a new form immediately.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

Any questions or concerns regarding this policy should be made to Mrs Tracy Boulter.