

St. Benet's Catholic Primary School

Administration of Medication and Supporting Children with Medical Needs Policy



Headteacher: Mr David Miller

Chair of Governors: Mrs Bernadette Davison

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Administration of Medication and Supporting Children with Medical Needs Policy

Introduction

St Benet's Catholic Primary School is an inclusive school; we recognize that children with medical needs have the same rights of admission to a school or setting as other children. We are committed to ensuring that children with medical needs receive proper care and support enabling them to participate in all activities appropriate to their own abilities.

The headteacher, governing body and employees at St Benet's Catholic Primary School wish to ensure that pupils with medical, in terms of both physical and mental health are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential. This policy has been produced to ensure the safe administration of medication or medical procedure. We are a Rights Respecting School: according to Article 27 of the UN Convention of the Rights of the Child, children had a right to a standard of living that is good enough to meet their physical and mental needs.

Aims

The school aims to:

- Assist parents in providing medical care for their children;
- Educate staff and children in respect of special medical needs;
- Arrange training for volunteer staff to support individual pupils;
- Liaise as necessary with medical services in support of the individual pupil;
- Ensure access to full education if possible, so that all pupils with medical conditions are able to participate in all aspects of school life
- Monitor and keep appropriate records.

Rationale

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of pupils have a common law duty to act in *loco parentis* and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

Entitlement

We believe that pupils with medical needs should be assisted wherever possible and that they have a right to the full education available to other pupils. We believe that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support whilst at school.

School Policy

At St Benet's Catholic Primary School employees are not legally required to administer medicine or supervise a child taking it. The prime responsibility for a pupil's health rests with the parents; (The term 'parents' in this policy includes guardians and carers) they are responsible for making sure their children are well enough to attend school.

It is generally accepted that school staff may support pupils with administration of prescribed medication or support a medical need whilst acting in *loco parentis*. However, this does not imply a duty upon school staff. We believe that all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved;
- Receive appropriate training;
- Work to clear guidelines;
- Have concerns about legal liability;
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Each request to support a pupil with a medical need will be considered on an individual basis. Parents should liaise with the head teacher to reach an agreement on the school's role in supporting their child's medical needs.

No medication will be administered without prior written permission from the parents.

Children should remain at home when they are acutely unwell. Medicines will only be administered when it would be detrimental to a child's health if the medicine is not administered during the school day.

Under no circumstances will aspirin, or other preparations containing aspirin, be given to children under the age of 16.

Expectations

It is expected that:

- Any pupil with a medical condition requiring long-term medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record which are stored safely school. Inhalers will be kept in classrooms for easy access.
- Where parents have written to request the school to administer the medication for their child the prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage cannot be administered outside of school hours or has to be taken with meals. The name of the pharmacist should be visible. School staff will not accept any medications not presented as described. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- Staff are trained by professionals and parents in some instances to administer medicines such as EpiPens.
- Controlled drugs (such as Ritalin) may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence. Controlled drugs will be stored in a locked non-portable container and only named staff will have access.

- Asthma inhalers will be stored in classrooms with a record card to monitor usage. This will be given to parents or carers when completed so they are aware of the child's usage. A central record will be kept of asthma sufferers.
- Staff will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- St Benet's Catholic Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Any medicines brought into school by the staff e.g. headache tablets; inhalers for personal use will be kept securely in appropriate storage and kept out of the reach of the pupils. Staff medicine is the responsibility of all staff concerned and not the school.

The headteacher is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained.
- All staff are made aware of a child's condition.
- Cover arrangements in case of staff absence/turnover is always available.
- Supply teachers are briefed.
- Risk assessments for visits and activities out of the normal timetable are carried out.
- Individual healthcare plans are monitored regularly and reviewed annually or earlier if evidence is presented that the child's needs have changed. The plan should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimizes disruption.
- Transitional arrangements between schools are carried out.
- If a child's needs change, the above measures are adjusted accordingly.

Procedures to be followed

Parents must complete and sign form **Parental Agreement for St Benet's Catholic Primary School to Administer Medicine** giving the dose, method of administration, the time and frequency of administration, other treatment, and any special requirements.

All essential medication should be brought to school by the parent. It should be delivered personally to the headteacher or designated member of staff.

All medication taken in school must be as originally dispensed.

No medication will be administered without prior written permission from the parents;

Only in exceptional cases will employees administer non-prescribed medicine to a child and only when there is specific written consent from the parent.

Where appropriate, information, instruction and training will be provided by health professionals for employees who volunteer or are contractually involved in the administration of medicines or supporting pupils with medical needs.

Where practicable, the school will ensure that alternative arrangements are in place for those occasions when employees who provide support for pupils with medical needs are absent or unavailable.

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

A record will be completed each time medication is given or medical procedure is carried out.

Responsibility of Parents

Parents must provide the headteacher with detailed information about their child's medical condition, whether this is before the child starts school or if a condition develops whilst the child is attending school.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

All medication must be delivered to the headteacher or nominated employee by a parent in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements
- Expiry date

The school will not accept medication that has been removed from the original container.

Parents should: -

- Request the prescriber where clinically appropriate, to prescribe in dose frequencies which enable the medicine to be taken outside school hours.
- Provide the headteacher with comprehensive information regarding their child's condition or medical need and about the medication or support their child needs whilst in school.
- Inform the school in writing of any changes to the prescription, the administration regime or the support required. This should be provided in conjunction with the GP or other medical professional as appropriate.
- For pupils on long-term medication the request form should be renewed following any changes or in any event at the beginning of each new school year.
- Collect and dispose of any unused or expired medicine at the end of each term.
- Ensure that medicines have not passed the expiry date.
- Where appropriate provide written permission for their child to self-administer medicine
- It is the parent's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within expiry date.

Refusal of medication or medical procedure

If a child refuses to take their medication, staff will not force them to do so. Parents will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet.

Health Care Plan

Where appropriate, a personal Health Care Plan (HCP) will be drawn up in consultation with the school, parents and health professionals. The HCP will outline the child's needs and the level of support required in school. The following information should be considered when writing an individual healthcare plan:

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- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed including in emergencies.
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements.
- Who in school needs to be aware of the child's condition and the support required.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate.
- Confidentiality.
- What to do if a child refuses to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.
- Where a child has SEND but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan.

Educational Visits

To ensure that as far as possible, all children have access to all activities and areas of school life, this school will make every effort to continue the administration of medication to children whilst on educational outings or residential visits. This is however something that will be discussed with parents on an individual basis.

Where pupils are required to take medicine during a day trip etc:

- Arrangements should be made to administer them in accordance with this policy.
- Pupils with medical conditions should not be precluded from taking part in day trips, residential visits or sporting activities unless evidence from a clinician such as a GP states that this is not possible.
- Teachers should be aware of how a pupil's medical condition may impact on their participation.
- School will consider any reasonable adjustments that may need to be made to enable pupils with medical conditions to participate fully and safely on visits.
- A risk assessment will be undertaken to ensure the safety of all children and staff.

Storage

Medication will be kept in a secure place, out of reach of pupils.

Disposal of Medicines

Staff should not dispose of medicines. Parents/Carers are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They should also collect medicines at the end of each term.

Confidentiality

We will treat all medical information confidentially. The headteacher will agree with the parent/carer who should have information about the medical needs of a child.

Emergency Procedures

- a) Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- b) Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- c) If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

Avoiding unacceptable practice

The following behaviour is unacceptable in St Benet's Catholic Primary School:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition

Monitoring and Reviewing

This policy will be reviewed on an annual basis.

This policy was reviewed by Governors on: May 2022





St Benet's Catholic Primary School

The Management of Medication in School Form:

Parental Agreement for St Benet's Catholic Primary School to administer medicine.

St Benet's Catholic Primary School will not give your child medicine unless you complete and sign this form.

Name of School:	St Benet's Catholic Primary School	Date:
Name of child:	Date of birth:	Class:
Medicine condition or illness: <i>(Must be in the original container as dispensed by the pharmacy)</i>		
Name/ type of medicine <i>(as described on the container)</i>		
Date dispensed		
Expiry date		
Agreed review date to be initiated by <i>(name of member of staff)</i>		
Dosage and method		
Is your child able to self-administer		
Timing		
Special precautions		
Any special instructions		
If tablets – quantities given to school		
Are there any side effects that the school needs to know about?		
Procedures to take in an emergency		
Contact details		
Name		
Relationship to child		
Contact telephone number <i>(include at least 2)</i>		
Address		
GP surgery details <i>(include contact telephone number)</i>		

I understand that I must deliver the medicine personally to St Benet's Catholic Primary School headteacher. I accept that this is a service that St Benet's Catholic Primary School is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signature(s):

Date:

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