



## Dallimore Primary and Nursery School Medical/Medicines Policy

### Introduction

At Dallimore Primary and Nursery School, children with medical conditions will be properly supported in school so that they can play a full and active role in school life, achieve their academic potential and enjoy the same opportunities at school as any other child.

Section 100 of the Children and Families' Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions. 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 in school so that they can play a full and active role in school life, remain healthy and achieve their full potential.

This policy has been written following the Supporting Pupils at School with Medical Conditions guidance issued by the DfE, April 2014 (updated August 2017).

### Aims of the Policy

- To ensure the safe administration of medicines to children where necessary and to help support attendance.
- To ensure the on-going care and support of children with long term medical needs via a health care plan.
- To explain the roles and responsibilities of school staff in relation to medicines.
- To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness.
- To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage.
- To outline the safe procedure for managing medicines on school trips.

### Administration of Medicines

School can only administer medicines prescribed by a doctor, dentist, nurse or pharmacist and medication that needs to be administered 4 times per day **or** if it specifically states before/with lunch **or** if circumstances deem that parents are unable to administer this at the correct time e.g. medicines which cannot be administered outside of school hours, occasions when a child is attending an after school club which then puts the timings of taking 3 doses of medicine outside the boundary etc School **cannot** administer non-prescriptive medicines nor will children be allowed to bring them in and take them e.g. if a child brings 'Calpol' due to a toothache this cannot be administered unless specific instructions from a dentist are enclosed.

Where it is essential for medicines to be administered:

- Parents will need to fill in a medicines permission slip.
- Parents are responsible for bringing the medicine into school and for taking it home and must not be brought by the child.

- Parents will need to provide the medication in its original container that carries the original label detailing, name, dosage, frequency of dose, expiry date.
- Office staff will be responsible for the administration of such medicines within the school day in main school, in the Foundation unit a member of staff will administer. They will ensure that dosages are checked before administration and that logs of treatments are kept.
- On a school trip the medication will be kept and administered by the named first aider.
- Medicines will be kept securely or in suitable storage if the instructions require this (eg in a fridge)
- Inhalers may be carried and used by children where that is appropriate and judged to be safe by staff. Parents are asked to provide an additional inhaler to be kept in the office or classroom if an inhaler runs out or is lost. In an emergency another child's inhaler may be administered.

### **Emergency medicines**

A child's individual healthcare plan will clearly define what constitutes an emergency and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed.

If a child is taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Accurate information about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital.

### **Sun-screen**

Children will be allowed to put on their own sun screen when appropriate. If sunscreen is brought into school it should be labelled with the child's name and given to the teacher for safe keeping. Sun screen stations are located at three points around the school in the spring/ summer seasons.

### **Long Term or Complex Medical Needs/ Individual Health Care Plans**

School will co-operate with health care professionals in the treatment of children whose needs are long term or complex.

We will participate in the drawing up of health care plans. Their purpose is to ensure that they provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and they are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.

The healthcare plan is a confidential document. The level of detail within will depend on the complexity of the child's condition and the degree of support needed. Where a child has a special educational need, but does not have a statement or EHC plan, their special educational needs will be mentioned in their individual healthcare plan.

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 for the child. Plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. Specialist or community nurse. Wherever possible, the child will also be involved in the process. The

aim is to capture 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. Responsibility for ensuring the plan is finalised rests with the school.

Dallimore Primary and Nursery School will ensure the individual healthcare plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. The plans are devised with the child's best interests in mind, ensuring that an assessment of risk to the child's education, health and social well-being is managed minimising disruption. Reviews will be linked to any education healthcare plan the child may have.

The school's Intimate Care Policy provides further clarification regarding dealing with specific needs.

### **Medical needs related to food**

There may be occasions when children require a special diet due to allergies certain food types eg nut allergy or intolerance to gluten/ wheat.

The catering service is well equipped to provide meals for children with allergies/ intolerances. However, this cannot be done unless parents provide medical evidence stating the medical condition and which food types should not be given to the child. A form must be completed by the parent and the school and submitted to Catering Section at Derbyshire County Council, Matlock.

If parents cannot provide this then a standard school lunch will be provided.

### **Training for Staff**

The school will ensure that as many staff as possible are trained in first aid and that the training is kept up to date. Where training in the administration of medication is required we will also ensure that it is given and kept up to date.

If Individual Healthcare Plans determine that additional training is required then school will ensure that this is met and up to date.

### **Record Keeping**

Staff administering first aid will log the treatment on the school log sheet for minor incidents. In the event of more serious injury from an accident (eg) unconsciousness, broken limbs or hospitalisation, the relevant Health and Safety Executive forms will be used.

### **Risk Assessments**

Certain medicines and procedures will involve risks to staff and pupils. Appropriate risk assessments will be carried out by the Headteacher in these cases.

### **Review**

This policy will be reviewed on an annual basis.

**This Review- May 2018**

**Next Review- May 2019**