

ST. PIUS X CATHOLIC PRIMARY SCHOOL



Supporting Pupils with Medical Conditions (Medical Provision Policy)

MISSION STATEMENT

Together in God's loving family,
we believe, we learn, we grow.

Last Revision Date	January 2024
Date of next revision:	January 2026

St. Pius X Catholic Primary School

Medical Provision Policy

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STATUTORY REQUIREMENT

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication. Exceptional circumstances are where the pupil suffers from a life-threatening condition, which could result in loss of life if medication is not administered.

Ultimately parents have the prime responsibility for their child's health and should provide schools with information about their child's medical condition at all times.

RATIONALE

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. An individual health care plan is put in place for long term medical needs to help staff identify the necessary safety measures in supporting their children and ensure that they and others are not put at risk.

Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. St. Pius X's Catholic Primary School is committed to ensuring that children with medical needs have the same right of access as other children.

INTRODUCTION

This policy has been formulated as part of the school Health and Safety Policy and Arrangements.

In this policy we outline our management systems to support individual children with medical needs who require access to their medicines whilst in school, in accordance with the Medicines Standard of the National Service Framework for Children.

PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'.

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child going home during the lunch break or by the parent visiting the establishment. However, this might not be practicable and in such a case parents may make a request for medication to be administered to the child at the school.

It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, please ask the doctor/prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, at tea-time and at bedtime.

We will accept medicines that have been prescribed by a doctor, dentist, or nurse prescriber. Parents will need to complete a 'Request for School to Administer Medication' form, see Appendix A. Medicines should be supplied in a measured dose. The child will be supported to administer the medicine under the supervision of a member of staff.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

A written record will be kept of the administration.

All emergency medicines (asthma inhalers, epi-pens etc.) are readily available and not locked away.

PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES ON TRIPS AND OUTINGS

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be made aware of any medical needs and relevant emergency procedures. Where necessary individual risk assessments should be conducted. Parents will complete a 'Parental Consent for Administration of Medication on a School Visit' form, see Appendix B.

It should be ensured that a member of staff who is trained to administer the medicine accompanies the pupil on the trip e.g. any specific medication (e.g. epipens) and that they ensure the appropriate medication is taken on the visit.

Medicines should be kept in their original containers.

CLEAR STATEMENT ON THE ROLES AND RESPONSIBILITIES OF STAFF MANAGING THE ADMINISTRATION OF MEDICINES

The Head Teacher is responsible for making sure that staff have appropriate training to support children with medical needs. The head also ensures that there are appropriate systems for sharing information about children's medical needs. Training is given to staff to ensure sufficient understanding, confidence and expertise. Arrangements are in place to update training on a regular basis. A health care professional provides the training and subsequent written confirmation of proficiency in any medical procedure.

The head teacher is responsible for putting the policy into practice and for developing detailed procedures. For a child with medical needs, the head teacher/deputy head teacher will agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, advice will be sought from the school nurse or doctor, the child's GP or other medical advisers and, if appropriate, the LEA.

The Governing Body – will approve/review the policy on assisting pupils with medical needs or this can be delegated to the Head Teacher. They will follow the health and safety policies and procedures produced by the Local Authority.

Teachers and Other Staff - All staff are made aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover will be arranged for when the member of staff responsible is absent or unavailable. At different times of the day other staff may be responsible for children, such as lunchtime supervisors, they are also provided with training and advice.

The School will ensure that there are sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties. It is important that responsibility for child safety is clearly defined and that each person involved with children with medical needs is aware of what is expected of them.

Close co-operation between schools, settings, parents, health professionals and other agencies helps to provide a suitably supportive environment for children with medical needs

STATEMENT ON PARENTAL RESPONSIBILITIES IN RESPECT OF CHILD'S MEDICAL NEEDS

Parents/carers should be given the opportunity to provide the school with sufficient information about their child's medical needs if treatment or special care needed.

They should, jointly with the head/senior management team, reach agreement on the school's role in supporting their child's medical needs, in accordance with the employer's policy. The head/senior management team will always seek parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child.

Local health services can often provide additional assistance in circumstances where parents have difficulty understanding or supporting their child's medical condition themselves.

NEED FOR PRIOR WRITTEN AGREEMENT FROM PARENTS FOR ANY MEDICINES TO BE GIVEN TO A CHILD

In such cases where it is not possible for parents to administer the medicine themselves at school or where it is impossible to manage the dose at home they may make a request for medication to be administered to the child at the school. They must do this on the official form supplied, see Appendix A

THE CIRCUMSTANCE IN WHICH CHILDREN MAY TAKE ANY NON-PRESCRIPTION MEDICINES

The school will accept non-prescription medicines from parents. The medicine must be in its original packaging. The child will take the dose of medicine themselves under the supervision of a member of staff who will sign the written record to show that the correct dose has been administered, unless they are unable to do so due to age or Special Educational Need or Disability (see section 'need for prior written agreement from parents for any medicines to be given to a child'). Parents will need to complete a form, see Appendix A, Parental Agreement for School/Setting to administer Medicine. A written record will be kept of the administration. Under no circumstances must the dose exceed the guidance given on the back of the package. This applies to dose, maximum dose over the course of a day and maximum dose without consulting a doctor. Written advice will be needed from a doctor, dentist or nurse prescriber if the dose is to exceed the maximum stated on the packaging.

Children are not allowed throat sweets/medication unless they have been prescribed and the parent has completed the school's official form, see Appendix A.

THE SCHOOL POLICY ON ASSISTING CHILDREN WITH COMPLEX MEDICAL NEEDS

Some children and young people with medical needs have complex health needs that require more support than regular medicine. The school will always seek medical advice about each child or young person's individual needs. Please see 'Children with Health Needs that cannot attend school' Policy for further information. A health plan will be in place. All staff will be made aware of the child's needs, and given training in dealing with emergency situations. The school is aware that if a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school. The impact may

be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on the child.

Medicines will always be stored safely but keeping in mind issues of accessibility as in the case of Asthma pump users. Children are not allowed throat sweets/medication unless they have been prescribed and the parent has completed the necessary pro-forma.

STAFF TRAINING IN DEALING WITH MEDICAL NEEDS

All support staff have basic first Aid training.

7 members of staff are currently Paediatric First Aid trained.

Designated members of staff are Epilepsy and Asthma and Anaphylaxis trained.

A record of these members of staff is kept in the school office and monitored to ensure training is kept up to date.

RECORD KEEPING

Parents should tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

A record is kept of medicine stored in the first aid cupboard in the school office. This details the name of the medication, the name of the child it is for, the medical condition it is for and the expiry date of the medication. Medication expiry dates are checked on a monthly basis by office staff and parents contacted 2 months before the expiry date to give sufficient time for the medication to be updated. Out of date medication is not to be given to children and it is the parent's responsibility to provide the school with medication for their child's needs.

A record is always kept of medicine administered by a member of staff, see Appendix C

SAFE STORAGE OF MEDICINES

Ideally, controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week's supply.

Controlled drugs are stored in a controlled, secure cupboard in the office. If drugs need refrigeration they are kept in the fridge in the kitchen by the office. Other drugs like epi-pens are stored in the office, safely.

ACCESS TO SCHOOL'S EMERGENCY PROCEDURES

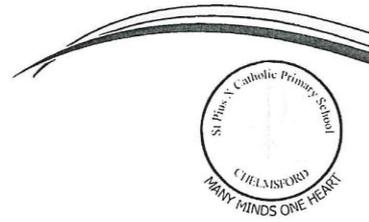
The decision to phone for an ambulance will be made following assessment of the child's condition by any first aid trained member of staff.

APPENDIX A

St Pius X Catholic Primary School

Tennyson Road
Chelmsford
Essex CM1 4HY

Tel: 01245 354875
Email: admin@st-piusx.essex.sch.uk
www.stpiusxchelmsford.co.uk
Head Teacher:
Mrs S Derbyshire B.Ed (Hons)



REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Pupil's Full Name: _____ Class: _____

Address: _____

Condition/Illness: _____

Name/Type of Medication: _____

For how long will child be required to take medication? _____

Date Treatment Started: _____

Frequency of Dosage: _____ Timing: _____

Additional instructions/information: (e.g. before/after food, interaction with other medicines, possible side effects, storage instructions) _____

Emergency Contacts:

Name: _____ Relationship to child: _____

Daytime telephone number: _____

OR

Name: _____ Relationship to child: _____

Daytime telephone number: _____

I understand that medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. It is the parent's responsibility to collect the medicine at the end of the school day.

I accept that the School has a right to refuse to administer medication.

Name: _____ Relationship to child: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Head Teacher



Together in God's loving family, we believe, we learn, we grow.

St Pius X Catholic Primary School fully complies with information legislation. The full details on how we use your personal information is available on the school website under Privacy Notices or call 01245 354875 if you are unable to access the internet.

APPENDIX B

St Pius X Catholic Primary School

Tennyson Road
Chelmsford
Essex CM1 4HY

Tel: 01245 354875
Email: admin@st-piusx.essex.sch.uk
www.stpiusxchelmsford.co.uk
Head Teacher:
Mrs S Derbyshire B.Ed (Hons)



PARENTAL CONSENT FOR ADMINISTRATION OF MEDICATION ON A SCHOOL VISIT

Visit to _____

From _____ to _____

1. I agree to _____ (name) taking part in this visit.

2. I agree to authorise members of staff during the visit to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner. Staff are also authorised to administer medication such as calpol, paracetamol, piriton and travel sickness tablets etc. in loco parentis.

3. Medical conditions / relevant history

4. Is your son / daughter allergic to any medication Yes / No
If yes, please specify _____

5. Date of last tetanus _____

6. Dietary requirements

7. Name, address and telephone number of family doctor

Signed _____ (Parent / Guardian) Date _____
Address and telephone number (please include a mobile telephone number)

Alternative telephone number (emergency use only)

Signed: _____
Head Teacher



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