Medicine Management Policy

25

December 2024

Review due: Sept 2025

1 Legislation and Statutory Responsibilities

Duncombe Primary School will ensure that pupils with medical conditions receive appropriate support and care at school. This policy is written with regard to Section 100 of the Children and Families Act 2014 and is also based on the Department for Education statutory guidance: Supporting Pupils at School with Medical Conditions. This should be read in conjunction with our equalities policy. At all times the safeguarding of children will be our prime concern.

2 Aims of the policy

We aim to ensure that any child that can attend school can do so. We want to support children that require medication to fully participate in education and seek to ensure that no child receives less than their entitlement due to their medical condition. We also want parents, staff and pupils to understand how we support any children with medical conditions in the school.

3 Roles and Responsibilities

3.1 The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Duncombe Primary.
- Ensuring that the Supporting Pupils with Medical Conditions Policy, as written by the DfE, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring that written records are kept of any medicines administered to individual pupils.

The full governing body will review the arrangements each year.

3.2 The Head Teacher is responsible for:

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Duncombe Primary.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding training required for staff

- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
-

- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

3.3 Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertake training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

3.4 Parents and carers are responsible for:

- Ensure the school has a complete and up-to-date care plan for their child and be involved in the drafting of IHP's.
- Ensure their child has regular reviews with their health care professional.
- Keeping the school informed about any changes to their child/children's health. Including changes to their child's condition. **If their child no longer requires medication, this will need to be put in writing by a medical professional to the school.**
- Complete a parental agreement for school to administer medicine before bringing medication into school. This will be signed in the care plan for long term medication and in the short-term medication form for medication needed for a few days.
- Providing the school with the medication their child requires and keeping it up to date.
- Medications, including inhalers, need to be in original packaging. We require the pharmacy label on the medication which clearly states the child's name and date of birth.
- Medication needs to be in date. Any expired medication will not be used in school and it is the responsibility of the parent/carer to update this.

We will not accept medication without the child's full name, name of medication and expiry date.

3.5 School nurses are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support and informing the school

3.6 The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

4.0 Procedure when the school is notified that a pupil has a medical condition and Individual health Care Plans

- Parents/carers will be invited to a meeting as soon as possible after the school has been informed. The information about the medical condition may come from the parent, the school nurse, a health visitor or other medical professional. The pastoral Manager will invite the parents and if necessary any other relevant health professions to the meeting.
- Relevant information including, diagnosis, signs and symptoms and treatment plan will be covered and an IHP will be created for that individual.
- The IHP will be developed with the best interests of the child and will give clear information about who gives the medication, when and the correct dosage.
- Not all children with a medical condition will require an IHP.
- All IHP's will be linked to the Special Educational Needs (SEN) or Education Health and Care (EHC) plan. If a child has SEN but does not have SEN or EHC plan then, the SEN will be mentioned in the IHP.
- Support for social, emotional needs will be discussed such as how absences will be managed or any additional support the school can offer.
- The day-to-day responsibility for IHP's for children and young people rests with the Head teacher
- The responsibility for the supervision and admission of medication lies with the designated trained member of staff who will have daily contact with the individual pupil. If that person is not available another designated trained member of staff will administer the medication. This will include what to do in an emergency and who to contact.
- Parents will be given clear information about who is responsible in the school and who to contact to ask questions or give information. This will be reviewed annually or if the school has been informed there has been changes to the child's medical needs.

5.0 Short term medicine procedure

- This applies to all pupils including those who do not have an individual health care plan but need medication to be administered during school hours.
- Parents must complete the short-term medical form which will include information about the prescribed medication like the dosage, what time it has been given and the allocated member of staff that will administer the medication.
- The process is discussed with the member of staff and both the parent/carer and staff member sign the form.
- Prescribed medicines must be in date, prescribed by a Doctor and provided in the original container with dosage instructions, child's full name and DOB.
- The medication is stored appropriately and in a safe place and handed back to the parent/carer at the end of the day.
- No pupil can be given medicine without the parental consent

Staff Training

Staff that are responsible for supporting children with medical needs will receive appropriate and up to date training. The type of training will be identified when the IHP is created for the child and the relevant healthcare professional will help suggest the training needed for staff.

Training will be kept up to date and will ensure that staff are competent and compliant in giving medication to the individual. It will also ensure that staff have a clear understanding of the child's medical needs and how best to support them. This will in turn fulfil the needs of the IHP.

The Pastoral Manager will review training for staff and IHP in school and will update any changes to the plan. Staff will be informed of changes. Teachers and support staff will receive training about individual pupils.

Record keeping

Duncombe Primary will keep written records of all medicines administered to children. The record will be kept in the medical folders and include date, time, dosage and name of the member of staff who administers the medicine.

Staff will also record any accidents that happen during the day. A log is kept of the accident in the class medical folders. If a child has a bump to the head, then a letter is also sent home to the parent to notify them along with a text message. These are also logged in the class folders. Head bump stickers are issued to make all staff aware that the individual has had a bump to the head.

Any accident with a child having to take a trip to the GP or A&E is logged and recorded with the local authority by completing a RIDDOR report. https://www.hse.gov.uk/riddor/index.htm.

Accidents that involve staff will be logged in the staff accident book and recorded with the local authority by completing a RIDDOR report.

Unacceptable Practice

It is unacceptable at Duncombe Primary to:

- Prevent pupils from easily accessing their inhalers and medication
- Prevent pupils from drinking or eating if needed to manage their medical condition
- Assume that every pupil with the same condition needs the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence unless there is good reason to challenge those views
- Exclude pupils from lunchtime or after-school activities because of a medical condition- reasonable adjustments should be made as a risk assistant may be required.
- Prevent pupils from participating, or create barriers to normal school activities including day trips and school journeys
- Leave children who are ill unattended

Day trips, residential visits and sporting activities

Duncombe Primary will make every effort to ensure that all children are included in the full range of school activities. The school will make sure that reasonable precautions are taken to safeguard children's health and carry out risk assessments for trips and school journeys which consider the individual child's needs. Parents will not be required to accompany their children on school trips or journeys unless this is a normal activity.

Complaints

At Duncombe Primary, we will work with parents to ensure that children and young people with medical conditions are treated fairly and in a way that will promote good health outcomes.

All complaints should be made under the school's Complaints Policy. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.