



## **CROPREDY CE PRIMARY SCHOOL**

### **Administration of Medication**

#### **General rationale:**

Cropredy CE Primary School recognises its responsibility to ensure that pupils with medical needs have access to high quality educational support to enable them to continue their education effectively. Good communication and cooperation between the school, home and other professionals are essential. A named person is responsible for the effective implementation of this policy.

#### **Aims:**

The key aims of the policy are to:

- provide continued education as normally as the condition allows
- reduce the risk of lowering self-confidence and educational achievement promote equal access to education for all children and young people
- establish effective liaison between agencies and the family
- ensure that prompt action takes place

#### **Outline of Expectations:**

- This school is an inclusive community that aims to support and welcome pupils with medical conditions.
- This school aims to provide all pupils with all medical conditions the same opportunities as others at school.
- We will help to ensure they can:
  - + be healthy
  - + stay safe
  - + enjoy and achieve
  - + make a positive contribution
  - + achieve economic well-being.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.

- Staff receive training on the impact medical conditions can have on pupils.

## **This policy forms a part of our health and safety policy**

### **If children are acutely unwell then they should always be kept at home.**

It is the policy of the school not to administer children medicines unless staff are specifically trained for that purpose e.g. in the case of allergy to nuts. However, a member of staff will supervise a child if medicine is needed in order to enable a child to have a shorter leave of absence.

Medicines should only be taken in school when essential. Medicines will only be accepted in schools if they have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should be provided in the original container and include the prescriber's instructions for administration. In exceptional circumstances staff will supervise this.

Where medicines are prescribed in dose frequencies that can be taken out of school this is considered to be preferable.

No child will be given medicine without their parent's written consent. Any member of staff supervising medicine should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

If in doubt medicines should not be taken and a check should be made with the parents.

If a child refuses to take medicine they must not be forced, a note should be made and the parents informed immediately. If the refusal results in an emergency the school's emergency procedures should be followed.

If children are to be supervised when taking medicines then the headteacher agreement should be completed.

Documentation to support the administration of medication is organised via the school office.

### **Long term medical needs**

If a child has long term medical needs then the school must be made aware before the child is admitted to school or when they first develop a medical need. Special arrangements may be necessary for children who attend hospital appointments on a regular basis. A written health care plan may be helpful in some circumstances.

### **Educational visits**

Staff supervising an excursion should always be made aware of any medical needs. If there is a health care plan this should be taken on the visit. If staff are concerned about a child's safety or the safety of others on a visit they should seek the parental views and medical advice from the school health service or child's GP. Additional care plans and procedures will be discussed with parents and school staff to ensure all pupils are able to participate in school trips and residential trips.

### **Roles and Responsibilities**

#### *Parents*

It only requires one parent to agree or request that medicines are taken. Where parents disagree over medical support the disagreement must be resolved by the court. The school will continue to

supervise the taking of medicine in line with consent given and in accordance with the prescriber's instructions unless and until the court decides otherwise.

Parents will be given the opportunity to provide the Headteacher / SENCo with sufficient information about their child's medical needs if treatment or special care is needed. An agreement should be reached on the school's role in supporting a child's medical needs, in accordance with the employer's policy. Agreement on passing on information to other staff should be sought.

#### *The employer*

The Governors are responsible for ensuring that staff have appropriate training to support children with medical needs. The Governors should also ensure that there are appropriate systems for sharing information about a child's medical needs. A health care professional should provide written confirmation of proficiency in any medical procedure. Training is specific to the individual child concerned.

#### *The Head Teacher*

The head teacher must ensure that staff receive training. For a child with medical needs, the head will agree with the parents exactly what support can be provided. Where a parent's expectations are unreasonable, the head will seek advice from the school nurse or doctor and the child's GP.

#### *SENCO*

The SENCO will liaise with external professionals to ensure that staff and parents are fully informed of the correct support and procedures to ensure the child's medical needs are met.

#### *Teachers and other staff*

Staff with children with medical needs should be informed about the nature of the condition and know when and where the children will need extra attention. This information should be provided by the child's parents and health professionals. All staff will be informed of the action that needs to be taken if an emergency arises.

#### *School staff giving medicines.*

Any member of staff who agrees to accept responsibility for administering or supervising prescribed medicines to a child should have appropriate training and advice.

Children who are asthmatic are encouraged from KS2 to take responsibility for their inhalers. School staff in the Foundation Stage and KS1 will support the children to administer the asthmatic medication. School staff will remind children of the need to bring the inhalers with them for PE and on school trips.

Medicines are stored in the school office, staffroom or in the child's classroom dependent on the needs of the child. (Termly List provided by SENCo) Medicines are stored out of reach of children except for inhalers. A record of Asthmatic pupils to be created and update as needed.

### **Emergency Procedures**

In the event of an accident children will inform a member of staff. A member of staff should always accompany a child to hospital by ambulance and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatments when parents are not available. Staff should never take a child to hospital in their own car unless the parents have given consent. There should always be two adults if this is the case. If a child has an individual health care plan this will include instructions on how to manage the child in an emergency see full Medical policy for further information

**Designated Teacher: Phil Goldsworthy**

**Date of Policy: 6<sup>th</sup> September 2023**

**Date agreed with Governing Body: 17<sup>th</sup> October 2023**

**Date of Review: September 2024**