

Hinchley Wood Primary School



PUPIL'S HEALTH AND THE ADMINISTRATION OF MEDICINE POLICY

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Hinchley Wood Primary School has adopted Surrey County Council guidelines 'Young People's Health and the Administration of Medicines' and the School's procedures are based on this guidance. A copy of the guidelines is available from the school office on request.

A copy of this policy is available from the school office or website www.hinchley-wood-primary.surrey.sch.uk

Statement:

Staff, while they are responsible for the care and control of children at Hinchley Wood Primary School, are expected to take the same care that a reasonable, responsible, and careful parent would take in similar circumstances.

The Governing Bodies responsibilities:

- make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

Headteachers responsibilities:

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any child with a medical condition who has not been brought to the attention of the school nurse

Parents' responsibilities:

- At the time of their child's admission, to provide sufficient information about their child's medical condition and any treatment or special care needed and to keep the school informed of any new or changing needs.
- To ensure that there are clear and up-to-date contact details so that a parent, carer, or other appropriate adult can be contacted at all times.
- To ensure their child is well enough to attend school and participate in the curriculum unless their GP advises that the child should attend while still needing to take medicines or the child has a chronic condition
- To keep the child at home for 48 hours from the ending of a bout of sickness and/or diarrhoea.
- The administration of medicine is the responsibility of the parent but school staff will normally administer prescribed medication for a long term condition e.g. asthma, and for which they have clear written instructions signed by the parent. The form for this is available from the school office - see also appendix I.
- To hand to and collect medication from the office
- To ensure all medication is in its original container with the pharmacist's written instructions.
- Children can, with the consent of the parent, self-administer medication. This will be under the supervision of a member of staff.
- To advise the office when medication, such as inhalers, is due to go out-of-date, and collect and replace as necessary.

Staff responsibilities:

- Office staff will normally administer medication although this may, from time-to-time, be another member of staff. Only prescribed medication will be administered.
- In line with SCC guidance, Ibuprofen will only be administered if prescribed by a doctor.
- Staff can decline to administer medication.
- Medication is stored appropriately in marked box in first aid cupboard or fridge in the school office
- Staff are provided with information and training but if they feel unsure they should ask their line manager for support
- To record, if required by the parents, any medication given or supervised. The records for this are kept in the First Aid cupboard - see also appendix II.
- Staff will ensure all medications for children going on staff trips has been collected from the school office before the trip and is returned after the trip
- If a pupil refuses to take medication, the school informs the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

Any pupil with a medical condition requiring 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.

Individual Healthcare Plans (IHPs)

The following information should be considered when writing an individual healthcare plan:

- 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.
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self-administered (children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- 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 SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan.

Medical Emergencies:

- Staff will take immediate, appropriate action.
- If required, a member of the office team will call the emergency services giving clear information on the condition of the child and the location of the school.
- A senior member of staff, or nominee, will contact the parent.
- A senior member of staff, or nominee, will meet the emergency services and direct them to the child.
- If the child needs to go to hospital and the parent is not available, a member of staff will accompany the child.
- In the unlikely event of a child having to be taken to hospital by car then another member of staff would be accompany the driver.

Pupils with known medical needs:

A senior member of staff, liaising with parent, and other professionals, will prepare a medical plan for each individual child.

Health professionals:

Hinchley Wood Primary School is supported by the School Health Service and other health professionals.

PUPIL MEDICATION REQUEST

School Name and Address: **Hinchley Wood Primary School**
 Claygate Lane
 Esher
 Surrey - KT10 0AQ



Child's name: _____

Parent's surname if different: _____

Condition or illness: _____

Parent's telephone numbers:

home: _____ work: _____ mobile: _____

Please tick the appropriate boxes:

- I agree to members of staff administering medicines/providing treatment to my child as directed below.
- I have provided a spoon/syringe for this
- I agree to update information about the child's medical needs held by the school
- I will ensure that the medicine held by the school has not exceeded its expiry date

Signed: _____ Date: _____
 (Parent)

Name of medicine	Dose	Frequency/times	Completion date of course if known	Expiry date of medicine
Special Instructions:				
Allergies:				
Other prescribed medicines Child takes at home:				