

West Earlham Infant and Nursery School

Supporting Children with a Medical Condition Policy, including the Administering of Medicines.

1. Policy Statement

- a. West Earlham Infant and Nursery School is an inclusive community that welcomes and supports children with medical conditions. We believe that all children, young people and their families have the right to be healthy, happy, and safe; to be loved, valued and respected; and have high aspirations for their future. We work with families to ensure that all children can access education regardless of any physical or mental health condition. West Earlham Infant and Nursery School aims to provide all children with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life.

2. Roles and Responsibilities in School

- a. Anyone caring for children including teachers and other school staff has a common law duty of care to act like any reasonably prudent parent. This duty of care can extend to taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.
- b. **The Headteacher:** The Head should make sure that all parents and staff are aware of this policy and procedures for dealing with medical needs. The Head should also make sure that appropriate systems for information sharing are followed. For a child with medical needs, the Head will agree with parents exactly what support can be provided. Should families expectations appear unreasonable, the head will seek advice from the school nurse, the child's GP, Designated Medical Officers or other medical advisers and, if appropriate, the Health, Safety and Well-being team.
- c. **School Secretary:** Should a medical need be identified on the admission form, it is the responsibility of the secretary to inform the Head, class teacher and the SENDCO.
- d. **The SENDCO:** Once notified by the secretary of any medical needs on admission; it is the SENDCOs responsibility to ensure that appropriate action is taken.
- e. The **designated school medicine practitioners** responsible for the administering of medicines are Tara Pickin, Catriona Goreham, Gloria Gray, Clare Glaister and Susan Newton. In cases of children receiving medicine on a long term basis additional staff members may take on this responsibility so that children are fully able to access all parts of school life.

3. Care Plans

- a. The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. West Earlham Infant and Nursery School will work closely with families and other professional bodies to ensure that the school has a clear and thorough picture of each child's individual needs.
- b. The Head Teacher will work with (and agree with the) families on exactly what support can be provided for children with medical needs. This role may be delegated to the Deputy or Special Educational Needs Co-ordinator. Families should ensure that they provide to the school sufficient and up to date information about their child's medical needs. Should families expectations appear unreasonable, the head will seek advice from the school nurse, health visitor, the child's GP, Designated Medical Officers or other medical advisers and, if appropriate, the Health, Safety and Well-being team. Should parents have any concerns about the schools ability to manage their child's medical needs they are encouraged to follow the schools complaints policy.
- c. All children with significant medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary. This IHP will be written in conjunction with the school nurse, Head Teacher, SENDCO, family and child (where relevant). The IHP will clearly define the responsibilities of individual staff members within school and will be shared with all relevant parties within school on a need to know basis.

4. Administration of Medication:

- a. There is no legal duty for schools to administer medicines to children. However West Earlham Infant and Nursery School recognise that this could be inhibiting for a child and there are two sets of circumstances where requests may be made to school staff to deal with administration of prescribed medicines to children at school:
 - cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy;
 - cases where children recovering from a short-term illness are well enough to return to school, but are receiving a course of prescribed medication such as antibiotics.
- b. Following a period of illness, a child's own doctor is the person best able to advise whether or not the child is fit to return to school, and it is for families to seek and obtain such advice as is necessary.
- c. The Head teacher will decide whether to agree to a request to administer medicine and where any doubt exists about whether or not to agree the administration of a particular course of medication in school. The Head teacher will seek advice from the school nurse, the child's GP, Designated Medical Officers or other medical advisers.

5. Request Process

- a. Requests made to school must be in writing using the "Parental Agreement for West Earlham Infant and Nursery School to Administer Medicine form" these are available from the school office.
- b. It only requires one family member to agree to or request that medicines are administered. Where families disagree over medical support the school will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.
- c. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. The medicine, in the smallest practical amount, should be delivered to school; families should ensure the container (the chemist's original container) is clearly labelled with the contents, the child's name, and the dosage and/or other instructions. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

We will never accept medicines that have been taken out of the container as originally dispensed, nor make changes to dosages on parental instructions.

- d. Medicines will be kept in a secure cabinet/fridge and medicines no longer required will not be allowed to accumulate at the school. They will be returned to the family for disposal.
- e. The staff member administering the medication will complete a "Record of Medicine Administered to Individual Child at West Earlham Infant and Nursery School" each time they give medicine to a child. They will also check the child's name, the prescribed dose, expiry date and the written instructions on the container/label. Families will receive a medicine administered slip that details the time and dose of the medicine administered. In some circumstances such as the administration of rectal diazepam, the dosage and administration should be witnessed by a second adult.
- f. If a child refuses to take medicine, staff will never force them to do so, but will note this in the records. Families will be informed of the refusal.
- g. In cases where children require medication over long periods of time, any change in the dosage or other arrangements must be notified by families, "Parental Agreement for West Earlham Infant and Nursery School to Administer Medicine form".
- h. The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act. Some may be prescribed as medicine for use by children e.g. methylphenidate (brand name Ritalin). It is permissible for schools to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed. Schools will keep controlled drugs in a locked non-portable container. A record will be kept for audit and safety purposes.

6. Longer Term Conditions

- a. Long-term illnesses, such as epilepsy, asthma or ADHD will be recorded on the child's school file or record card, together with appropriate instructions.
- b. Inhalers will be kept in an Asthma Box in the child's classroom, so that immediate access is available. All staff members are aware of the need for inhalers to be transported along with the child, for example whilst participating in outdoor physical education, offsite visits or in the event of an evacuation or fire drill. West Earlham Infant School will also hold a supply of Emergency Salbutamol inhalers which can be administered to children in an emergency and with prior signed parental consent.
- c. Where a child's case makes it necessary, emergency supplies of drugs will be stored in the school, but only on a single dose named patient basis. In these cases specific training on how and when to administer will be sought from the Health Authority.
- d. The review and monitoring of individual long term cases, and the necessary liaison with General Practitioners, will be undertaken by the School Nurse or the Consultant Community Paediatrician.
- e. Injections will only be administered by a qualified nurse or doctor, or by staff members trained to undertake this task.

7. Training

- a. Through induction and training West Earlham Infant and Nursery School ensures that all staff understand their duty of care to children and young people in the event of an emergency and where relevant we will ensure that they receive training around specific medical conditions related to children.
- b. A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies. Staff training is recorded on the school's training database.

8. Emergencies

- a. West Earlham Infant and Nursery School ensures appropriate staff members receive first aid training and all staff members have easy access to first aid equipment. Please refer to the First Aid at Work Policy for further information.
- b. A member of staff will always accompany a child taken to hospital by ambulance and will stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available. Staff will not take children to hospital in their own car; it is safer to call an ambulance. Individual health care plans should include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency.

9. Work Experience Placements/Volunteers

- a. It is the responsibility of the school, college, students and volunteers themselves to notify the school of any medical needs before starting a placement with us.

10. Confidentiality

- a. Medical information is to be treated confidentially. Information is shared on a 'need to know' basis. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. Staff also have a responsibility to share information about their own medical needs, if appropriate, with the School Leadership Team and their classroom staff.

11. Adapting Learning

- a. The school will always seek to complete relevant risk assessments should they be concerned about the medical needs of a child in their time at school. The results of this risk assessment will be shared widely and appropriate actions will take place. We will not wait for a formal diagnosis before providing support to pupils but also

recognise that where evidence conflicts, some degree of challenge may be necessary to ensure the right support can be put in place.

- b. With reference to Public Sector Equality Duty (Equality Act 2010) West Earlham Infant and Nursery School must pay 'due regard' to equality issues when planning learning events in school and offsite. This means staff must give full attention to how all children will access learning in school and during offsite visits considering what reasonable adjustments are required.

12. Complaints

- a. Any complaint relating to supporting children with medical conditions at school should follow the schools complaints process

13. Supporting Documents

- Special Educational Needs and Disability Policy
- First Aid at work Policy
- Managing Pupils with a medical condition Standard Operating Procedure

Approval

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Duty. Due regard has been given to equality.

This policy was adopted in **April 2018**. The date of the next formal review will be **April 2019** and every year thereafter, unless statutory legislation changes.

Policy approved by the Governing Body of West Earlham Infant School.