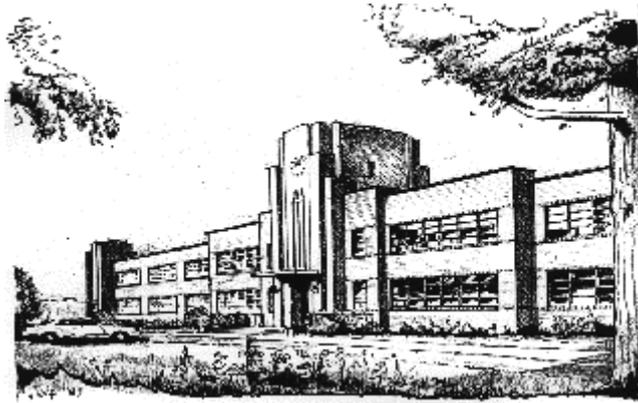


# William Torbitt Primary School



## Supporting children with medical needs

March 2017

Review March 2020

The aim of this policy is to set out clear procedures for 'Supporting children with Medical Conditions' at William Torbitt School. It is in line with the Children and Families Act 2014.

The governors and staff of the school will ensure that children with medical conditions receive proper care and support at school. The headteacher will accept responsibility, in principle, for members of staff giving or supervising children taking prescribed medication during the school day. Parent/carers are to be encouraged to administer medication at home before or after school wherever possible.

### **Guidelines for the school**

- Parents/carers should to be informed of the procedures set out in this policy.
- Medication will only be accepted in school if a consent form has been signed by the child's parent /carer. (See appendix 1.) This applies to all medication.
- Each item of medication must be given to the school in its original container and handed to the welfare staff in the front office.
- When the child travels on a school trip, the medication should be taken with the child and staff informed of procedures / care plans for the child. An adult will be allocated to administer the medication for the trip / off site activities.
- Each item of medication must be clearly labelled with the following information:
  - Child's name
  - Name of medicine
  - Dosage
  - Frequency of dosage
  - Storage requirements
  - Expiry date

The school will not accept unprescribed or unlabelled items.

- Unless otherwise indicated all medication will be stored in the school medical cabinet. Asthma pumps should be stored as follows: one in the classroom and one in the welfare room.
- Staff will record the administering of short-term medication. (See appendix 3.)
- If required, staff will inform parent /carer of when the medication has been administered to a child.
- It is the responsibility of the parent /carer to notify the school of any changes to the medication (e.g. dosage or discontinuation of medication).
- The parent/carers must collect out-of-date or unused medication.

### **Care plans / protocols and long-term needs**

In line with our admissions policy, information will be collected about any medical conditions as part of the transition into school.

At William Torbitt School it is essential that all children are included in school. Some children have health conditions which may need more long-term medical provision.

We will ensure that we have all information regarding the medical needs of the child, including the administering of medication in school.

This information will be collected when a child starts at William Torbitt School or when a pupil develops a condition. This will be reviewed at least annually.

An individual care plan will be written, involving parents / carers, health professionals and key people at school (headteacher, SENCO / inclusion leader, class teacher, support workers involved with the child) e.g. as appropriate.

A copy will be given to:

- Parent/Carer
- Main Folder
- Inclusion File
- School Nurse
- GP

The Care Plan will include:

- Details of the child and their condition.
- Name and details of the medication, including any side effects.
- Special requirements e.g. dietary needs, monitoring.
- Emergency procedures e.g. what to do, who to contact, indicators to highlight action.
- What the school will do.
- List of staff that can assist and administer medication to the child.

These must be signed by the parent/carer, delegated person in school, medical professionals and staff who will be supporting the child with the medication.

It is important at the care plan meeting to set up a care plan that staff raise any questions or concerns about administering treatment (Including invasive treatments). This will clarify information about roles and responsibilities. Advice and support can be sought from the medical professional or Health Authority to assist in training.

It is crucial to ensure at least 2 members of staff are trained to administer invasive treatments.

Information regarding a child's condition will be shared with relevant staff as appropriate.

The welfare room is a designated area where children with medical needs can administer their own medicine or care under the supervision of welfare staff.

## **Record keeping**

Clear records of administering medication will be kept.

- Each child taking medication in school, long-term or short-term, will have information about their individual medical issues / needs kept in the 'Administering Medication' File in the welfare office. This will be monitored by the inclusion leader in conjunction with the welfare staff on a half-termly basis to ensure that records are up-to-date.
- Parent/carers will be required to sign a medication form before any medication can be administered. (See appendix 1.) This form will be kept in the 'Administering Medication' folder so that it can be reviewed and monitored regularly.

## **Care Plans**

These will be set up as shown in the section Care Plans and Protocols.

They will be stored in the Administering Medication File with all records and a copy will be put into the Inclusion File for reference for staff working with the child.

The Administering Medicines File will be set out into year groups and classes alphabetically so that it is easy to find information quickly.

A running record will be kept on a daily basis of medication given to children and kept in a separate folder. (See appendix 2 record.)

As part of the care plan process children with medical needs are able to join in all activities in and out of school. When going on residential trips a revised care plan meeting will take place to make adjustments to ensure the child is included in all aspects of the trip. Risk assessments are done to give clear information to staff who are supervising the trip.

## **Storing medicines**

Medicines should be stored in the medical cupboard clearly labelled for all welfare and senior staff. Some medicines may need storage in the fridge and this will be done on recommendation from the parent /carer or doctor.

All EpiPen or medication requiring a care plan / protocol must be stored in a plastic box clearly labelled with a copy of the care plan / protocol in with the medication.

Asthma pumps will be easily accessible to the children in the classroom and when doing outside activities.

## **Training for staff**

The headteacher/governing body is responsible for ensuring that the correct training is set up for staff willing to provide medical assistance.

All teaching and support staff will have EpiPen training once a year. Staff will sign to agree to administer the EpiPen.

Staff assigned to children with medical needs will be involved with training as part of the setting up of a care plan. They will then sign to say they will administer required medicine. This record will be kept with the child's record.

## **Dissemination of Information**

The welfare officer ensures that the correct information is disseminated to all key staff.

It is essential to ensure that the relevant people are kept informed of information about the medical needs of our children.

The headteacher and authorised people must ensure that the relevant people are informed about a child's medical needs.

All members of the welfare team are to be informed of any updates or changes to medical requirements for all children.

The Senior Leadership Team will receive an updated audit of information half-termly.

Information for teachers will be put into the class inclusion files for reference for staff that are in close contact with the child. Any updates for class staff will be passed on from the welfare team.

## **Complaints**

If a complaint has been made, the school will ensure they investigate the complaint thoroughly. If the parent/carer would like to take the complaint further they should be directed to the Schools complaints procedure.

Appendix 1

**APPLICATION FOR SCHOOL TO ADMINISTER MEDICATION - GUIDELINES FOR PARENTS / CARERS**

To ensure SAFE administration of medication in school the following guidelines must be adhered to:

- Medication can only be administered in school if a medication form is signed at the office by the parent /carer. (THERE ARE NO EXCEPTIONS.)
- Parent/carers are responsible for informing the headteacher / delegated person of the child's condition and medication needs.
- It is the parent/carer's responsibility to inform the school in person or in writing when the medication is discontinued or any changes to dosage.
- Only reasonable quantities of medication should be kept in school (4 weeks supply).
- The school will not accept unprescribed or unlabelled items, or any medication not signed for by the parent/carer.

**DETAILS OF STUDENT**

Name	Class
Condition / illness	Date of birth

**DETAILS OF MEDICATION**

Name and type of medication (as described on the container)	
How long will your child take the medicine?	Date dispensed

**DIRECTIONS FOR USE**

Method	
Amount	Time
Side effects	Self administer?YES / NO

**AUTHORISATION**

I give permission for welfare staff at William Torbitt School to supervise the administering of medication as stated above.

Signature of parent / carer	Date
Name of parent / carer (please print)	Relationship to the child

**CHANGES NOTIFIED BY PARENT/CARER**

Change	
Signature	Date



