



# Policy

## **Supporting Children with Medical Needs**

Policy Adopted: 01 September 2020

Review: 31 August 2022

## **Purpose**

At times during the school year, it may be necessary to administer medication to children in line with advice from medical professionals. In order to maximise attendance and to support parents in ensuring children are in school as much as possible in a safe way, this policy document and guidance sets out the ways in which the Academy will support the administration of medicines, the circumstances in which the Academy will administer medicines and those circumstances where the Academy will not administer medicines.

## **Review**

This policy will normally be reviewed every two years, however, the Academy Leadership reserves the right to review the policy at any time in line with best practice and where there are any legislative or statutory changes affecting the provisions of this policy.

## **Statutory Guidance and Legislation**

This policy supports the Academy's fulfilment of the requirements of Supporting Pupils at School with Medical Conditions, December 2015 (Updated Autumn 2017) and the provisions of Section 100 of The Children & Families Act (2014).

## **Definitions**

'Medical Needs'	Any need related to a diagnosed medical condition or illness or a need that relates to the management of a child's health and wellbeing
'Medicine'	Any product, prescribed by a medical professional for the management or treatment of a medical condition or illness
'Care Plan'	A document defined by a medical professional or by the Academy in consultation with either parents and/or medical professionals as necessary that outlines the steps that the Academy will take to manage any diagnosed medical condition that is likely to persist beyond the short term for example, epilepsy
'Risk Assessment'	A document prepared by the Academy that outlines risks and how they will be managed within the Academy environment in order to reduce the impact of identified risks

## **Short Term Medical Needs**

Where a child is diagnosed with a short term medical need such as a chest infection, the Academy will seek advice from the local School Nursing Service with regard to time away from school for the purpose of infection control – where a child is deemed to have a condition that is infectious and there is a risk of infection of other children, the Academy may require that the child remains off school until such time as the period of infection has passed. Where there is no risk of infection of other children or adults, the Academy will work with parents and medical professionals to support the child being in school. This may require reasonable modifications to the school environment, for example where a child has a broken bone. In such cases, the Academy will undertake a Risk Assessment in order to

identify how the child's safety, welfare and dignity can be maintained while in school. Where a child has been prescribed medication for a short term illness such as anti-biotic medicines, the Academy will work with parents to support the administration of medicines in line with section 'Administering Medicines in School' of this policy. It is the responsibility of the parent, at all times, to inform the Academy in a timely manner of any new medical conditions and to keep the Academy updated about any changes in medical conditions in order that the Academy can ensure the proper care of a child with a medical condition.

### **Longer Term Medical Needs**

Where a child is diagnosed with a longer term medical need such as epilepsy, the Academy will undertake to coordinate with medical professionals, supported by the local School Nursing Service, to provide a multi-disciplinary approach to the management and support of a child's medical needs. This may involve the creation of a Care Plan and/or Education, Health and Care Plan as appropriate. Where a child has a condition that affects their mobility and/or their capacity to undertake self-care, the Academy will complete the appropriate Risk Assessments and Care Plans in order to ensure the maintenance of the child's health, welfare and dignity. In such cases, the Academy's Intimate Care Policy may be applied. Where a child has a longer term need, such as ADHD, which require medication this will be defined in a long term Care Plan.

### **Epi Pens and Emergency Anaphylaxis Medication**

The Academy requests that parents of any child requiring an Epi Pen auto injector or similar medication for the management of extreme allergic reactions informs the Academy immediately. In such cases, the Academy will coordinate with medical professionals including local School Nursing services, to create a Care Plan for the management of this condition. It is the responsibility of the parent, at all times, to ensure that the Academy has in its possession two full operational Epi Pen auto injectors that are within their useable date-life.

### **Administering Medicines in School**

Where a child has been diagnosed with a medical condition that requires treatment with prescribed medicines, the Academy will follow the process below:

1. The parent must inform the Academy of the need to administer medicines in school
2. The parent must complete, in full, the Administering Medicine document and submit to the school office <b>in advance</b> of any medicine being administered in school
3. The parent must provide the medicine required by the child, clearly labelled with the child's name and prescription label
4. Where the dosage and regularity of medicine administration requires administration in school time, the Academy will administer the medicine in line with details provided by the parent in the Administering Medicine document for the period defined by the parent – this may include the administration of the

medicine by an appropriate staff member, supervised self-administration by the child or administration by the parent in school time at an agreed point in the day
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| 5. All medicines will be stored in a locked refrigerator unless the parent directs otherwise |
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The following conditions apply to the administration of medicines in school time:

- Only medicines prescribed by a medical professional will be administered – the academy will not administer over-the-counter medicines to any child at any time
- It is the responsibility of the parent, at all times, to provide the Academy with sufficient supplies of medicines
- Only medicines clearly labelled as prescribed for the child will be administered
- The Academy will only administer medicines in school time where the dosage directed by a medical professional requires this – for example, if a medicine needs to be administered three times a day, without specified times, the Academy would normally require that the parent administers this outside of school time, unless directed otherwise by a medical professional
- The Academy will only administer medicines where the parent has fully completed the Administering Medicine document. Medicines will not be administered with verbal permission.

### **Medical Needs not Covered and Questions**

Any parent or stakeholder unsure of how to manage medical needs in school should make an appointment to see the Principal or contact the Academy by telephone to discuss their concerns.

### **Templates**

The Academy adopts the Templates of Supporting Pupils with Medical Conditions (May 2014), to be found in the Appendices.

# Appendices

## Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



## Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness


### Medicine

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the

school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Template C: record of medicine administered to an individual child

Name of school/setting  
 Name of child  
 Date medicine provided by parent  
 Group/class/form  
 Quantity received  
 Name and strength of medicine  
 Expiry date  
 Quantity returned  
 Dose and frequency of medicine


Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date  
 Time given  
 Dose given  
 Name of member of staff  
 Staff initials


Date  
 Time given  
 Dose given  
 Name of member of staff  
 Staff initials


**C: Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



## Template E: staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_