



Mountbatten Primary School

Medical Needs and Administering Medication Policy



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| 1 | Summary | Medical Needs and Administering Medication | | |
| 2 | Responsible person | J Schofield | | |
| 3 | Accountable SLT member | J Wegg | | |
| 4 | Applies to | <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff | | |
| 5 | Who has overseen development of this policy | SLT | | |
| 6 | Who has been consulted and recommended policy for approval | LGB | | |
| 7 | Approved by and date | 5.10.22 | | |
| 8 | Version number | 1 | | |
| 9 | Available on | Every | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N | Trust website <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N |
| 10 | Related documents (if applicable) | | | |
| 11 | Disseminated to | <input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff | | |
| 12 | Date of implementation (when shared) | September 2022 | | |
| 13 | Consulted with recognised trade unions | <input type="checkbox"/> Y <input checked="" type="checkbox"/> N | | |

**Contents**

| | |
|---|----|
| 1. Introduction..... | 4 |
| 2. Short Term Medical Needs..... | 5 |
| 3. Long Term Medical Needs..... | 5 |
| 4. Procedures for managing prescription medicines which need to be taken during the school day..... | 5 |
| 5. Data Collection..... | 6 |
| 6. Educational Visits..... | 6 |
| 7. Sporting Activities..... | 6 |
| 8. Prescription Inhalers..... | 7 |
| 9. Roles and Responsibilities..... | 7 |
| 10. Anaphylaxis (Severe Allergic Reaction)..... | 8 |
| 11. Appendix 1 – Healthcare Plan for a Pupil with Medical Needs..... | 9 |
| 12. Appendix 2 – Form 2 – Request for school to administer medication..... | 11 |
| 13. Appendix 3 – Record of Medication Administered in School..... | 13 |



1. Introduction

Mountbatten Primary School aims to ensure via its various policies and ethos that children are able to attend school regularly and be safe and happy within the school environment. It is our intention to support pupils, with the school health service, with any short- or long-term medical needs which may interrupt or have an effect on the his/her education.

This school has adopted the Hull City Council Guidelines for; Supporting Children with Medical Needs – The Administration of Medicines and the Management of Pupils in Schools who suffer from Severe Allergic Reaction (anaphylaxis).

When necessary (see further detail below), the Executive Head accepts responsibility, in principle, for the school staff giving/or supervising children taking prescribed medication during the school day.

The following staff are willing to give/supervise the taking of prescribed medication, but all requests to have medicines administered in school must be made through the school office:

Mrs M Cook (EYFS)
Mrs S Staniforth (KS1)
Miss J Thistleton (KS2)

There is no legal duty which requires school staff to administer medicine: unless specifically stated in the job description, this is a voluntary role.

Class teachers are informed of all medical needs of the children in their class.

Locked medical cabinets for storing medicines are available in each key stage in the locations outlined below:

EYFS – Foundation Stage Kitchen
KS1 – Disabled Toilet
KS2 – Disabled Toilet

The relevant members of staff (see above) have a key for these cabinets and a spare is kept in the school office.

There is also a fridge for storing medicines in each key stage as below:

EYFS – Foundation Stage Kitchen
KS2 – Staff Room

2. Short Term Medical Needs

Pupils who are unwell should be kept at home. Some pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a very short period of time only; to finish a course of antibiotics or apply a lotion.

However, medication will be administered at school, only when absolutely essential. It is most likely that medication could be prescribed in dose frequencies, which enable it to be taken outside school hours.

Staff at Mountbatten Primary School will not give or supervise children taking any non-prescribed medication. Cough sweets or lozenges are not to be brought to school. If a pupil suffers regularly from acute pain, such as migraine, parents are asked to consult a doctor so that medication becomes prescribed and can be dealt with accordingly.

3. Long Term Medical Needs

For pupils who have long term medical needs the school will do all it can to offer support so that the impact on a pupil's academic attainments and any associated emotional or behavioural difficulties can be minimised. Parents will be asked to support the school in this by providing sufficient information about the medical condition of their child. To enable the long-term medical needs of the child to be met, the school will draw up a health care plan with the parents, and any health professionals who are able to offer assistance (Form 1). These forms should be updated yearly, in September by both the class teacher and SENCO.

The SENCO is responsible for coordinating medical needs with support from admin and key staff:

Mrs M Cook (EYFS)
Mrs S Staniforth (KS1)
Miss J Thistleton (KS2)

4. Procedures for managing prescription medicines which need to be taken during the school day

If it becomes necessary to administer medication for a particular child in school the following procedure must be followed:-

- Parents must complete the 'Request for School to Administer Medication' form. (Form 2)
- Medicines must be brought to school in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration.
- Medicines must be kept in the medical cabinet in the relevant area, so that this can be locked if ever the room is left unattended. At least two people will

always have access to this, a spare key is kept in the school office. This does not apply to inhalers for asthma sufferers, these are kept in the child's own classroom where the child can have immediate access. Medicines, which need to be kept in a refrigerator, will be stored in the medical fridge in the Foundation Stage Kitchen or the Key Stage 2 staff room, where access is restricted.

- Once medication is given, (or the taking of such is supervised) this will be entered onto the record of medication administered in school. This should be kept with the request form and filed in the pupil's file once the need for the medication has ended.
- If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents/carers as a matter of urgency. If necessary, the school should call the emergency services.

5. Data Collection

Data collection sheets are updated annually and parents are given the opportunity to provide details of any medical needs.

These are updated on SIMs by a member of the office staff and given to all teaching staff responsible for a class.

6. Educational Visits

We encourage pupils with medical needs to fully participate in safely managed visits. Reasonable adjustments to this policy will be considered in such cases and may include the necessity for a risk assessment for specific children.

Staff supervising school visits will always be aware of any medical needs, medication and relevant emergency procedures.

Staff taking pupils on a school visit should always ask for an up to date class medical list and data collection sheets in preparation for each visit.

Additional staff or a parent/carer may be asked to accompany a particular child.

7. Sporting Activities

Most pupils with medical conditions can participate in extracurricular sport or PE lessons. Any restrictions on the ability of a pupil to participate in PE should be included in their individual health care plan.

Pupils who need to take precautionary measures before or during exercise will be allowed immediate access to their medication.



Children need immediate access to necessary specific medicines such as inhalers. Therefore, these will be moved around the school with the child (see Asthma Policy for further information).

8. Prescription Inhalers

Inhalers and accessories should be clearly labelled with the child's name. In the Foundation Stage, inhalers will be kept under staff supervision. In Years 1 to 6, inhalers are kept in the classroom, in a place readily accessible to the child.

Except in Foundation Stage, or in exceptional circumstances, the child will administer their own inhaler.

It is a parent's/carers responsibility to ensure that appropriate inhalers are in school and that these are in date.

9. Roles & Responsibilities

Staff

- No child will be given medicines without their parent's written consent
- Any member of staff giving medicines to a pupil will check the name of the pupil, the prescribed dose, the expiry date and the written instruction provided by the prescriber on the label or container.
- If in doubt about any procedure staff will not administer the medicines but will check with the parents/carers or a health professional before taking further action.
- Staff administering the medicines will complete and sign the appropriate record each time they give medicine to the child (Form 3).

Parents/Carers

- Parents must inform the school in writing about any particular needs before a child is admitted or when a child first develops a medical need.
- It must be a parent (or someone with parental responsibility) who gives consent for medicines to be administered.
- Parents should make every effort to arrange for medicines to be administered outside of the school day, or to come to school to administer themselves.
- Parents/carers must complete the appropriate form before any medicines can be administered by a member of staff.



10. Anaphylaxis (Severe Allergic Reaction) THIS IS LIFE THREATENING

Signs and symptoms

Anaphylaxis has a whole range of symptoms. Any of the following symptoms may be present although most pupils with anaphylaxis would not necessarily experience all of them:

- Swelling of the throat which can restrict the air supply
- Tingling or itching in the mouth
- Hives on the body
- Flushing of the skin
- Abdominal cramps, nausea and vomiting.

In the case of Anaphylactic Shock appropriate medication is available for use on the pupil who is known to the school. In the case of an EpiPen, this is kept by the staff responsible for the child and must only be used by trained staff. It is held against the skin on the thigh and the trigger pressed to administer the dose. Liquid medication is kept in the relevant medical cabinet. Parents/carers and staff will agree a protocol on the management of the pupil. An ambulance must be called and then the parents/carers must be informed.



Appendix 1

Healthcare Plan for a Pupil with Medical Needs

FORM 1

Name

Date of Birth.....

Condition

.....

.....

Class/Form

Name of School

Date

Review Date

CONTACT INFORMATION

Family Contact 1

Family Contact 2

Name

Name

Phone No.

Phone No.

.....

.....

Relationship

Relationship

Clinic /Hospital Contact

G.P.

Name

Name

Phone No.

Phone No.

Describe condition and give details of pupil's individual symptoms:

.....

.....

.....



1.

Daily care requirements (e.g. before sport, at lunchtime)

.....

.....

.....

.....

Describe what constitutes an emergency for the pupil and the action to take if this occurs:

.....

.....

.....

.....

Follow up care:

.....

.....

.....

Who is responsible in an Emergency (State if different on off-site activities)

.....

.....

Copies of this form to:

Parent: _____

Teacher: _____

Teaching Assistant: _____

SENCO: _____



Appendix 2

FORM 2

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Head Teacher has agreed that school staff can administer the medicine.

DETAILS OF THE PUPIL.

Surname

Forename(s)

Address M/F:

..... D.O.B.

..... Class/Form

Condition or illness:

MEDICATION

Name/Type of medication (as described on the container)

.....

For how long will the child need to take this medication?

Date dispensed

Full directions for Use:

Dosage and method

Timing

Special Precautions

Side Effects

Self Administration

Procedures to take in an emergency



CONTACT DETAILS

Name: Date

Relationship to the pupil

Address

.....

Phone No.

1. I understand that I must deliver the medicine personally to the Head Teacher and accept that this is a service which the school is not obliged to undertake.
2. I understand that the LA, Governing Body and School staff cannot accept responsibility for any adverse reaction that my child may suffer as a consequence of being administered the prescribed medication at my request.

Signed Date

Relationship to the pupil.

