

Harlow Inspirational Learning Trust



Managing Medicines in School

Aims

1. To support pupils with life threatening and complex medical conditions to ensure that they can access and enjoy the same opportunities at school as any other child.
2. To ensure that the focus is on the individual child and how their life threatening or complex medical condition impacts on their school life.
3. To ensure that the school provides effective support for life threatening and complex medical conditions in school so that the child has high levels of self- confidence and self-care skills.
4. For staff to be properly trained to support life threatening and complex medical needs.
5. To always involve pupils/parents/carers/other professionals in planning and decision making whenever possible.
6. The Admissions Policy will be applied fairly to all pupils and arrangements will be made to the best of the school's ability, prior to admission, to meet the life threatening and complex medical needs of the child.
7. Safeguarding Duties. The Governing Body will ensure that no pupil's health will be put at risk from, for example, infectious diseases.
8. The Governors will monitor this policy and ensure that policies, procedures and systems are properly implemented.

Outcomes

- Pupils with medical needs will access and enjoy the same opportunities as other children wherever possible.
 - That pupils with medical needs will achieve their potential.
 - That individual needs are always taken into account.
 - That pupils with medical needs have/develop high self-esteem and good self-care skills.
 - Pupils with medical needs have the same admission arrangements applied and opportunity to be admitted to the school as other pupils.
 - That all children's health and safety is paramount at all times.
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- That the Governing Body is aware of and undertakes its duties in regard to pupils with medical needs.

Systems/Strategies

- The Executive Head Teacher / Assistant/ Deputy Head Teacher/ Governors/SENCO/Inclusion Manager will ensure that sufficient staff are suitably trained.
- Relevant staff will be made aware of the child's condition.
- Cover arrangements will be made wherever possible to ensure that someone is always available to support the child.
- Supply teachers will always be briefed
- Risk Assessments will be undertaken for all school visits, holidays, and other activities within and outside of the normal timetable.
- Individual Healthcare plans will be monitored as appropriate
- The child's needs will be constantly monitored and amended.
- Where necessary, a healthcare plan will be drawn up in consultation with the child and family, school, healthcare professionals using DFE Templates.
- The Inclusion/Pastoral Manager will be the Lead Professionals supported by welfare staff at the school.
- The governors will make arrangements to support children with life threatening or complex medical conditions in school and ensure that school policy is clear and implemented.
- The Head Teacher will ensure that the school policy is developed and effectively implemented with partners.
- School staff may be asked to provide support for pupils with life threatening or complex medical conditions, including the administering of medications-although they cannot be required to do so.
- Sufficient training and support will be provided for staff to support pupils with life threatening or complex medical needs.
- School Nurses are responsible for notifying the school when a child has been identified as having a life threatening or complex medical condition. They liaise with lead clinicians for appropriate support for the child and staff training needs.
- Other healthcare professionals-GPs and paediatrician's should notify the school nurse when a child has been identified as having a life threatening or complex medical condition that will require support at school.
- Pupils should, where possible/appropriate, be involved in discussions about their healthcare plan.
- Local professionals can provide support for managing conditions in school-e.g., asthma/diabetes.
- Parents should provide the school with up-to-date information about their child's needs.
- The Local Authority are commissioners of school nurses for the school and have a duty to promote cooperation between relevant partners for the well-being of the child. They have a statutory duty to make arrangements when the child will be away from school for 15 days or more-consecutively or cumulative.
- Providers of health services should cooperate with and support schools that are supporting a child with a medical condition.
- Clinical Commissioning Groups should ensure that commissioning is responsive to the child's needs and that health services co-operate with schools supporting children with medical needs.
- OFSTED are briefed to consider the quality of teaching and the progress of children with medical needs.

Managing Medicines in School

- The governing body will ensure that the school's policy is clear to all.
- Medicine will only be administered when it would be detrimental to a child's health or school attendance not to do so.

- No child under 16 will be given prescription or non-prescription medicines without their parent's written consent-except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.
- No child at the school will be given medication containing aspirin.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will only accept age-appropriate medicines that are in-date, labelled and in the original container prescribed from the chemist with instructions for administration, dosage and storage.
- Medicines will be stored safely.
- Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will be available to children-not locked away.
- Controlled drugs will be stored securely. Named staff will have access.
- It is the parent's responsibility to keep a record of medicines in school and replace them when expiry date is near.
- When no longer required, medicines will be returned to parents for safe disposal.
- Records will be kept of medication administered.
- Paracetamol is the only medicine that the school keeps for general use. For a child to be given the medicine, written permission is needed in advance to be held on file at school and then verbal permission obtained on the day. All doses will be recorded, and an Arbor message will be sent notifying you of the dose and time of administration. Pupils will be given a standard dose suitable to their age.

Emergency Procedures

- Health care plans will be followed
- If a child needs to be taken to hospital, they will be accompanied by a member of school staff until the parent arrives and a copy of contact and medical information will be taken.

Day trips/residential visits/sporting activities

- Every effort will be made to encourage and enable children with medical needs to participate safely in all of the above activities.
- Parents/carers must work closely with and support the school to enable these activities to take place.