

# Sharp Lane Primary School

## Medicine and Medical Conditions at School Policy



Agreed by Governing Board	January 2025
Review date	January 2028
Responsible for this policy	Charlotte O'Neill

## Introduction and Objectives of the Policy

The aim of this policy is to ensure the safety of children and staff within school, including the administration of medicines. The policy has been written in accordance with the DfE guidelines (April 2014) and the Health and Safety Handbook for Schools - PG505 (Section A). Advice has been sought from relevant healthcare and Health and Safety professionals.

Sharp Lane Primary is an inclusive community that aims to support and welcome pupils with medical conditions. This school understands that it has a responsibility to make the school welcoming and supportive to pupils with both long and short term medical conditions, who currently attend the school and to those who may enrol in the future.

The school aims to provide all children with long term medical conditions the same opportunities as others at school.

The school accepts responsibility for members of staff who volunteer to give, or supervise, a child taking prescribed medication during the school day.

### 1. Notification of Health Care Needs

It is the responsibility of parents to inform school of children's healthcare needs. Upon admission to school, parents are requested to complete an Admission Form, sharing any medical conditions, allergies or healthcare needs that a child may have. Once the office is made aware of a Health Care need, the School Office Manager and/or the Office Administrator will liaise with parents and co-ordinate any provision that may be needed. This may include sharing information with other staff members who may support the family with completing any relevant documentation concerning the child.

Parents are responsible for keeping school updated to any changes to this information. This can be done through the school office. This information is centrally stored in the school office, and additionally in class teachers red Health Care files securely held in classrooms.

Sharp Lane Primary has a commitment that all relevant staff will be made aware of all children's medical conditions; this includes supply teachers. Supply staff and visiting professionals working with the class group, are provided with a checklist of information which they are required to have knowledge of in relation to the class.

### 2. Administration of Medicines

In line with current legislation, only prescribed and non-prescription medication brought in by a parent/carer for an individual child will be stored, supervised and administered.

*\*(Non-prescription medicines can include those that can be purchased from pharmacies (including some over the counter medicines which can only be purchased from a pharmacy), health shops and supermarkets. See also BMA advice: Prescribing over-the-counter medicines in nurseries and schools ([bma.org.uk](http://bma.org.uk))).*

Medicines must be in their original packaging with the prescribing label clearly visible; this must include the child's name, dosage required and date of prescription. Where possible, medicines will be stored in a locked cupboard in the office area and children will be brought to this space to have medicine administered. This does not apply to all medicines and some may be stored in other appropriate locations in school to support pupils who may need access to emergency medicines and/or inhalers.

Medicines should be administered at home wherever possible. Where medicine is required three times a day, children should have a dose immediately before school; immediately after returning home from school and at bedtime.

Medicine must be signed in and out of school through the school office and a 'Parental Agreement for School to Administer Medicine,' form completed by the parent when the medication is first brought to the school office.

Medication will only be administered in line with the details provided by the parents on the Agreement form. Staff will check the child's name, instructions on the Agreement form, the name of the medication on the label, and the date and dosage level. Staff will complete the table on the back of the Agreement form detailing each time medication has been given to or taken by a child. This ensures we can provide parents with an accurate time-line for further dosages.

If staff are in doubt of any of the above areas, they will not give the medication until the details have been checked and full details are known.

If a child refuses to take medicines, staff will not force them to do so. Parents will be informed of the refusal as a matter of urgency on the same day.

It is parents' responsibility to check expiration dates of medicine and all medicines kept in school will be returned at the end of each academic year.

### 3. Specific conditions and arrangements for medication

#### 3.1 Eczema and Other Dermatological Conditions

As with all medicines, creams must be prescribed and parents must complete a 'Parental Agreement for School to Administer Medicine,' form. Where possible, the child needs to become responsible for applying their cream under supervision. The child's right for privacy will be respected.

#### 3.2 Asthma

For children diagnosed with asthma, parents must complete an Asthma Care Plan in addition to a "Parental Agreement for School to Administer Medicine" form.

In Foundation Stage and Key Stage One, inhalers and spacers must be given to the class teacher, where they will be stored appropriately. In these year groups, children will be supervised using inhalers. The spacer devices will be cleaned thoroughly when required.

School recommends children have a second inhaler in school, which will be stored securely in the school office.

It is parental responsibility to ensure inhalers are in date.

School also has an emergency salbutamol inhaler. To give consent for children to use this emergency inhaler – this will be offered at the point of completing the Asthma Care Plan. Parents will be informed in writing if their child has required the use of an emergency inhaler. Designated staff will ensure that the emergency inhalers are in date and renewed when required.

### 3.3 Epilepsy

All school staff have received training in relation to the care of pupils with Epilepsy. Any child who has epilepsy will have an Individual Pupil Risk Assessment in place which is created in conjunction with healthcare professionals, the SENDCo and parents. The plan is securely held in the office and a copy is kept in the red Healthcare file held securely in class.

Staff are trained in what to do in the event of an emergency.

The plans are reviewed regularly and at any time should the child's circumstances change. All changes to a plan are shared with the appropriate staff.

### 3.4 Adrenaline Auto-Injector (AAI)

Pupils who require the use of an Auto Injector – for the treatment of sudden or severe allergic reactions to food, an insect bite or another external irritant – will have an Individual Pupil Risk Assessment in place. The document will be created in conjunction with parents, healthcare professionals, if required, and the SENDCo. The IPRA will be held in the office and a copy will be kept in the red Healthcare file, stored securely in the classroom.

Designated staff in school have received training in the administration of an AAI. Staff are trained in what to do in an emergency and respond as required, following the child's plan.

All sharps are disposed of safely in accordance LCC guidance, or can be returned in the bin to parents who provide replacement bins when required.

## 4. Long-Term Medical Conditions

Pupils with long term medical conditions are encouraged, where possible, to take control of their condition. Sharp Lane Primary School is an inclusive school which aims to include all pupils in all school activities. Our aim is to ensure that all pupils with long-term medical conditions, and their parents, feel confident in the care they receive at this school.

The school ensures designated staff understand their duty of care to children and young people in the event of an emergency. Designated staff feel confident in knowing what to do in an emergency.

Sharp Lane Primary school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. This policy is understood and supported by the whole school.

Designated staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with long-term medical conditions. Training is refreshed for all staff at least once a year or as required.

## 5. Individual Healthcare Plans

For children who have long term, severe, or chronic conditions, an Individual Healthcare Plan may be necessary. The plan will be written in the first instance with parental support and under medical advice by the Special Education Needs and Disability Co-Coordinator (SENDCo) and the class teacher.

These plans are securely stored centrally at the office and in classrooms in the Healthcare Folders. The SENDCo meets with staff, at the start of the academic year to discuss health care plans for the relevant children in their class group, and meets at regular intervals through the year to review the plans in place.

Due to the nature of a child's medical condition, it may require that they also have an Individual Pupil Risk Assessment. A trained member of staff will compile the document in liaison with teacher, parents and SENDCo/Senior Leader.

## 6. Visits, Outings and Residential

Sharp Lane Primary School will make reasonable adjustments to enable children with medical needs to participate fully on all types of visit. Planning arrangements will consider the necessary steps for inclusion and the appropriate risk assessments will be completed taking into account individual medical and physical needs.

Additional measures may be required, which could include parental supervision or additional staff supervision.

All trips out of school will require a consent form signing, including current medical conditions, medicines and emergency contact details.

## 7. Emergency Procedures

If a child needs professional medical attention during school time, then a parent will be contacted to come and collect the child immediately. If the situation is very serious and time is of great importance, staff would seek medical advice, and accompany a child in an ambulance if necessary. Parents would be contacted and made aware of the situation as quickly as possible. Relevant staff have received the appropriate training.

Designated school staff are aware of the long-term medical conditions of pupils at this school. All staff at this school understand their duty of care to pupils in the event of an emergency. In the

event of a medical emergency occurring, all staff are required, under common law duty of care, to act like any reasonably prudent parent. This may include administering medication or calling for additional emergency support.

Actions for staff to take in an emergency, for the long-term medical conditions at this school, are securely stored in each classroom and the admin area. This school uses Healthcare Plans, which are shared with staff by the SENDCo, regarding pupils in their care who may need emergency help.

All staff understand and are trained in the school's general emergency procedures. All staff know what action to take in the event of a medical emergency. This includes how to contact emergency services and what information to give, and who to contact within the school.

Action to take in a general medical emergency is displayed in the admin area.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school tries to ensure that the staff member will be one the pupil knows. Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when and if this is appropriate.

## 8. First Aid

First aid kits are stored in Foundation Stage, Key Stage One, Lower key Stage Two and Upper Key Stage Two. Most staff have received basic First Aid training, which is updated regularly.

When a child has a minor accident at school, any treatment is recorded in the First Aid Book. If a child has bumped their head, a 'Bumped Head' letter will be sent home to inform parents.

If a child has a more serious accident, requiring further medical attention; parents are informed and a CF50 'Report of an Accident, Injury or Dangerous Occurrence' form is completed, reviewed and signed by the Headteacher, and returned to the Local Authority.

## 9. Staff Training and Liability

The Senior Leadership team have responsibility for ensuring sufficient staff are suitably trained to support children with medical needs and records of staff training are stored on the Single Central Register and the School Staff Training Record. The Senior Leadership team are also responsible for cover arrangements in case of staff absence or staff turnover to ensure continuity of care.

School is insured through Leeds City Council which underwritten by Zurich. This policy covers staff providing support to pupils with medical conditions.

Training is refreshed for all staff at least once a year, or as required.