

# Pipworth Community Primary School



## Managing Medicines and Medical Conditions Policy



Article 2: I have a right to have adults do what is best for me.

Article 6: I have a right to be supported to live and grow.

Article 12: I have a right to be listened to and taken seriously.

Article 23: I have the right to special care and education if I have a disability.

Article 24: I have the right to good quality health care, clean water and good food.

|                           |                     |
|---------------------------|---------------------|
| New policy established:   | September 2022      |
| Reviewed by:              | Maria Jackson-Brown |
| Policy to reviewed:       | September 2025      |
| Policy to be reviewed by: | September 2026      |

w/staffshare/policies

**Our vision is for all pupils to achieve their best outcomes through a creative, inclusive and engaging curriculum, enabling them to become lifelong learners.**

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**All staff** are trained in basic first aid including resuscitation (renewed Sept 2024).  
Fran Wynn is a qualified **Outdoor First Aider** (to be renewed February 2025).

| <b>The following staff are trained to a Paediatric Level</b> |   |
|--|---|
| Helen Kenyon (Head teacher)                                  | Maria Jackson-Brown (Deputy head / DSL) |
| Sharon Mitchell (Phase Leader KS1)                           | Pauline Bell (FS2 Teaching Assistant)   |
| Maisie Squiers (FS2 teacher)                                 | Cheryl Smith (Teaching Assistant)       |
| Ruth Fletcher (FS2 Teaching Assistant)                       | Tammy Barras (FS2 Teaching Assistant)   |
| Nadia Howlett (Y1 teacher)                                   | Sarah Wood (Y2 Teaching Assistant)      |
| Paula Hague (Lunch Time Supervisor)                          | Sarah Hobbs (LTS and WAC)               |

In an emergency alert a member of the Senior Leadership team as soon as possible.

| <b>Senior Leadership Team</b>         |   |
|---------------------------------------|---|
| Helen Kenyon (Head teacher)           | Maria Jackson-Brown (Deputy head / DSL) |
| Tracy Bates (School Business manager) | Amanda Flint (Assistant head)           |
| Nicky Bradley (Assistant head)        | Cordy Wales (Assistant head)            |

**This policy supported by:**

- The First Aid Policy
- The Asthma Policy
- The Outdoor Learning Policy

**1. Policy Statement**

Pipworth Community Primary School ensures this policy is applied across the curriculum, including PE, swimming and Educational Visits. This also includes clubs run by non-school staff. The named members of school staff responsible for this medical conditions policy, including the administering of medicines and first aid and its implementation are Mrs J

Procter, Ms K Hutton, Deputy Head Mrs M Jackson-Brown and Assistant Head Mrs N Bradley, in conjunction with any staff trained to manage a specific medical need.

Pipworth Community Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We understand that children can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination (this includes both physical and mental health conditions).

- This school provides children with medical conditions the same opportunities and access to activities (both school based and out of school) as other children. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will consult with key stakeholders within both the school and health settings to ensure the needs of the child are being met and that they are experiencing an inclusive education.
- This school will listen to the views of children and parents to ensure that they feel confident in the care they receive from this school, and the level of care meets their needs.
- This school will ensure all children joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any child joining the school mid-term will have arrangements in place within no longer than two weeks.
- Staff understand the medical conditions of children at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support this policy.
- This school understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory.
- This school understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the school's SEND policy and the SEND code of practice.

## **2. Guidance on providing care and support and administering medication**

### **2.1 Care Plans**

Care Plans will consider:

- The medical condition, its trigger, signs, symptoms and treatment.
- What to do in an emergency, including who to contact and contingency arrangements.
- The child's resulting needs, including medication (possible side effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.

- The level of support needed, including in emergencies. If a child is self-managing their own medication, this will be clearly stated with arrangements for monitoring.
- Who in school needs to be aware of the child's condition and the support required.
- Written permission from parents, and in discussion with a member of SLT, for medication to be administered.
- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- Arrangements for travel to and from school and what should be done if an emergency arises - at this school we request that the parent, or an appropriate representative, delivers and collects the child to and from school.
- Where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition.
- Specific support for the child's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling.
- Who will provide this support, their training needs, and expectations of their role and confirmation of their proficiency to provide support for the child's medical needs from a healthcare professional.

## 2.2 Providing support and administering medication

- This school understands the importance of medication being taken and care received as detailed in a child's Care Plan and short term medication form.
- This school will make sure that when required staff will be trained to administer the medication and meet the care needs of an individual child.
- This school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.
- This school will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances.
- Medication may only be administered if prescribed by a healthcare professional.
- Medicines will only be administered at school when it would be detrimental to the child's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours. **Therefore this school will normally only administer medication in cases where a child has been instructed to take 4 doses of the prescribed medicine per day or if there are exceptional circumstances.**
- Medicines bought 'over the counter' will not be administered by school staff and parents/carers will be encouraged to return to school during the day to manage the medicine themselves.
- If a child has a fracture and is attending school for a full day an exception to administering non-prescribed pain relief will be made. Parent/Carers will be required to sign the appropriate 'administering medication' form to give permission for this. They will be required to present each morning at the school office with details of the time and dose the medication was the last administered, leaving specific instructions as to when the next dose should be administered (using directions as stated on the package medication). A

record will be kept of time and dose administered which will be shared with the parent/carer when they collect the medication at the end of the school day.

- When administering prescribed medication, for example pain relief or antibiotics, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.
- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the child and their parent. This will be recorded on their Care Plan. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst children will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some children's needs may be complex and some medical conditions can be fatal if not managed well.
- If a child refuses to take their medication or carry out a necessary procedure, staff will not force them to do so and will contact parent/carers to inform them of this, a record will be kept.
- Staff will be available to accompany a child with a medical condition on an off-site educational visit and the needs of the child, associated risks and how these are to be managed will be included in the risk assessment for the visit. In a case where a child has a complex medical conditions, if appropriate, school will encourage a parent/carer to join the visit to support staff.
- Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.
- This school will not accept changes to medication from a parent. Changes to dosage / frequency / amount must come from a Doctor's prescription.

### **2.3. This school has clear guidance on the storage of medication and equipment at school.**

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment (i.e inhaler, epipen) is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Children at this school know to ask any member of staff and that they may have immediate access to their medication when required. **In this school medications are stored safely in the Medical Room or the office fridge if required to be stored at a controlled temperature.**
- In specific and exceptional cases, children may carry their emergency medication / equipment with them if this is appropriate (this would be agreed with parents and NHS support).
- The school will keep controlled drugs stored securely, but accessible, in a non-portable container with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training, where applicable.
- This school will store medication that is labelled and in its original container. Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional. The exceptions to this are insulin and adrenalin (autoinjector), which although must still be in date, will generally be supplied in an injector pen or pump.

- Mrs J Procter/Ms K Hutton will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are held securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

## **2.4 Record keeping**

### **This school has clear guidance about record keeping:**

- Parents at this school are asked if their child has any medical conditions on the admissions form.
- This school uses a Care Plan to record the support an individual child needs around their long term medical condition. The Care Plan is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of Care Plans (w/pathways staff share/care plans) which categorised as:
  - o RED – risk to life (epilepsy, diabetes)
  - o AMBER – significant concern (e.g. milk intolerance, sickle cell)
  - o GREEN – needs extra monitoring and care (e.g. constipation or bladder problems)
- Ms A Hoyland has responsibility for this register which is reviewed regularly (at a minimum annually but as required) in liaison on with Mrs Jackson-Brown and Mrs Bradley regarding children's needs and or change of medical condition.
- This school makes sure that the child's confidentiality is protected. Parent/Carers are asked for permission to display in a discreet location (staff room work area) a photograph and summary information of their child's needs so that all staff are aware of the support and medical attention they may need.
- This school seeks permission from parents before sharing medical information with any other party.
- This school meets with the child (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the pupil's Care Plan which will accompany them on the visit.
- Key information from Care Plans are included on risk assessment for educational and residential visits. A paper copy of the Risk Assessment is given to every adult of the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's Care Plan (the most appropriate agency will be identified to deliver training and provide support).
- School keeps an up to date record of all specialist training undertaken by staff.

### **3. School environment**

- All staff are aware of the potential social problems that children with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands that all relevant staff are aware that children should not be forced to take part in activities if they are unwell. They should also be aware of children who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimise these.
- This school makes sure that children with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- This school is committed to providing a physical environment accessible to children with medical conditions. This school is also committed to an accessible environment for out of school activities.
- This school makes sure the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including social, sporting, educational and extended school activities.
- This school makes sure that children have the appropriate medication / equipment / food available during physical activity.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. This school will not penalise children for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.
- This school will refer children with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the child (where appropriate), parent and the child's healthcare professional.
- Children at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out of school educational visit. The needs of children with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

#### **3.1. Reducing and eliminating health and safety risks.**

- This school is committed to identifying and reducing triggers both at school and on out of school visits and is actively working towards reducing / eliminating (where possible) common triggers that can make common medical conditions worse or can bring on an emergency.
- School staff have been given training and written information on medical conditions which includes avoiding / reducing exposure to common triggers (for example alternative break times can be arranged for pupils who are unable to be outside in cold weather conditions).

- Care Plans detail an individual child's triggers and details how to make sure the child remains safe during the whole school day and on out of school activities. Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical conditions.
- This school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
- This school works in partnership with all relevant parties including the child (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Parents are made aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

#### **4. Employees and volunteers**

At Pipworth Community Primary School we recognise our duty of care to staff and volunteers working with us. Staff and volunteers are asked to share information related to serious medical conditions so that a Care Plan can be established with clear instruction how to manage them in an emergency, including key contacts.

Staff with Care Plans are encouraged to share this information with members of the SLT, staff they work closely with and the Lead First Aider (on a 'need to know' basis) to ensure that school is able to respond appropriately in an emergency.

Staff and volunteers requiring medication during the school day are asked to keep it safely locked away to prevent risk of harm to children. If a medication, such as an epi-pen, is required then this will be kept in the Medical Room so that it is accessible in an emergency.

#### **5. In case of an emergency**

##### **5.2 EMERGENCY MEDICAL PROCEDURE FOR PUPILS and STAFF**

1. Contact a qualified first aider to assess the situation and inform the office immediately.
2. The office **MUST** immediately contact a member of the Senior Leadership Team.
3. The first aider will, with the assistance of a Senior Leader assess the situation and instruct the office to call an ambulance if required.
4. On no account is the first aider to hesitate in asking the office to call an ambulance if the situation is deemed serious – do not delay if a Senior Leader is unavailable.
5. In the event of an emergency/accident involving a nursery child, nursery may call for an ambulance if deemed necessary, given that the emergency services may ask questions about the child's condition in their care.
6. If an ambulance is called without Senior Leadership agreement they should be notified at the earliest opportunity.

## **5.1 Responding to emergencies on and off the school site.**

- All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to children in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed every 3 years, First Aid Course (renewed Sept 2024).
- All staff working with the Under Fives are trained to a paediatric levels (renewed every 3 years).
- All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- All children with a short and long term medical condition at this school have a Care Plan, which explains what help they will need in an emergency (stored on the school server RAG rated for level of care required (w/staffshare/careplans)). Care Plans are developed in the context of assessing and managing risks to the child's education, health and social wellbeing and to minimise disruption.
- Any member of staff providing support to a child with medical needs will have received suitable training.
- If a medical condition may lead to school requiring emergency services, a data sheet (from SIMS) will be printed and attached to a copy of the child's care plan (if they have one) in preparation for the arrival of emergency service. Parental permission will be sought and recorded in the Care Plan for sharing information with emergency care settings.
- If a child needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance. A member of staff must not take a child to hospital in their own car.

## **5.3 First Aid Kits (refer to First Aid policy)**

All staff understand the medical conditions that affect children at this school. This school ensures all staff receive appropriate first aid training and have easy access to first aid equipment.

The main first aid boxes are located in the Medical Room, adjacent to the school office, and in the FS1 base. Portable first aid kits are available from the Medical Room taken on any off site visits. Portable first aid kits will be checked regularly by first aiders (Kay Hutton/Jackie Procter) but it is the duty of all staff to check that they are fully equipped before taking them on off site visits.

## **5.4 Outdoor Learning first aid (refer to Outdoor Learning policy)**

Our outdoor learning curriculum is led by a qualified Forrest Schools teacher who is fully trained in Outdoor First Aid. A specially equipped first aid bag is used for this activity.

The Outdoor Learning policy details meeting points using WHAT3WORDS in case of an emergency whilst the group are in the woods.