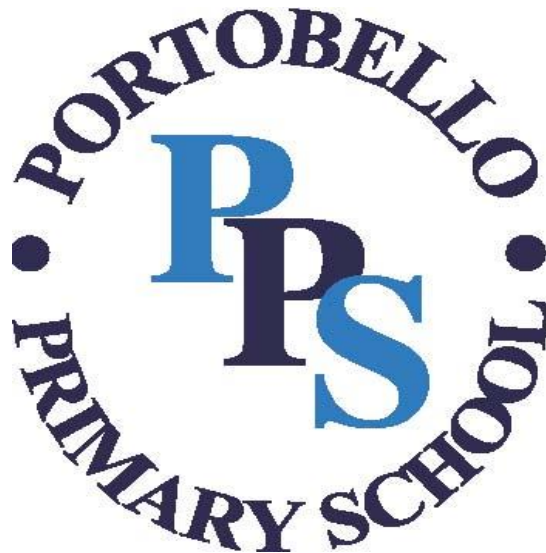


Portobello Primary School



Support for Pupils with Medical Conditions Policy 2024

Introduction

The Headteacher, Governing Body and employees at Portobello Primary School wish to ensure that pupils with medical needs receive appropriate care and support at school and during school activities. This policy has been produced to ensure the safe administration of medication or medical procedures.

School Policy

At Portobello Primary School, employees are not legally required to administer medicine or supervise a child taking it or to undertake medical procedures. The primary responsibility for a pupil's health rests with the parents; (the term 'parents' in this policy includes guardians and carers) who are responsible for making sure their children are well enough to attend school.

It is generally accepted that school staff may support pupils with administration of medication or support a medical need whilst acting *in loco parentis*. However, this does not imply a duty upon school staff.

Each request to support a pupil with a medical need will be considered on an individual basis. Parents should liaise with the school to reach an agreement on the school's role in supporting their child's medical needs.

No medication will be administered without prior written permission from the parents.

Children should remain at home when they are unwell. Medicines will only be administered when it would be detrimental to a child's health if the medicine is not administered during the school day.

Under no circumstances will aspirin or other preparations containing aspirin be given to children under the age of 16.

The head teacher will ensure that there is adequate insurance in place to cover the administration of medicines and medical procedures undertaken in the school. In some cases, additional cover will be provided.

Procedures to be followed:

Parents must complete and sign form [EDU-15](#) 'Parent Permission and Medication Record: Individual Pupil' giving the dose, method of administration, the time and frequency of administration, other treatment and any special requirements.

All essential medication should be brought to school by the parent. It should be delivered personally to the head teacher or designated member of staff.

All medication taken in school must be as originally dispensed.

Employees will administer non-prescribed medicine to a child only when there is specific written consent from the parent.

Where appropriate, information, instruction and training will need to be provided by health professionals for employees who volunteer or are contractually involved in the administration of medicines or supporting pupils with medical needs. Other staff should also be trained, for example, to recognise symptoms or early warning signs of an asthma attack or epilepsy.

Where practicable, the school will ensure that alternative arrangements are in place for those occasions when employees who provide support for pupils with medical needs are absent or unavailable.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision.

A record will be completed each time medication is given or medical procedures are carried out.

Records

Parents must inform their child's class teacher or teaching assistant should they become aware of any allergy or medical need the child may have. The member of staff informed must fill in a Healthcare Plan form with the parent / carer. A copy of this form must be kept in the child's class file and in the whole school medical file. The school kitchen must be notified and be given a copy of the file, with the child's photograph, immediately. A copy of the form plus photo must be added to the pupil wall in the staffroom. Information must then be cascaded through the rest of the staff in the next staff meeting.

In July teachers' meet to pass on medical and allergy information in the medical files. This takes place as part of our planned passing of individual children's learning and personal needs.

Recording

Staff who give medicine in school should make a record each time medication is given to a pupil, using the proforma supplied. This protects staff and is proof that procedures have been met. All other procedures should also be recorded regularly.

Responsibility of Parents

Parents **must** provide the school with detailed information about their child's medical condition, whether this is **before** the child starts school or if a **condition develops** whilst the child is attending school.

Medication will not be accepted in school without written and signed instructions from the parent.

All medication must be delivered to the school office by a parent in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

- Pupil's name (if prescribed)
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements
- Expiry date

The school will not accept medication that has been removed from the original container.

Parents should:

- Request that the prescriber where clinically appropriate, prescribes in dose frequencies which enable the medicine to be taken outside school hours. **NB medication prescribed three times a day should be taken before school, after school and before bed.**
- Provide the school with comprehensive information regarding their child's condition or medical need and about the medication or support their child needs whilst in school
- Inform the school in writing of any changes to the prescription, the administration regime or the support required. This should be provided in conjunction with the GP or other medical professional as appropriate.
- For pupils on long-term medication, the request form should be renewed following any changes or at the beginning of each new school year.
- Collect and dispose of any unused or expired medicine at the end of each school year
- Ensure that medicines have not passed the expiry date
- Where appropriate, provide written permission for their child to self-administer medicine

- Renew the medication when supplies are running low and ensure that the medication supplied is within expiry date

Refusal of medication or medical procedure

If a child refuses to take their medication, staff will not force them to do so. Parents will be informed as soon as possible and contacted to administer the medicine or medical procedure themselves. The school will contact the emergency services if necessary. Refusal to take medication will be recorded and dated on the child's record sheet.

Storage

Medication will be kept in a secure place, out of reach of pupils, including if necessary within a fridge.

Medicines should only be kept while the child is in attendance. Any unused or outdated medication will be returned to the parent for safe disposal. Staff will not dispose of medicine.

Key points

- All medicines must be stored in a class labelled basket in the staff room except for inhalers and Epi-pens.
- Inhalers and Epi-pens must be stored in a class labelled basket in the classroom and be visible
- The person receiving the medication in school is responsible for ensuring it is correctly labelled with name and dosage.
- Half termly checks for dates must be made by the first aider assigned to the child's class

Health Care Plan

Where appropriate, a personal Health Care Plan (HCP) will be drawn up in consultation with the school, parents and health professionals. The HCP will outline the child's needs and the level of support required in school.

The school must have full information about the medical needs of a child before they start school or as soon as the need is recognised. Where parents cannot give full information this will be obtained from the relevant professional and training will be obtained if necessary. The school will make a record of the health care needs of children with long term medical needs.

Where possible children should participate in the PE curriculum unless otherwise stated in their health record. Certain changes may need to be made to accommodate the needs of such children. Medication should be accessible e.g. inhalers.

Educational Visits

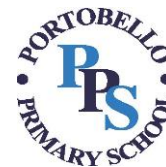
To ensure that as far as possible, all children have access to all activities and areas of school life, this school will make every effort to continue the administration of medication to children whilst on educational outings or residential visits. This is however something that will be discussed with parents on an individual basis and we reserve the right to refuse to take children on a school visit if we feel that medical needs are a safety risk. A risk assessment will be undertaken to ensure the safety of all children and staff.

Hygiene

Staff who give medicine are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Disposable gloves must be worn when dealing with spillages of blood or other body fluids.



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Emergency Procedures

The Head teacher will ensure that all staff are aware of the school's planned emergency procedures in the event of a medical emergency.

In the event of a minor accident parents or responsible adults will be contacted and asked to take any further action such as visit to doctors or the hospital.

In the event of the need to call an ambulance then the child would be accompanied by a member of staff and the parents or responsible adult contacted as soon as possible. The member of staff will stay with the child until the parent or other adult arrives.

Transporting children to hospital by private vehicle should not be undertaken if at all possible. Where it is unavoidable then they should be accompanied by another member of staff and should have public liability vehicle insurance.

Complaints

Should parents or pupils be dissatisfied with the support provided, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's existing complaints procedure.

Signed by ...J. Humphrey..... Position...Headteacher.....

Date...21/5/24.....

This policy will be reviewed (Date)...September 2025.....