

St Laurence Church Infant School

Medical Needs Policy

Introduction

This Medical Needs Policy covers the areas of medication in school, asthma, first aid and emergency aid.

The following guidance and procedures are adhered to:

- Supporting Pupils at School with Medical Conditions DfE December 2015
- Guidance on First Aid for Schools DfE updated February 2014
- Medication Guidance for Schools LA January 2015

Medication in school

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. The administration of medication should not be a factor that prevents them accessing their education.

The following practice and procedures apply:

- Where possible, medicines should be prescribed in frequencies that allow the pupil to take them outside school hours, this includes those prescribed three times a day - before school, after school and bedtime.
- If this is not possible i.e. medicine prescribed four times a day, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription medication medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Parents may request that school staff administer over the counter medication. No child will be given any over the counter medicines without written parental consent except in exceptional circumstances.

- All medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- The parent/carer will be asked to come into school and personally hand over the medication at the School Office and a Medication Consent form will be completed. This form will be kept in the Medical Information file which is kept in the Medical Room.
- A maximum of four weeks' supply of medication may be provided to the school at one time. (This does not apply to inhalers.)
- Schools should keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room.
- St Laurence Church Infant School cannot be held responsible for side effects that occur when medication is taken correctly.
- Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept medication. 'Wasted doses' eg a tablet dropped on the floor should also be recorded.
- On admission to school all parents/carers are required to complete an Information Form. This includes details of any medical conditions, emergency contact numbers, name of family doctor, allergies and special dietary requirement.
- Should a child be admitted to school with specific medical needs we will, in partnership with parents/carers and the school nurse service, discuss individual needs and, where appropriate, an individual alert card will be provided. Any resulting training needs will be met.
- Should the child be able to administer their own medication eg a reliever inhaler for asthma, emollient cream for eczema, we will ensure they are able to do this safely and they will be supervised by a member of staff.
- Medications will be stored in the School Office or the First Aid Room. Emergency medication is stored in a clearly labelled cupboard, and other medication such as inhalers and creams are kept in cupboards clearly labelled for the Year Group. Medication which is required to be kept securely will be locked in a school safe.
- A record of the administration of medication will be kept on a Record of Medication form, which will be signed by the member of staff who administered the medication. This will be kept in the Medical Information file. The use of inhalers will be recorded in the First Aid book and highlighted in green.

Every child to learn and grow with God.

- Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.
- If medication needs to be replenished this should be done in person by the parent/carer.
- A regular check will be made of the medication stored in school at least termly, and parents/carers will be asked to collect any medication which is out of date or not clearly labelled. If parents/carers do not collect this medication it will be taken to a local pharmacy for disposal.

Asthma

At St Laurence Church Infant School we

- welcome children with asthma and recognise their needs.
- work towards ensuring the school environment is favourable to children with asthma.
- expect and encourage parents/carers to give appropriate information to the school regarding their child's asthma and to provide a prescribed reliever (blue) inhaler and spacer device (if required).
- recognise that children need to have immediate access to their reliever inhaler.
- encourage and help children who have asthma to participate fully in all aspects of school life.
- access Asthma Awareness training for all staff.

On admission to school all parents/carers are required to complete an Information Form this includes details of any medical conditions, emergency contact numbers, name of family doctor, allergies and special dietary requirement.

The following practice and procedures apply:

- Every child with an asthma diagnosis must have a reliever inhaler (blue) available in school and a spacer device if this is normally used.
- All inhaler devices are stored in a red bag in the children's classroom and are clearly labelled with the child's name.
- Reliever (blue) inhalers must be readily available at all times, including during PE (when they should be taken into the hall or onto the field) and all off site activities.
- Most children will not need to use their reliever (blue) inhaler on a daily basis, therefore, if the child has experienced symptoms and has needed to use their inhaler, parents/carers will be informed.
- Parents/carers will always be informed if their child has an asthma attack.
- Parents/carers need to check all reliever inhalers/spacer devices termly or regularly, confirming that the inhalers are in date and are full of medication.
- Inhalers should not be stored where there is excessive heat or cold.
- Children with asthma are encouraged to participate in PE lessons.

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- Some children with asthma may need to use their reliever (blue) inhaler before exercising.
- It is essential that all staff know how to manage a child experiencing an asthma attack.
- In the event of an asthma attack school staff should follow the procedure outlined in the 'Asthma Attack Flowchart' which should be visibly displayed in the Medical Room, Staff Room and PE Hall.
- Emergency salbutamol inhaler kits are kept voluntarily by school.

First Aid – see separate policy

Emergency Aid

In the event of a medical emergency the procedure on the Emergency Aid Card will be followed. These are displayed by the external phone lines of the school.

Training

Staff have received the following training:

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|---------------------------------------|----------------|-------------|
| • First Aid in the Workplace (4 day) | valid 3 yrs | 3 staff |
| • Paediatric First Aid (2 day) | valid 3 yrs | 9 staff |
| • Epilepsy Awareness Training | March 2020 | (bi-annual) |
| • Allergy and Auto-Injectors Training | September 2019 | (annual) |
| • Asthma Awareness Training | January 2018 | (bi-annual) |

November 2014

Revised May 2015, June 2016, October 2017

Reviewed March 2020