

St John's Church of England School
'I can do everything through Christ, who gives me strength'
Philippians 4:13



Managing Medicines and Supporting Pupils with Medical Needs in School

Reviewed: Spring 2024
Next review: Spring 2026

Vision

'.....I can do everything through Christ who gives me strength'

Phil 4:13

At St John's we foster an ethos deeply rooted in the Bible, underpinned by **faith** and committed to educational excellence.

In our community we respect that everyone is uniquely made in the image of God. We grow together in **wisdom, compassion, strength** and instil a sense of **hope** for all to flourish.

We make a difference.

Core Values

Faith – Is being sure of what we hope for and certain of what we do not see

Strength – Faith is God presents us with the strength to build and progress in our life and the lives of others.

Compassion – We are fair, we care and show understanding towards others.

Wisdom – Building confidence, discipline and knowledge to fully develop our talents in all areas of our lives.

Hope – Coping wisely with situations that will help guide us into fulfilling our aspirations

Statement of Aims

We are a Christian School working together to inspire and empower each child to lead a happy and fulfilling life.

We:-

- **Work together and be the best we can.**
- **Care for and support one another.**
- **Respect and value one another and the environment.**

Managing Medicines and Supporting Pupils with Medical Needs in School

All pupils have an entitlement to a full and balanced curriculum and should be able to participate as fully in school life as any medical or special educational need allows. Wherever possible, St John's Church of England, School will ensure that children with medical needs, as well as those with special educational needs, will be admitted and provided with appropriate support to ensure that they have access to mainstream education.

The Role of the Governing Board

The Governing Body is responsible for the school's medical needs policy. They will take account of the views of the Headteacher, staff and parents in reviewing the policy on supporting pupils with medical needs to ensure that their needs are met and that they are included in the full life of the school. The cultural and religious views of parents and pupils will always be respected.

Role of the Headteacher

On admission, we will establish an atmosphere of mutual trust. This will ensure that parents or guardians and their children do not feel that they are making unreasonable or uninformed demands on the school and to make them feel confident about informing us about their child's condition. The Headteacher will ensure that all staff, temporary, permanent or employed by other services, are aware of the policy and where appropriate, follow agreed procedures and that staff are properly supported and trained.

Role of Parents/ Guardians.

Parents or guardians have prime responsibility for their child's health and well being and will need to establish agreements with us about their child's medical needs. The Headteacher is responsible for deciding whether the school can assist a pupil who has such needs and who may need medication. We will endeavour to ensure that attendance and full participation in school life is maintained by assisting where practical in administering an agreed care plan (see below).

It only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school will continue to administer the medicine in line with the written consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise. Parents and guardians have prime responsibility to inform the school of any accidents that happen outside of school hours or any head injuries.

The following is to be considered before bringing medication in school:

- Prescribers consider the use of medicines which need to be administered only once or twice a day (where appropriate) for children and young people so that they can be taken outside school hours.
- Most prescribed medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime, alleviating the need for them to be brought in to school.
- Prescribers consider providing two prescriptions where appropriate and practicable, for a child's medicine: one for home and one for use in the school or setting, avoiding the need for repackaging or relabelling of medicines by parents
- Parents should encourage self-medication where this appropriate.

The Role of School Staff

Appropriate members of staff will be trained to administer medicines where practical and all staff will use their best endeavours for pupils at all times, particularly in emergencies. Safety of both pupils and staff will be of paramount importance at all times.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents in agreement with the Headteacher.

A child under 16 will not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

If pupils refuse to take medication they will not be forced to do so by staff. However, parents or guardians will be informed as a matter of urgency and, if appropriate, the emergency services called.

Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when and where the children may need extra attention.

All staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover will be arranged for when the member of staff responsible is absent or unavailable. During times of the day when other staff may be responsible for children, such as lunchtime supervisors, they will be provided with appropriate training and advice.

The Role of Pupils

Pupils will be allowed and encouraged to administer their own medication so that they are taught to take responsibility for their needs. This is subject to the agreement of the parents and Headteacher and if appropriate to the age, understanding, ability and aptitude of the child. Where appropriate and with agreement with the pupil/parents/guardians, other pupils may be made aware of potential emergency situations and how to alert staff and summon help.

Long Term Medical needs

Pupils who have medical conditions that, if not properly managed, will limit their access to education are regarded as having medical needs. A care-plan will be agreed with parents/carers for such children. This will include as much information as possible to ensure that the child's medical needs can be supported to assist in their attendance and positive experience in school, including preparing for an emergency situation. If a pupil with medical needs requires local authority (LA) home to school transport then the LA will have a duty to make sure that pupils are safe during the journey.

Individual Healthcare Plans

Individual healthcare plans help to ensure that the school effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They are likely to be helpful in the majority of cases, and especially for long-term and complex medical conditions, although not all children will require one. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Individual healthcare plans may be initiated by a member of school staff, the school nurse or another healthcare professional involved in providing care to the child. Plans will be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents. These will be reviewed at least annually or earlier if the child's needs change. They will be developed in the context of assessing and managing risks to the child's education health and social well being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan should be linked to the statement or EHC where they have one.

In identifying what information plans records include the following will be considered:

- the pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons

- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional
- who in the school needs to be aware of the child's condition and the support required
- written permission from parents and the head teacher at your school for medication to be administered by a member of staff, or self-administered by individual pupils during school hours
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g. risk assessments
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- what to do in an emergency, including whom to contact, and contingency arrangements

Asthma Policy

St John's Church of England School is an Asthma Friendly School. It:

- recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma
- ensures that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and other out-of-hours school activities
- recognises that pupils with asthma need immediate access to reliever inhalers at all times
- keeps a record of all pupils with asthma and the medicines they take.
- ensures that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma
- ensures that all pupils understand asthma
- ensures that all staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in an asthma attack
- will work in partnership with all interested parties including the school's governing body, all school staff, school nurses, parents/carers, employers of school staff, doctors, nurses and pupils to ensure the policy is planned, implemented and maintained successfully.
- A Separate asthma register is held in school for children who have been diagnosed by doctor/hospital as being asthmatic.
- If your child is on the register it is the parents responsibility to ensure that inhalers and spacers are always present and in date in school.

- Parents will also be asked to fill out an Asthma Health care form, this instructs the school as to how to treat the child when necessary.
- If a parent considers their child to be competent enough to carry their own inhaler and treat themselves at all times then a note should be sent into state this.

Short Term Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in an educational setting. For many this will be short term. e.g. finishing a course of medication. A short term care plan will be agreed for such pupils to ensure that pupils are able to attend while completing a course of medication.

Reasonable adjustments will be made for disabled children including those with medical needs at different levels of school life. This will include planning in anticipation of the admission of a disabled pupil with medical needs so that they can access the school premises, the curriculum and the provision of written materials in alternative formats to ensure accessibility and training for support staff to administer medication. Extra care will be taken in supervising activities to make sure that pupils with medical needs and others are not put at risk.

First Aid

The school's Welfare Officer and a number of trained support staff will be responsible for first aid of both pupils and staff.

Confidentiality

The medical information relating to a pupil will be treated as confidential and will only be disclosed to those who need to know to be able to support the pupil and with the agreement of the parents and/or pupil.

Accurate Records

We will maintain accurate records at all times of pupils' medical needs and also those pupils with short term care plans. Records will be kept of all medicines that are administered. Information will be shared about children's medical needs on a need to know basis

Administration of medication in school

Please note that parents should keep their children at home if acutely unwell or infectious.

- Parents are responsible for providing the Headteacher/ Welfare Officer with comprehensive information regarding the pupil's condition and medication.

- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent (see appendix 1).
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- Each item of medication must be delivered to the Authorised Person (usually the Welfare Officer), in normal circumstances by the 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.
 - Name of medication.
 - Dosage.
 - Frequency of administration.
 - Date of dispensing.
 - Storage requirements (if important).
 - Expiry date.
- The school will not accept items of medication in unlabelled containers.
- Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet unless ease of access is required at all times.
- The school will keep records, which they will have available for parents.
- It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

- The school will not make changes to dosages on parental instructions.
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- For each pupil with long-term or complex medication needs, the Headteacher, along with the Welfare Officer will ensure that a Healthcare plan is drawn up, in conjunction with the appropriate health professionals.
- Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health
- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

This policy was reviewed in accordance with guidance from the Department for Education published in April 2014

'Supporting pupils at school with medical conditions' available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

St John's Church of England School

Parental consent for School Staff to administer medicine

In accordance with the School policy regarding the administering of medicines, the School will not be able to give medicine to your child unless you complete and sign this form.

Date

Child's Name

Class

Name and strength of medicine

Expiry date

Dose to be given

When to be given

Any other instructions
.....

Number of tablets/ quantity to be given to the school

Note: Medicines must be in their original container as dispensed by the pharmacy.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the School policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature.....

Print Name

Daytime phone number of parent/contact