



WEST TYNE FEDERATION OF SCHOOLS

Medical Conditions Policy

Our Vision..... Inspire, Support, Believe, Achieve

Our Mission.....

Our values-based schools nurture curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is paramount. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Policy Statement

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported while at Greenhead Church of England Primary School or Henshaw Church of England Primary School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

- All staff know what to do in an emergency
- Relevant staff will be aware of individual children's medical conditions and the plan that is in place to support them
- The school understands the importance of medication and care being managed as directed by health care professionals and parents. Only **PRESCRIBED** medication will be administered.
- Staff involved in the administration of medicines and provision of support to pupils with medical conditions will be suitably trained if necessary
- The named member of school staff responsible for this medical conditions policy and its implementation is the Executive Headteacher

On Admission to School

All parents/carers will be asked to complete parental Contact Form.

As part of the form there is a section that asks parents/carers to advise the school of any medical conditions for which their child may require support at school.

Parents/Carers of children with long term medical conditions for which their child may require support will be requested to complete an **Individual Health Care Plan** in conjunction (if relevant) with the child's health care professional.

The school will then implement the Health Care Plan, ensuring staff receive relevant training if needed.

Individual Health Care Plans

- Relevant staff will be made aware of Individual Health Care Plans
- A central register of Individual Health Care Plans will be held by the appropriate school. Individual Health Care Plans will be reviewed at least annually and more frequently if required. Parents/Carers should advise the school if any amendments need to be made before the annual review.
- A copy of the Individual Health Care Plan will be held by the parent/carer/school and where relevant health care professional. The individual health care plan will accompany the child on any out of school activities.

Administration and Storage of Medication in School

Only medicines which have been prescribed for a child will be administered in school. Parents should request that, wherever possible, medication is prescribed so that it can be taken outside the school day.

Should medication be required to be administered at school parents/carers should complete an **Administration of Prescribed Medicines in School Consent Form**. Medication cannot be administered without consent.

The completed Administration of Prescribed Medicines in School Consent Form and the medication should be handed by the parent/carer to Mrs Tapscott (Greenhead)/Mrs Slater (Henshaw).

Medicines will only be administered if they are provided in its original container complete with an original unaltered pharmacy label showing the child's name, dosage instructions and

any relevant storage instructions. The product must be in date. The exception to this is insulin which must still be in date but will generally be provided to schools inside an insulin pen or pump, rather than its original container.

- The school will make sure all medication is stored safely either in the lockable medicine cabinet situated in the staffroom (Greenhead)/main office (Henshaw) or within the child's classroom and that pupils with medical conditions know how to access them. In the case of emergency medicines they will have access to them immediately.
- Parents/Carers are asked to collect all medications/equipment at the end of the school day or term, and to provide new and in date medication at the start of each new term.
- Parents/Carers must let the school know immediately if their child needs change.
- Parents/Carers are responsible for replenishing supplies of medicines and collecting no longer required/out of date medicines from school.

The school will keep an accurate record of all medication they administer or supervise administering, including the dose, time, date, the level of medicine remaining and the staff involved. If a medication is not administered the parent/carer will be notified.

Disposal of Medication

If parents/carers do not collect out of date/no longer required medicines within 14 days of being requested to do so the medicine will be returned to a pharmacy for destruction.

Out of School Activities/Extended School Day

The school will meet with parents/carers, pupil and health care professional where relevant prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed to support a child with a medical condition to participate. This should be recorded on the child's Individual Health Care Plan which should accompany them on the activity.

Risk assessments are carried out on all out of school activities taking into account the needs of the pupils with medical needs. School will make sure a trained member of staff is available to accompany a pupil with a medical condition on an offsite visit if necessary.

Signed:

Date:

Review Date:

Part B

UNDERTAKING BY THE PARENTS/CARERS

I understand that I must deliver the medicine personally to:

- Mrs Tapscott or a staff member within the school office (Greenhead)
- Mrs Slater or a staff member within the school office (Henshaw)

(In the case of children who use LA provided transport to school I understand I must deliver the medicine to the escort or driver with a completed copy of this form)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff to administering medicine in accordance with the Federation 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.

I/We will personally provide further supplies of medicine to the nominated member of staff at school before the current supply expires.

I/We accept this is a service which the school is not obliged to undertake.

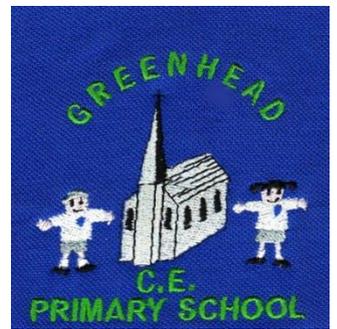
I/We where relevant will ensure that second devices e.g. adrenaline pen will be provided.

I/We will be responsible for receiving the discontinued/expired medicine from school. If we do not collect expired or discontinued medicine from school within 14 days of being asked to do so we understand this will be disposed of by the school.

Signature (s):

Date:

Relationship to the pupil:



PARENTAL REQUEST FOR MEDICINE TO BE ADMINISTERED

To: Headteacher

Greenhead CE Primary School

The need for medication to be administered to pupils during school hours must be supported by a parent's written request and is only possible for medication prescribed by the child's doctor. 'Over the counter' medication cannot be administered by school staff.

It is also important to keep the administering of medication to a minimum, and parents are requested to consider the possibility of administering the daily doses out of school hours. If this is not possible the following consent form must be completed.

I wish my child (name)to have the following medicine administered by school staff as indicated.

Name of Medication:

Time at which to be given

Amount to be given (and means of administration if necessary).....

.....

I undertake to deliver the medicine personally to you and to replace it whenever necessary. I also undertake to advise you immediately of any change of treatment prescribed by the doctor or hospital.

Signed:

Date:

Part C

TO BE COMPLETED BY THE SCHOOL (COPY RETURNED TO PARENTS)

FOR PUPILS WHO REQUIRE PRESCRIBED MEDICINE TO BE ADMINISTERED AT SCHOOL

I agree that (name of pupil):

Will receive (quantity and name of medicine):

At (times of administration):

Your child will be supervised whilst taking their prescribed medicine by a member of staff.

You must personally bring your child's prescribed medicine to school and hand it to:

- Mrs Tapscott (Greenhead)
- Mrs Slater (Henshaw)

Your child's medication will be stored in the following location:

- medicine cabinet situated in the staffroom (Greenhead)
- main office (Henshaw)
- within the child's classroom

This arrangement will continue until the end date of the medicine or until instructed by the parents/carers.

**FOR PUPILS WHO ARE PERMITTED TO CARRY AND SELF ADMINISTER THEIR OWN
PRESCRIBED ASTHMA MEDICATION/DIABETIC DEVICE AT SCHOOL**

I agree that (name of pupil):

Will be allowed to carry and self administer their prescribed asthma medicine/diabetic device whilst in school and that this arrangement will continue until:

Signed:

(Executive Headteacher)

Date:

The school will not give your child medicine unless you complete and sign this form and the Executive Headteacher has agreed that school staff can administer the medication.