

Medical Policy

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1. INTRODUCTION AND OBJECTIVES



Beechwood's Mission

To provide an exceptional learning experience for all, where potential is nurtured and responsible citizens created

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Beechwood School is an inclusive community that aims to provide all students who attend our school with a medical condition, the same opportunities as all our students.

This policy, has been drawn up to provide clear guidance on the administration of medication and medical care for students with medical needs, in line with the DfE statutory guidance 'Supporting pupils at school with medical conditions' September 2014.

Beechwood School makes certain all staff understand their duty of care to a student with a medical condition in the event of an emergency.

We ensure that a young person with a medical condition feels confident in the support they receive, and their parents feel secure in the care provided for their child.

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All that we do at Beechwood centres around our three core values: **RESPECT, KINDNESS and EXCELLENCE.**

2. RESPONSIBILITIES



The parent/carer of a student at Beechwood School have prime responsibility for their child's health and should:

- inform the school that their child has a medical condition;
- provide the school with up-to-date information about their child's medical condition(s), treatment and/or any special care needed;
- ensure the school has a complete and up-to-date Individual Healthcare Plan for their child, in collaboration with the parent/ carer
- inform the school about the medication their child requires during school hours;
- inform the school of any medication their child requires whilst taking part in off-site visits/activities;
- inform the school about any changes to their child's medication, what they take, when, and how much;
- inform the school of any changes to their child's condition;
- ensure their child's medication and medical devices are labelled with their child's full name;
- provide the school with appropriate spare medication labelled with their child's name;
- ensure that their child's medication is within expiry dates;
- ensure new and in-date medication comes into school on the first day of a new academic year;
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional, and provide the school with updates.

Beechwood School's Headteacher has a responsibility to:

- ensure that all staff protect the confidentiality of all students with a medical condition;
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions;
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated;
- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks;
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All staff at Beechwood School have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- understand the school's medical conditions policy;
- know which students in their care have a medical condition and know what action to take in the event of a medical emergency;
- allow all students to have immediate access to their emergency medication;
- maintain effective communication with parents/carers, including informing them if their child has been unwell at school;
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in, and appropriate adjustments and extra support are provided where necessary;
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teachers at this school have a responsibility to:

- ensure students who have been unwell catch up on missed school work;
- be aware that medical conditions can affect a young person's learning and provide extra help when it is needed;
- liaise with parents/carers, Director of Studies and Special Educational Needs coordinator if a student is falling behind with their work because of their condition.

The Primary First Aider at Beechwood has a responsibility to:

- help provide regular training for school staff in managing the most common medical conditions at school;
- provide information about where the school can access other specialist training.

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school;
- when necessary, ensure that an ambulance or other professional medical help is called. Accompany a young person to hospital and stay with them until a parent/carer arrives.

The Primary First Aider as well as other key staff members have the responsibility to:

- help update the school's medical condition policy;
- know which students have a medical condition and which have special educational needs because of their condition;
- ensure students who have been unwell, have the required resources and opportunity to catch up on missed schoolwork;
- ensure teachers make the necessary arrangements if a young person needs special consideration or access arrangements in examinations or course work;
- ensure that every pupil with a Healthcare Plan has their plan discussed and reviewed at least once a year;
- seeks permission from the student and parent/carer before sharing any medical information with any other party;
- ensure key staff have been given training on medical conditions, and on how to

administer emergency medication.

3. ADMINISTRATION OF MEDICATION



Beechwood School understands the importance of medication being taken/administered as prescribed. Prescribed medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day and which written consent is provided by parent/carer for student under the age of 16. However, parents/carers are allowed into school to administer medication if they so desire. Exceptions to this are pupils on healthcare plans who have individual medical needs requiring emergency medication to treat specific conditions.

All students at Beechwood School with medical conditions have easy access to their emergency medication.

Emergency

All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine that they are able to start taking responsibility for their condition. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it. Students who do not carry and administer their own emergency medication and their parents, understand the arrangements for a member of staff to assist in helping them take their medication safely.

General

Medication will need to be in the original container dispensed by a pharmacist, including the student's name, prescriber's instructions for administration and dosage.

All medication prescribed and non-prescribed, is taken under the supervision of trained staff. Staff managing the administration of medicines and those who administer medicines receive appropriate training. Training is given to all staff members who agree to administer medication to students, where specific training is needed.

If a student at Beechwood School refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

4. STORAGE OF MEDICATION



- Beechwood School ensures that medication is only accessible to those for whom it is prescribed;
- emergency medication is readily available to students who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug, it is locked away securely;
- all non-emergency medication is kept in a secure place. students with medical conditions know where their medication is stored and how to access it;
- some students at Beechwood School, who are confident in doing so, carry their emergency medication on them at all times. Students keep their own emergency medication securely;
- medication is stored in accordance with instructions, paying particular note to temperature;
- some medication for students may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area;
- all medication is sent home at the end of the school year.

5. SAFE DISPOSAL OF MEDICATION



- parents/carers are asked to collect out-of-date medication;
- if parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

6. TRIPS / RESIDENTIAL VISITS



Parents/carers are provided with a form to complete before an off-site trip / overnight or extended day visit. This form requests up-to-date information about their child's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the student manage their condition while they are away. Where appropriate, this includes information about medication not normally taken during school hours.

The Trip Lead is issued with a school mobile phone, where they can access all relevant forms and student information directly through the Evolve App. A student's medical details are shared by parents on the off-site trip form.

All parents/carers of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

7. RECORD KEEPING



Beechwood School keeps an accurate record of each occasion a student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.