





North Elmham CEVA Primary School  
Stibbard All Saints CEVA Primary School



# Flourish Federation

## Medical Policy

This policy was ratified by Flourish Federation Governing Body on:	12 July 2022
This policy will be reviewed by Flourish Federation Governing Body on: (unless earlier review is required to adhere to statutory requirements/changes in procedure)	July 2023
Policy Version:	1
Policy Signed by the Chair of Governors:	
Policy signed by the Executive Head Teacher:	

## **Introduction and general principles.**

The staff and governors of Flourish Federation are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual medical needs.

The policy is drawn up in consultation with a wide range of local key stake holdings within the school and health care setting and complies with DCFS guidelines for 'Managing Medicines in Schools and Early Years Settings (2204)' and 'Ensuring a Good Education for Children who Cannot Attend School because of Health Needs' –statutory guidance (January 2013).

## **Rationale and Aims**

To provide a clear policy that is understood and accepted by all staff, parents and children, providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

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### **1. Responsibilities**

a) Parents or Carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical condition, treatment and or any special care needed. If the child has more complex medical conditions, they should work with the school nurse or other health professionals to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent/carer's responsibility to make sure that their child is well enough to attend school.

b) There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and

safety of pupils and to act in 'loco parentis,' that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication.

Staff will have access to information on pupils' medical conditions and actions to take in an emergency.

Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.

c) The policy of this school is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education. The head of school accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day only where it is absolutely necessary.

## **2.Prescribed Medicines**

a) 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.

Medicines prescribed 'three times a day' should be administered before school, after school and at night if at all possible.

b) This school will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber and are presented in the original container dispensed by the pharmacist and include the pupil's name, prescriber instructions for administration and dosage. Dates and names on the label will be checked.

## **3. Non-prescribed medication**

Non-prescribed medication will only be administered with prior written permission from parents in extreme circumstances such as residential trips. Staff will check if the medicine has previously been administered with adverse effect and 'form 3A' must be completed. Staff will never administer medicines containing aspirin unless prescribed by a doctor. Staff will never administer medicines containing ibuprofen to children who are asthmatic.

## **4. Administering Medicines**

a) This school recognises that no child under 16 should be given medicines without their parent's written consent. Following written consent using 'form 3A,' staff administering medication to a pupil will check: the child's name, name of medication, the prescribed dose, expiry date, written instructions provided by the prescriber on the label. If in doubt the member of staff will not administer the medication before checking with the parent or health professional.

b) A written record must be kept following administration of medicines to pupils, using 'the correct form.'

c) If a child refuses medicine, staff will not force them to do so, but will record this on the relevant form and parents/carers will be notified of the refusal as soon as possible.

## **5. Long- term Medical Needs**

Were a pupil has a chronic illness, medical or potentially life-threatening condition, the school will initiate a health care plan to meet individual needs and support the pupil. This will be drawn up by health care professionals in consultation with the child's parents or guardians.

## **6. Record Keeping**

- a) Parents/carers should tell the school about medicines their child needs to take and provide details of any changes. The relevant form should be completed by parents/carers which should be referred to when administering medicine which will be recorded on the relevant form. Parents are responsible for ensuring the medication is in date.
- b) Pupils with food allergies or intolerances have their photographs displayed in the staff room and kitchen to ensure that food products are safe for children.

## **7. Storage of Medicines**

- a) Medicines will be stored safely in the pharmacist's original container which is clearly labelled for the pupil.
- b) Non-emergency medication is stored with the consent form in the locked medicine cabinet.  
Medication requiring refrigeration is stored in the designated school fridge.
- c) Emergency medication such as Epi-pens and asthma inhalers are readily available in clearly labelled containers easily accessible by the pupil. This medicine is not locked away.
- d) Parents are ultimately responsible for checking expiry dates on their children's medicines and replacing when necessary. However, school staff will check medication has not expired.

## **8. Disposal of Medicines**

- a) Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy and that medicines held in school are collected at the end of the year.
- b) Sharps boxes should always be used for the safe disposal of needles. Parents should obtain these from their child's GP and return to the pharmacy for safe disposal.

## **9. Emergency Procedures**

- a) All staff are aware of procedures when dealing with a medical emergency. A trained first aider will always be called to lead in the case of a medical emergency.
- b) All staff are aware of pupils on a health care plan and understand the need to follow agreed emergency support.
- c) In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child and stay until the parents arrive. Health care professionals are responsible for any decisions on medical treatment when parents are not available.

## **10. Educational Visits**

This school actively encourages children with medical needs to participate in trips and visits. KS2 Children need to be responsible for their inhalers whilst on a visit. Staff will aim to facilitate reasonable adjustments, including timetabling events and extra staffing, to enable all pupils to participate fully and safely in trips and visits.

In the case of residential trips, parents are invited to provide written consent for staff to act in 'loco parentis' and administer Calpol analgesia if required. If this is administered it will be recorded on the relevant form and parents will be informed and given details of the time and dosage.

## **11. Staff Training**

Staff training is provided to support the administration of emergency medications such as Epi-pens and insulin. In an emergency where a trained member of staff is unavailable any member of staff can administer the medication.

Flourish Federation has several First Aiders and Paediatric First Aiders across both schools. Training is reviewed regularly and updated every three years.

## **12. Children with Health Needs who Cannot Attend School**

Whilst it is the Local Authority's responsibility to make arrangements for suitable full time education for children who are of compulsory school age who, because of illness, would not receive suitable education without their provision, we at Flourish Federation commit to working in partnership with the Local Authority. We commit to work in partnership with the Local Authority to provide information regarding the pupil's educational needs. We will also work closely in partnership with health professionals and the Local Authority to plan an effective reintegration programme for the pupil on their return to school.