



Policy on Supporting Children with Medical Needs

This policy was adopted by Governors at the meeting held on:	14 th February 2019
Signed (Chair of Governors):	Eileen Duncan
Governing Body minute ref:	12
Date of Review:	Feb 2021

The school has prepared this policy for parents and carers. Clearly, we have to take great care over this issue and we are required to follow strict guidelines when medication is to be administered. Please read it carefully and keep it for future reference

It is the responsibility of parents and carers to administer medication to their children. It is preferable for medication to be given at home whenever possible. If medicines are prescribed to be taken three or more times a day then parents or carers should ask the prescribing doctor if the administration of the medication can occur outside normal school hours. **It must be considered whether a child who requires more frequent medication is well enough to be in school.**

Non-prescription medication will not be administered in school. *This includes cough medicines, throat lozenges, homeopathic remedies, travel sickness tablets (these can be administered at home before travelling and staff notified as such) etc.*

Please do not embarrass staff by requesting such medication to be administered, as they will have to refuse.

All essential medication should be brought to school by the parent or carer and **not** the pupil in the appropriately labelled pharmacy bottle and with a completed medication consent form. Staff may administer prescribed medication whilst acting *in loco parentis* but this **does not** imply a duty upon staff to administer medication.

The following should be taken into account when a request is made for medication to be administered:

- No member of staff will be compelled to administer medication to a pupil.
- No medication can be administered in school without the agreement of the headteacher or her nominated representative.

The headteacher and governors will nominate a member of staff to assume the role of 'Medication Co-ordinator', who will have overall responsibility for the implementation

of this policy. The school's Health and Safety policy will identify who has this responsibility.

- If it has been agreed that medication can be administered, two volunteers will be identified to do this and their signatures will be needed to say it has been given.
- Appropriate guidance and training will need to be given to the volunteers if necessary.
- Parents or carers requesting medication to be administered will be asked to complete the form 'Parental Request for the Administration of Medication to Pupils'. Completion of this form safeguards staff by allowing only prescribed medication to be administered.
- If your child suffers from Asthma you will be asked to fill out an Asthma card. No record will be made each time your child requests their inhaler. Depending on age and maturity the inhaler will be kept in the office or carried themselves.
- School staff may consult with the prescriber to ascertain whether medication can be given outside of school hours.
- It is the responsibility of parents or carers to collect the medication at the end of the school day.
- Renewal of medication, which has passed its expiry date, must be the responsibility of the parent or carer.
- All medication will be safely stored in the office.

The school cannot guarantee to have administered the prescribed medication although every effort will be made to do so.

Although school staff should use their discretion and judge each case on its merits, it is not considered acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment

- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone suitable
- penalise children for their attendance record if their absences are related to their medical condition, such as hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including assisting with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- prevent children from participating, or create unnecessary barriers which would hinder their participation in any aspect of school life, including school trips by, for example, requiring parents to accompany the child
- Parents or carers are welcome to come into school to administer medication to their own children.
- Further guidance relating to children with specific medical needs is available in school.
- **If you have any queries regarding this policy please speak to the headteacher.**

This policy was developed with reference to:

| 'Supporting Pupils with Medical Conditions' DfE Update August 2017; SEND Code of Practice 0-25; 'Managing Medicines in Schools and Early Years Settings' 2005 DfES; School's SEND, H&S and Equalities Policies, and in consultation with the School Nurse.