



## **Holy Trinity RC Primary School**

### **Medical Care Policy**

#### **Mission Statement**

"To go forward together in Christ, respecting our neighbour and striving for excellence."

With Christ at the centre of all we do, Holy Trinity Catholic School aims to:

- Live as a Catholic community in which faith is expressed and shared through every aspect of its activity.
- Express this faith through daily prayer, celebration of the Sacraments of the Church, through works of charity and by striving for justice in all we do.
- Make each member of the school community feel loved and valued by developing relationships based on "Caring and Sharing" values.
- Offer a broad and rich curriculum which is accessible to all children through the provision of high quality teaching and resources.
- Nurture and promote sustainable links with the parish, parents, carers, governors and global community, recognising the importance of this for the whole formation of each child.
- Promote a fully inclusive community which recognises and respects similarities and differences between people.
- Enable each individual in the school community to fulfil their potential through equal opportunities, continuous support and positive encouragement.

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#### **Rationale and Aims**

Holy Trinity School aims to have a clear policy that is understood and accepted by all staff, parents/carers 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.

The policy includes:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering prescription medicines
- A clear statement of parental responsibilities in respect of prescription medicines
- Written permissions from parents for prescription medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

**In all instances the school will do all it can to persuade the parent/carer to come into school to administer PRESCRIBED medicines.**

- **We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents/carers to discuss this with the prescriber.

- **Controlled drugs** should never be administered unless cleared by the Head.
- **Non-Prescription Drugs:** Staff should **never** give non-prescribed drugs to a child unless there is specific written permission from the parent/carer. This will be an exceptional situation rather than the norm.
- **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

### **Short Term Medical Needs**

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics, but only

for a short course of up to 5 days, and only when previous avoidance strategies have been examined.

### Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. The school will then devise care plans in consultation with the appropriate health practitioners.

### Administering Medicines

- No child will be given medicines without written parent consent. Form 1 must be completed by the parent/carer giving permission for medicine to be administered by staff.
- Members of staff giving medicines should check:
  - The child's name
  - Prescribed dose
  - Expiry date
  - Written instructions on the packaging

Members of staff giving medicines will be teaching members of staff, school office staff or support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task
- If in doubt then do not administer medicines without checking with the school office staff who will then contact parents/carers or the medical practitioner.

**A record must be kept in a written form each time medicines are given.**

Medicines will be kept in the staffroom fridge (if required) or on top shelves of Infant classroom cupboards.

Asthma inhalers will be stored in the teachers top drawer in classrooms.

Eczema creams will be kept in the relevant child's classroom.

Epipens/ Insulin will be stored in a clearly labelled box with the child's name on in resource area.

All medications will accompany the child on school visits.

Any problems or issues arising shall be initially referenced to **Managing Medicines in Schools and Early Years Settings 2005, DfES.**

### **Self Management**

Children who are able, will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma/ eczema.

### **Record Keeping**

Parents/carers should inform the school of the medicines their child needs. The medicine needs to be in its original container and the dispenser's instructions clear.

**Parents/carers will complete consent FORM 1 and a copy will be kept in the Child's Green folder.**

A written record of medicines administered will be kept in the office.

**Asthma records will be sent home half-termly.**

**Record sheets for short-term medication will be placed in child's Green folder.**

**Record sheets for long-term medication will be stored with the Care plan.**

### **Educational Visits**

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit.

All medicines not self managed by pupils will be in the safe care of a nominated member of the support staff.

This colleague should be one who is willing to carry this responsibility.

Complex medical needs for a specific pupil may necessitate a health plan for the visit.

If any member of staff is concerned they should seek advice from the SENCo.

### **Sporting Activities**

Teachers have risk assessments in place for all children with Medical needs.

When asthma relievers are needed during PE sessions, the children return to their classrooms to take the medication. EYFS/KS1 return with an adult and KS2 are accompanied by another child.

### **The Governing Body**

The governing body will be made aware of this policy. A statement about medical care will be noted on the School's Prospectus.

### **The Head Teacher**

The Head Teacher will ensure that all staff receive appropriate support and training and are aware of this policy.

Likewise the Head Teacher will inform the parents/carers of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents/carers and where their expectation is deemed unreasonable then the Head will seek the advice of the school nurse or an appropriate medical advisor.

### **Teachers and Other Staff**

All staff should be aware of the possible medical risks attached to certain pupils.

They should be aware of possible emergency action and emergency contacts.

**Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines.**

**Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training.**

**The training shall be commensurate with the situation.**

**This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

### **KEY POINTS**

- **THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES**
- **NO TEACHING STAFF or SUPPORT STAFF WILL ADMINISTER MEDICINES OR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES WITHOUT FORM 1 BEING SIGNED BY THE PUPIL'S PARENT/CARER.**
- **ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH APPROPRIATE TRAINING**
- **ALL MEDICINES WILL BE NOTIFIED TO THE SENCO**
- **THE SENCO WILL KEEP A RECORD OF WHERE THESE MEDICINES ARE IN SCHOOL.**
- **THE ASTHMA REGISTER WILL BE UPDATED ANNUALLY OR WHEN NEW CHILDREN ARE IDENTIFIED AS NEEDING INHALERS IN SCHOOL.**

## STAFF INDEMNITY

The Local Authority fully indemnifies its staff against claims for alleged negligence providing:

- They are acting within the scope of their employment;
- They have been given adequate training
- They are following the LA's guidelines.

For the purpose of indemnity the administration of medicine falls within this definition and therefore staff can be reassured about the protection their employment provides.

The indemnity would cover the consequences that might arise were an incorrect dose inadvertently given or where the administration is overlooked.

In practice, the indemnity means that the LA and not the employee will meet the cost of damages should a claim for alleged negligence be successful.

It is very rare for school staff to be sued for negligence and instead the action will usually be between the parent/carer and the employer.

### **Monitoring and evaluation of the policy**

The policy will be reviewed every three years

**Reviewed: September 2017**

Signed:  
Headteacher

Signed:  
Chair of Governors

HOLY TRINITY RC PRIMARY, BRIERFIELD

Medical Care -Form 1

Parental agreement for school to administer medicine

Name of child: \_\_\_\_\_

Year Group: \_\_\_\_\_

Medical condition/illness \_\_\_\_\_

**Medicine**

Name/Type of Medicine (as described on the container):

\_\_\_\_\_

Dosage and Method:

\_\_\_\_\_

Timing: \_\_\_\_\_

**Dates to administer from and to:**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Are there any side effects that the school needs to know about:**

\_\_\_\_\_

**Self administration: Yes / No (delete as appropriate)** \_\_\_\_\_

**I understand that I must deliver the medicine personally to the office and accept that this is a service that the school is not obliged to undertake.**

**I understand that I must notify the school of any changes in writing**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to child: