



POLICY FOR MANAGEMENT OF MEDICAL NEEDS 2018

The Policy is to be reviewed every two years, the next review is due: **March 2020**

POLICY STATEMENT

The school policy is to support pupils/students who have a medical condition to attend school regularly. The school will therefore support administration of short and long term medication and medical techniques where this is necessary for the pupil/student to continue to be educated at school.

The school will also put in place procedures to deal with emergency medical needs.

To this end procedures have been established to ensure that all concerned, staff, parents, pupil/students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed however that the administration of medication is undertaken on a voluntary basis by staff and it will only be done where the procedures are followed.

DEFINITIONS

- **Daily Care Requirements** – These are the agreed actions that staff will take place in school to help manage the medical condition on a daily basis. This could be administration of medication, carrying out medical techniques or simply to remind and/or supervise a pupil/student taking medication.
- **Emergency Action** – This is action that will be taken in the event of a medical emergency.
Action will be to dial 999 unless a pupil/student exhibits certain defined symptoms that are covered by a health care plan and an alternative has been specified, e.g. phone parent/carer, and administer emergency medication.
- **Emergency Medication** – This is medication held in school which will be administered if specified symptoms are observed in a student who has been identified with a medical condition and for which a health care plan is in place.
- **Emergency Situation** – This is a situation where a pupil/student exhibits certain defined symptoms that have been identified as requiring emergency action.
- **Health Care Plan (HCP)** – This is the agreed plan to be followed in managing a medical need and will include day to day support and/or details of emergency action to be taken as appropriate.
- **Long Term Medication** – This is prescribed medication required to manage a long term medical need, i.e. asthma, epilepsy etc.
- **Medical Condition** – This is a condition that has been identified by medically qualified personnel.
- **Medical Techniques** – These are specialist techniques which will either be undertaken routinely or in an emergency situation. Staff must have received appropriate information, instruction, training and supervision as identified as necessary when preparing the HCP.

Short Term Medication - This is prescribed medication that a pupil/student requires when they have an illness, e.g. antibiotics

PROCEDURES

The following are the procedures that are to be followed in school to ensure the management of medical needs.

LONG TERM MEDICAL NEEDS

Step 1 – Obtain Information on Pupil/Students long term Medical Conditions

Prior to children starting at school parents/carers are requested to complete information on their child's health and, prior to the start of each subsequent year, they are asked to update this information. This will be done using form 1 attached. In addition to medical conditions the form also requests information on emergency contacts

NB: Parents/carers are not required to disclose information but if they do not it must be made clear to them that this will prevent the school from ensuring the safety of their child.

Step 2 – Assess the information provided

The health and emergency contact form, see form 1, should include additional detail where medication will be brought onto site and/or where staff are expected to provide support in administering medication or carrying out medical techniques. The following are the general assessment criteria to be followed:

a) Where there is an indication pupils/students will undertake self-administration of long term medication -The information provided will be used initially to assess whether the pupil/student will be allowed to self-administer, this decision being based on the pupil/students maturity, the type of medication and the environment. If it is decided that the pupil/student can self-administer a further decision will be taken as to whether the medication can be carried or should be kept in office/class. In these cases no HCP will be produced but the daily care requirements, what the medication is and what might constitute an emergency for the pupil/student will be added to the class/year group medical record form, see form 4 attached.

NB: Whenever medication is brought onto site the medication must be labelled to indicate who it is for and the dose required.

b) Where the form indicates that a student will require assistance to administer long term medication -The information provided will initially be used as the basis for discussion with staff as to whether the assistance can be provided. If not the responsibility will fall to the parent but it will be advised that the situation be discussed with consultant/GP as it may be possible to vary when medication needs to be provided. If staff feel able to support the administration of medication then a further decision is required to decide whether there is a need for a HCP. Unless the request is simply to remind the Pupil/student to take medication or store and hand out medication a HCP, see form 2 attached, should be produced.

c) Where the form indicates that staff may be required to undertake medical techniques - The information from the form will initially be used as the basis for discussion with staff to see if they are happy to provide the support. If they are not then the Head Teacher will look at other possibilities and discuss these with the parents/carers. Where staff agree to provide support they must be provided with information, instruction, training and supervision as necessary and a HCP, see form 2 attached, must be produced.

d) Where the form indicates there are allergic reactions that may require emergency medication to be administered – The information from the form will be considered. There are many allergies that pupils/students have which are generally not life threatening, e.g. hay fever, but any pupil/student with anaphylaxis, which is an extreme allergic reaction, will require the completion of a HCP, see form 2 attached.

e) Where there is information on allergies – This needs to be considered as a whole school issue and in case of food allergies information must be shared with catering and guidance should be issued to parents on what other children can bring to school. It will usually be sufficient to include such information on the class/year group medical record form, see form 4 attached.

Step 3 – Complete HCP

Where the assessment has indicated a HCP is needed and agreement has been reached with staff to either administer medication or support a pupil/student with medical techniques, an individual HCP must be completed. This plan will be based on information provided by the parents/carers or by medically qualified personnel as appropriate.

Any support identified as necessary when completing the HCP, whether in terms of facilities, equipment or training must be provided.

Step 4 – Add information to summary Sheet

Compile the information on the medical needs of pupils/students and then add to the class/year group medical record form, see form 4 attached. This information aims to make staff aware of these issues and know who has a medical need and what that is. It must include as much detail as possible about what constitutes an emergency situation and what the daily care requirements are if any.

Step 5 – Record Keeping

It is necessary to record whenever medication is administered or there is a need to undertake a medical technique. Form 3 attached should be completed for each individual whether the administration of medication or the medical technique undertaken is planned or an emergency intervention.

Step 6 – Review

Parents/carers need to be reminded regularly to update the school concerning their child's medical needs and a review of the existing procedures needs to occur whenever this happens or there is any reason to suspect the HCP is out of date or ineffective.

SHORT TERM MEDICATION

In the case of short term medication the school will look at individual requests but will only administer medication where agreed by the Head Teacher and only when a written request is received. It is the responsibility of the parents/carers to supply the medication which must be in an appropriately labelled container indicating name of pupil/student and the dose to be given.

The pupil/student will be required to come to the office at the beginning of lunch or otherwise as required in order for the medication to be administered. A record of the medication administered will be made using Form 3 attached.

Signed:

Head Teacher

Date:

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Chair of Governors

Date:

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REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Head Teacher

I request that..... (Full name of Pupil) to be given the following medicine(s) while at school:

Date of birth..... Class/Year Group

Medical condition or illness

Name/Type of medication (as described on container)

Expiry Date..... Duration of course

Name and telephone number of GP.....

Dosage and method time(s) to be given.....

Other instructions.....

Self-administration Yes/No (mark as appropriate)

Note to Parents

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. Medicine must be clearly labelled with your child's full name.

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Parent/Guardian

SignedPrint Name.....

Date..... Daytime telephone number.....

Address.....