



# Ingatestone Infant School

## Managing Medical Conditions

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# Ingatestone Infant School

## Managing Medical Conditions

### Medicines in School – Short-Term Medical Conditions

#### Aim

To establish a framework for the safe administration of medicines in school.

#### Overall considerations

The administration of medicine is the responsibility of parents and carers. In cases where the administration of medicines is routine and straightforward and where the parent asks the school to act in loco parentis the following preconditions will apply:

1. The school must be informed if a child brings any medication into school.
2. Parents must complete a form of consent for the administration of medicines/treatment at the school office.
3. Only medicines and treatments prescribed by a doctor and accompanied by a written instruction from the parent or doctor will be accepted.
4. For non-chronic medical conditions, medication will be given to the child around 12 noon. If other times are required the parent is responsible for making arrangements for this to be done.
5. The instruction, which can be made on the school's consent form (Appendix A or B), should specify the medication involved, circumstances under which it should be administered and level of dosage.
6. Staff administering medicines shall keep a record of who, what, dosage, time administered and any reactions observed. (Appendix C)
6. The school will encourage children to take responsibility for their own medical care under the supervision of either the office staff or of an appropriate teaching assistant. This may cover self-administration of medicines, using an inhaler or giving their own injection.
7. Teachers will not be required to administer medicines.

#### General Principles

- Children suffering from short-term ailments should not be in school and we reserve the right to ask parents to keep them at home, in their own best interests and that of other pupils and staff.
- Unless otherwise advised by a medical practitioner, the period of time that a child should stay away from school will be determined from the guidelines of the National Protection Agency (*April 2010*). These are displayed on the admin office wall.
- Should a child fall ill whilst at school, parents or carers will be contacted and asked to take them home.
- The school has a general duty of care towards its pupils. To enable staff to react promptly and reasonably if a child is suddenly taken ill the governing body has adopted the guidelines and procedures recommended by the LEA (Health and Safety Code of Practice No:29).

# **Supporting pupils at school with Long Term or Complex Medical Conditions**

## **Aim**

To support pupils with long term or complex medical conditions to enable them to have the same access to education as other pupils.

## **Governing Body Responsibilities**

The Governing Body understand that children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. However, they have the right not to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

The Governing Body should focus on the needs of the individual child, including:-

- Mental illnesses such as anxiety/depression
- Life-threatening illnesses
- Absences

The Governing Body must ensure that arrangements are in place to support pupils with medical conditions. In doing so it should ensure that such children can access and enjoy the same opportunities at school as any other child.

Should a child have regular absence from school due to illness they must consider how their medical needs impact on their school life.

Consideration must be given to how children will be reintegrated back into school after periods of absence.

## **Process**

### **Individual Disability Plans**

Children with chronic medical conditions will have their needs assessed by the school's (IDP). The needs of the pupil and how those needs will be met will be outlined in the IDP.

Where the administration of any medicine is involved the parents will need to complete Appendix Ai.

Should the condition include the possibility of emergency treatment Appendix Aii will also need completing.

### **Individual Healthcare Plans**

In some cases it may be considered that an Individual Healthcare Plan (IHP) is more appropriate to support the pupil.

Wherever possible, the school, healthcare professional and parent should agree the appropriateness of an IHP. Advice may also be sought from the relevant healthcare services, as deemed appropriate. This process will follow the model as described in *Annex A. of Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England. December 2015* (Appendix D).

If a consensus cannot be reached, the Head Teacher will take the final view.

Every effort will be made to ensure arrangements are in place within two weeks of a child receiving new diagnosis or joining mid-term

Where the child has an Education and Health Plan (EHC) the IHP should be linked to or become a part of that EHC plan.

IHPs will be available to all staff that needs to refer to them.

When deciding what information should be recorded on individual healthcare plans, the following should be considered:

- the medical condition, its triggers, signs, symptoms and treatments
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the school needs to be aware of the child's condition and the support required

This plan will be reviewed at least annually or earlier if the needs of the child change.

The Head Teacher will be responsible for ensuring:-

- Sufficient staff are fully trained
- All relevant staff are made aware of the child's condition
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available
- Briefing for supply teachers
- Risk assessments for school visits and other school activities outside the normal timetable
- Monitoring of individual healthcare plans

All members of staff have the right to refuse to administer medicines unless specific instruction to do so is part of an agreed job description.

### **Recording**

All medicines administered to pupils must be recorded on the form *Record of Medicines Administered to All Children* : Appendix C

### **Review**

Both this policy and the associated guidelines will be reviewed annually or as necessary.

## **Ingatestone Infant School**

### **Parental Agreement for School to Administer Medicine Long Term**

The school will not give your child medicine unless you complete and sign this form and the school has a policy that staff can administer medicine.

DATE .....

CHILD'S NAME .....

DATE OF BIRTH .....

CLASS .....

MEDICAL CONDITION/ILLNESS .....

#### ***Medicine***

#### ***NAME/TYPE OF MEDICINE (as described on the container)***

.....

DATE DISPENSED .....

EXPIRY DATE .....

DOSAGE AND METHOD .....

TIMING .....

SPECIAL PRECAUTIONS .....

ARE THERE ANY SIDE EFFECTS .....

THE SCHOOL NEEDS TO BE .....

AWARE OF .....

DESCRIBE MEDICAL NEEDS AND GIVE DETAILS OF CHILD'S SYMPTOMS

.....  
.....  
.....  
.....

DAILY CARE REQUIREMENTS (E.G. BEFORE SPORT/AT LUNCHTIME)

.....  
.....



DESCRIBE WHAT CONSTITUTES AN EMERGENCY FOR THE CHILD AND THE ACTION TO TAKE IF THIS OCCURS

.....  
.....  
.....  
.....  
.....  
.....  
.....

FOLLOW UP CARE

.....  
.....

***CONTACT DETAILS***

NAME .....

DAYTIME TELEPHONE NUMBER .....

RELATIONSHIP TO CHILD .....

ADDRESS .....

.....

.....

I understand that I must deliver the medicine personally to the school office and that it is my responsibility to ensure that the expiry date on the medicine is not exceeded.

I accept that the school has a right to refuse to administer.

I understand that I must notify the school in writing of changes.

DATE .....

SIGNATURE .....

### **Ingatestone Infant School**

#### **Parental agreement for school to administer medicine short-term**

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of School	<u>Ingatestone Infant School</u>
Date	_____
Child's Name	_____
Class	_____
Name and strength of medicine	_____
Expiry date	_____
How much to give ( i.e. dose to be given)	_____
When to be given	_____
Any other instructions	_____ _____

**Note: Medicines must be the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact	_____
Name and phone no. of GP	_____ _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I understand that I must deliver the medicine personally to the school office and collect any remaining medication when course completed. I accept that the school has a right to refuse to administer.

Parent's signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.





## Annex A: Model process for developing individual healthcare plans



