

Health Care Policy – including Medicines in school

Templenewsam Halton Primary School is committed to providing all children with a broad and balanced curriculum into which they are fully included in all aspects of school life. We endeavour to achieve inclusion for children with medical conditions, whilst ensuring we are meeting their individual needs.

Objectives

The aim of this policy is to ensure the safety of children within school, including the administration of medicines. The policy has been written in accordance with the Supporting pupils at school with medical conditions (DfE 2015)

Notification of Health Care Needs

It is the responsibility of parents to inform school of children's healthcare needs. Upon admission to school, parents are requested to complete an Admission Form, sharing any medical conditions or healthcare needs that a child may have. Parents are responsible for keeping school updated to any changes to this information. This can be done through the school office.

Administration of Medicines

In line with current legislation, only medicines prescribed to an individual child will be stored, supervised and administered. Medicines will only be administered between 11.30am and 1pm.

- Medicines must be in their original packaging with the prescribing label clearly visible; this must include the child's name, dosage required and date of prescription.
- Medicines should be administered at home wherever possible.
 - Where medicine is required three times a day, children should have a dose immediately before school; immediately after returning home from school and at bedtime.
 - Where medicine is required four times a day, school will administer one dose between 11.30am and 1pm.
- Medicine must be signed in and out of school through the school office and a, 'Parental Agreement for School to Administer Medicine,' form completed.
- It is parents' responsibility to check expiration dates of medicine. If a child refuses to take medicines, staff will not force them to do so. Parents will be informed of the refusal as a matter of urgency on the same day.
- A daily record will be kept and shared with parents when children have had medicine administered.
- All medicines will be stored safely in school.
- All children with medical conditions know where their medicines are stored and have immediate access to them.
- Adrenalin pumps / EpiPens / inhalers will be stored in the child's classroom in a container; labelled with the child's name and photograph
- When Covid restrictions are withdrawn, medicine will be stored in the school office.
- Sharps boxes will always be used for the disposal of needles and other sharps.
- Medicines must be signed in and out through the school office.
- Any long term medicines, at the end of the academic year, must be signed out and collected by a parent/carer.

The administration of medicines is not a statutory duty and as such a member of staff may volunteer to fulfil this role but cannot be directed. If a member of staff feels they are not able to take on the responsibility, this task will pass to another volunteer competent member of staff. If in the event that no member of staff feels willing to administer medication, the headteacher will do so. In the absence of the headteacher, the parent is required to come in to school, to give the medication at the appointed time.

Children with long term/daily medical needs

If a child needs to take medication every day or very regularly, or if they have a serious medical need, they are placed on the SEND register under the 'Medical' category.

Each child has an individual care plan which details the condition, prevention if possible, treatment and guidelines for staff. This must be updated by the parent annually or sooner if circumstances change.

The fulfilment of the care plan is the responsibility of the class teacher under the direction of the SENDCo and headteacher. It will be administered by a member of classroom staff that has volunteered to do so.

If a temporary medicine is brought in to school for a child on a medical care plan, in addition to the long term plan, it may be administered by class staff or by the admin team, whichever is most convenient and safe. However, it must be brought to the office by the parent and not taken to the classroom. An additional medical form will need to be completed.

Asthma

For children diagnosed with asthma, parents must complete an Asthma Care Plan in addition to a Parental Agreement for School to Administer Medicine form.

In Foundation Stage and Key Stage One, inhalers and spacers must be given to the class teacher, where they will be stored appropriately. In these year groups, children will be supervised using inhalers.

In Key Stage Two, children who are deemed responsible, will keep their inhaler on their person or in their class room.

School recommends children have a second inhaler in school, which will be stored securely in the classroom.

It is parental responsibility to ensure inhalers are in date.

School also has an emergency salbutamol inhaler. To give consent for children to use this emergency inhaler, parents must complete a 'Use of Emergency Inhaler' form.

Parents will be informed in writing if their child has required the use of an emergency inhaler. This follows advice in Department of Health Guidance on the Use of Emergency Salbutamol Inhalers in School (March 2015).

Eczema and Other Dermatological Conditions

As with all medicines, creams must be prescribed and parents must complete a, 'Parental Agreement for School to Administer Medicine,' form.

Where possible, the child needs to become responsible for applying their cream under supervision.

The child's right for privacy will be respected and if required, Templenewsam Halton Primary School have a room available for the children to use.

First Aid

First aid boxes are stored in all year groups. School holds a list of all staff who are first aid trained, which is updated regularly.

When a child has a minor accident at school, any treatment is recorded in the Accident books and an accompanying record slip will be sent home.

Parents will be informed of any head injuries through a phone call and a record slip sent home.

If a child has a more serious accident, requiring further medical attention; parents are informed and a CF 50 'Report of an Accident, Injury or Dangerous Occurrence' form is completed and returned to Red Kite through Total Risk Manager.

Visits and Outings

Templenewsam Halton Primary School will make reasonable adjustments to enable children with medical needs to participate fully on visits. Planning arrangements will consider the necessary steps for inclusion and the appropriate risk assessments will be completed. Additional measures may be required, which could include parental supervision or additional staff supervision. All trips out of school will require a consent form signing, including current medical conditions, medicines and emergency contact details.

Staffing Responsibilities

Templenewsam Halton Primary have a commitment to ensuring that relevant staff are aware of children's medical conditions. The SENDCO is responsible for ensuring sufficient staff are suitably trained for those children with long term medical needs. Templenewsam Halton Primary endeavours to have appropriate training to ensure someone is always available to support children with medical conditions. A record of training will be kept and updated annually.

Emergency Procedures

If a child needs professional medical attention during school time, then a parent will be contacted to come and collect the child immediately. If the situation is very serious and time is of great importance, staff would seek medical advice, and accompany a child in an ambulance if necessary. Parents would be contacted and made aware of the situation as quickly as possible.

Complaints

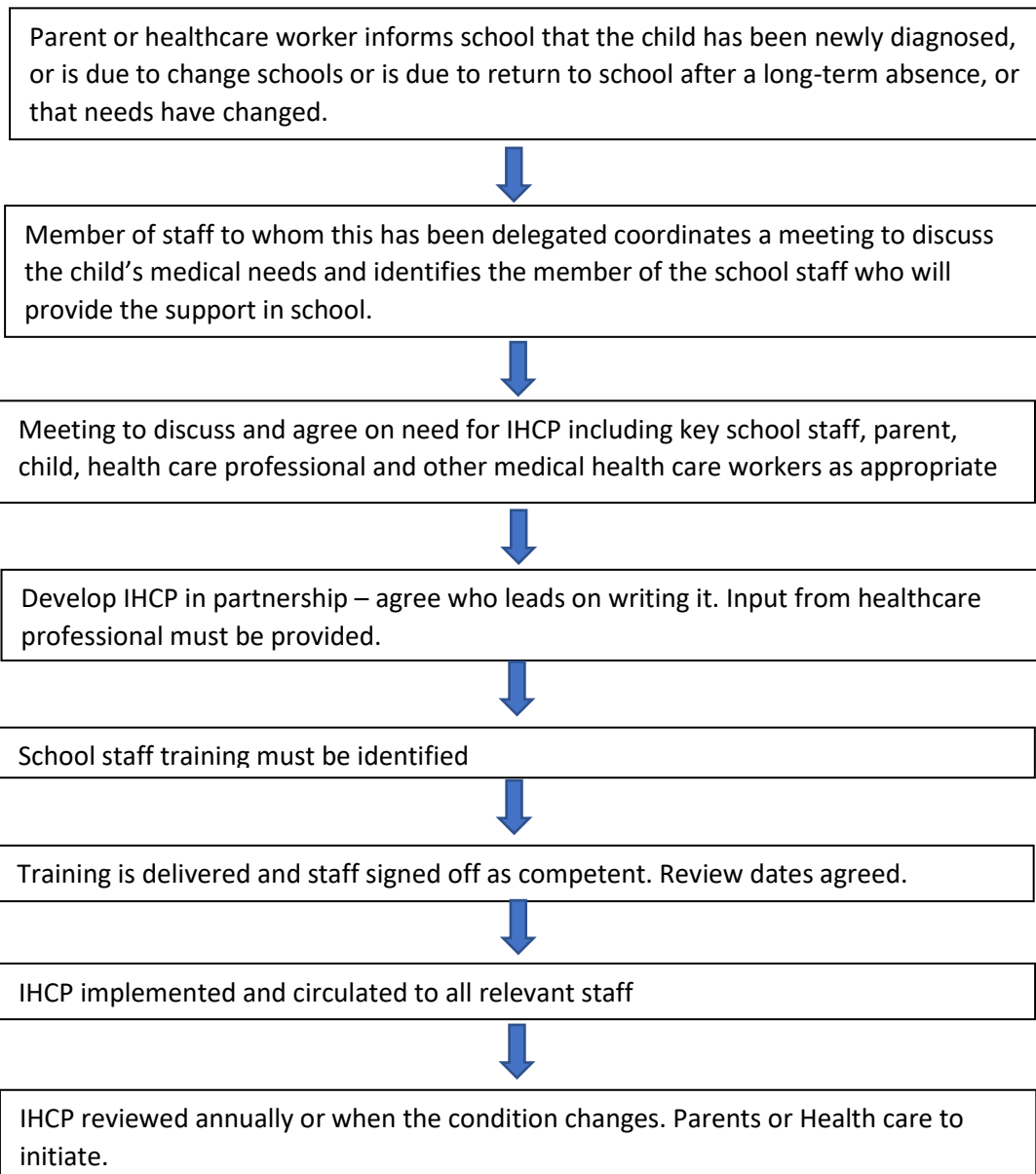
Should parents be dissatisfied with the support provided, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Making a formal complaint to the Department For Education (DFE) should only occur if it comes within the scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted

Individual Healthcare Plans

For children who have long term, severe, or chronic conditions, an Individual Healthcare Plan may be necessary. The plan will be written, in the first instance, by the Special Education Needs and Disability Co-Coordinator (SENDCo) Mrs Suzanne Priestnall, with parental support and under medical advice

These will include details of the child's condition, daily care requirements and emergency procedure, and will be securely stored centrally in the school office and in classrooms SEND Files. School will follow the model process for developing IHCPs.



PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form.

Under no circumstances will medicine be accepted if any of these conditions are not met.

Name of school	Templenewsam Halton Primary School
Date	
Child's name	
Class	

Medication details

Name and Strength of Medicine:	
Medicine in original container:	No/ Yes
Prescribed by Doctor/Dentist:	Yes / No
Date of Medication:	
Dose to be given: Side Effects:	
When to be given: Any further instruction:	

Parent Contact details

Name	
Phone Number	

GP information

Name:	
Doctor:	
Phone Number:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering the 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 medication is stopped.

Parent's signature _____ Date _____

RECORD OF MEDICINES ADMINISTERED TO AN INDIVIDUAL CHILD

To be completed by staff and the child's parent/guardian to enable administration and collection of medication on a daily basis. If more than one medicine is to be given, a separate form should be completed for each item.

Name of child Check medication				
Name of medication Check medication				
Date of dispensary			Length of course	
	Monday	Tuesday	Wednesday	Thursday
	Friday			
Dosage/Amount to be given:				
Enough time allowed between dosages: <i>(Agreed with Parent/Guardian)</i>				
Parents' Signature:				
Time needed to be given to child:				
Member of staff administering medicine to child:				
Time given to child by staff member:				
Dosage/amount given to child:				
Returned to parent by member of staff: <i>Staff to sign</i>				
Medicine returned and checked and by parent: <i>Parent to sign</i>				

USE OF EMERGENCY SALBUTAMOL

Name of school	Templenewsam Halton Primary School
Child's name	
Class	

Child showing symptoms / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler.

[Delete as appropriate]

2. My child has a working in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.

3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school.

Parent/Guardian Signature:

Date:

Print Name:

Parent/Guardian Details:

Address:

Postcode:

Telephone:

Email:

OFFICE USE ONLY	
Form received by	
Date received	
Form copied to	

LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMUL INHALER USE

Name of school	Templenewsam Halton Primary School
Child's name	
Class	

Date _____

Dear _____

This letter is to formally notify you that has had problems with his/her breathing today.

This happened

when: _____

They did not have their own asthma inhaler with them/their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol.

They were given _____ puffs.

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible.

If you need any further clarification please do not hesitate to contact the school office on 0113 2930314

Kind regards

Mrs Lisa Seton