

Medical Policy



	Name	Date
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Approved by:	Governing Body can delegate	Annually
Version number	4	Date of next review: July 2022

De Bohun Primary School & Children's Centre

1. GENERAL GUIDELINES

- 1.1 The Governing Body and staff of **De Bohun Primary School** wish to ensure that pupils with medical conditions and/or short or long term medication needs are not excluded and receive appropriate care and support. This includes school trips.
- 1.2 The school will make every effort to liaise with the school nursing service to ensure that pupils with medical conditions are supported. The school nurse will also provide training for staff to support high risk individuals.
- 1.3 The Headteacher will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication or who need support due to their medical conditions during the day, provided the present policy is being followed at all times,
- 1.4 The school will not accept responsibility for any issue that has not been communicated in writing by the Parents/Carers.
- 1.5 All staff will be made aware of the procedures to be followed in the event of an emergency.

2. ADMINISTRATION OF MEDICINES

- 2.1 The school will only accept medication prescribed by a doctor. We will not accept any non-prescribed medication or in unlabelled containers. Each item of medication must be delivered to the main school office or the welfare officer in person, in normal circumstances by the Parent/Carer, **in a secure and labelled container as originally dispensed.**
- 2.2 Children who need to take medications during the school hours will be encouraged to do so by themselves, provided their age and condition permit it. However, support staff will be able to administer the medications if necessary, or supervise the taking of medications by the pupils.
- 2.3 The school will not administer any medication, even though prescribed, if there isn't a written permission by the Parent/Carer in place. This is valid also for the emergency asthma inhaler.
- 2.4 The school will not administer an injection to any pupil.
- 2.5 All medication, either administered by a member of staff or self-administered, will be logged in the appropriate records which will be available to parents.
- 2.6 The staff will not administer a non-prescribed medicine to a pupil. However, Parents/Carers are welcome to come into school and administer to their child a non-prescribed medication that they consider necessary (e.g. paracetamol).
- 2.7 If the pupil refuses to take their medication, the member of staff will not force them to do so, and will inform the Parents/Carers of the refusal, as a matter of urgency, on the same day.
- 2.8 If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed and the Parents/Carers will be notified straightaway.

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3. SCHOOL STAFF RESPONSIBILITY

- 3.1 All members of de Bohun staff are equally responsible for the welfare of the children.
- 3.2 All staff need to adhere to the school's medical policy at all times.
- 3.3 All staff will be able to access the necessary information concerning the pupils' medical conditions and needs, both on electronic and physical files (mentioned in paragraph 6).
- 3.4 All staff need to read and be familiar with the red medical folders in the classrooms, containing the individual health care plans and other useful information.
- 3.5 All members of **support** staff will receive first aid and medicine administration training.
- 3.6 In case of any doubt, in any situation, the school staff should directly call the Parent/Carer and follow their advice and/or instructions.
- 3.7 In case of an emergency, either at school or on a school trip, any member of staff should call the ambulance first. Then, he/she should call the child's Parent/Carer, inform them on the situation and follow their instructions.

4. THE SCHOOL'S WELFARE OFFICERS

The school will appoint welfare officers who will be responsible for ensuring the effective administration of the school's medical policy.

5. THE ROLE OF PARENTS/CARERS

- 5.1 Parents/Carers have the primary role and responsibility for the care and welfare of their children. The school will liaise closely with them in order to support children with medical conditions during the school hours.
- 5.2 In order to achieve that, Parents/Carers need to adhere to the school's medical policy. They need to provide the school with full and detailed information of their child's condition, as well as dietary requirements and allergies, by completing and signing all the required school forms. In case the appropriate forms are not completed by the parents, the school may not be able to provide suitable care for the child.
- 5.3 Parents/Carers, in conjunction with the school's welfare officer, should review all the medical documents annually, update the existing ones and provide new information where needed. This is a very important procedure, as the school will not provide care for the children on the basis of obsolete information.

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6. RECORD KEEPING AND DATA PROTECTION

6.1 The medical data and forms/documents can be found:

a) in *electronic* form on the school's shared drive and on Scholarpack and

b) in *physical* form in the medical room (original documents) with copies being kept in the red folder in every classroom and the Welfare Assistants office (library).

6.2 The school will treat all documents containing pupil medical data in a confidential way.

However, with the Parents'/Carers' consent, the necessary information will be made accessible to all staff, in order to protect the needs of the pupils.

Note: Detailed information and guidance are contained in a separate document (**Supporting Pupils at School with Medical Conditions**) issued by the Government in December 2015.

APPENDIX

Templates / Forms / Letters

1. Individual Health Care Plan (IHCP)
2. Individual Health Care Plan – Asthma
3. Parental agreement for school to administer medicine
4. Parental agreement for pupil to self-administer medicine
5. Headteacher agreement for the administration of medicines
6. Special diets and Allergies
7. Consent Form: use of emergency Salbutamol inhaler
8. Child no longer diagnosed with Asthma
9. Record of medicine administered to an individual pupil
10. Medicine Replacement letter
11. Reminder for information update



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