

Oakham Primary School

Supporting Pupils with Medical Needs Policy



Approved by Governors on:

17/04/26

Signature of Chair of Governors:

V. Hayes

Lead Personnel:

S Stretton

Date to be reviewed:

01/04/28

This policy is drawn up in consultation with staff and is based on guidelines from the DFES publication 'Supporting Pupils with Medical Needs'.

Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medicine. Other pupils have medical conditions that, if not properly managed, could limit their access to education.

Support for pupils with Medical Needs

Parents or guardians have the prime responsibility for their children's health and should provide the school with information about any medical condition.

There is no legal duty which requires school staff to administer medicine; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medicine will require access to relevant information and where appropriate, additional training.

Short Term Medical Needs

Medication should only be taken to school when absolutely essential. The school recognises that sometimes children do need to take medicines in school time.

If this is the case, there has to be prior written agreement, on the request form from parents for any medication, prescribed or non-prescription, to be given to a child. This written agreement must also include the required dosage.

(See appendix 1 – Parent/carer request to administer medication request form).

Please note:

If medication is prescribed by a doctor that is required to be **administered four times a day**, it will continue to be managed by specific members of the school staff.

All prescription medicine that is prescribed to be taken **three times a day will need to be administered by families; out of school time**. These could be done before school, after school and before the child's bedtime.

Any medication administered by a member of the Oakham staff is done so as a goodwill gesture.

Where appropriate, only medication prescribed by a doctor will be dispensed in school. (Prescribed pain relief medication will be administered with antibiotics).

On these occasions, medication will be administered between noon -1:10pm with another member of staff present.

We **will not** be able to facilitate administering of medication at other or additional times during the school day. An adult family member is more than welcome to visit school to do this, if preferred.

Medicines must be handed over to the office in a clearly named bag/ packaging.

All liquid medication/tablets will be administered, in the first instance, by a member of the School Leadership Team but in their absence, another authorised member i.e. paediatric first aider will lead on the administration of medicine.

Any dose given is noted on the request form and signed by the lead staff member **and** an additional member of school staff, who will confirm the identity of the pupil and dosage required, BEFORE any medication is administered.

Non-Prescription Medication

The school will not generally give non-prescribed medication to pupils. If a pupil regularly suffers from acute pain, such as migraine, is recovering from surgery or broken bones etc parents should supply and authorise appropriate pain relief for their child's use, with written instructions.

On residential visits, the school will send a letter prior to the visit to ask permission from parents to administer children's pain relief, such as Calpol, should the need arise whilst the child is away from home. All medication will be recorded using the standard request form and same in-school procedures will be applied.

Long term Medical Needs

The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. The school will need to know:

- Details of the condition
- Special requirements
- Medication and any side effects
- What to do, and who to contact in an emergency
- The role the school can play

Administering Medicines

No pupil under 16 should be given medication without written parental consent, or verbal consent over the phone in an emergency. Authorised personnel should check:

- Pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date
- Any possible side-effects

Self Management

It is good practice to allow pupils who can be trusted to do so to manage their own

medication from an early age. With this aim in mind, and for reasons of immediacy, Children in Key Stage 2 with inhalers will be expected to administer the required dose themselves. Inhalers are stored in their classroom inhaler box, in a clear plastic bag together with a school asthma card.

See appendix 2 - School asthma card

Key Stage 1 pupils with inhalers/spacers will need to visit the Resources room to collect and use them under the supervision of a member of staff. They are stored in the 'Inhalers Cupboard' and stored in individual, labelled bags in year group boxes.

All inhalers must be named. Children are reminded not to share inhalers. School staff will supervise their use and may be required to support smaller children.

Refusing Medication

If pupils refuse to take medication, the school will not force them to do so and will inform parents as soon as possible.

Record Keeping

Parents are responsible for supplying information about medicines and for letting the school know of any changes to the prescription or the support needed.

Parents/carers are responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to replace any medication with a replacement before expiry.

School Trips

Pupils with medical needs are encouraged to participate in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place. Sometimes an additional adult might accompany a particular pupil. There may also be the need to undertake a risk assessment for a particular child.

Sporting Activities

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example. Teachers supervising sporting activities are made aware of relevant medical conditions.

Storing Medication

Any medication should be in a container that is labelled with the name of the pupil, name, dosage of the drug and frequency of administration and within expiry date.

Non health care staff should not transfer medicines from their original containers. Medicines are kept in the designated medicines fridge in the resource room. This fridge is restricted access and only used for storing temperature sensitive medication.

Disposal of Medicines

The school does not dispose of medicines. Parents should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

Hygiene Control

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

A 'sharps box' will be available in school if required for a specific pupil/staff member. This should be provided by the child's parents if required.

Emergency Procedures

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff. Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

Parents/Carers will be notified immediately of any visits to hospital.

Health Care Plans

Some children require a health care plan to identify the level of support that is needed at school. The plans may identify specific training needed by volunteer staff.

Staff should not give medication without appropriate training. Training is given on an individual child basis, by the local health authority (usually the school nurse) for administering, for example, Epi-pens or epilepsy medication.

Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment. Two adults should be present for the administration of intimate or invasive treatment unless there are exceptional circumstances.

Medication is administered by Oakham staff as a goodwill gesture.

- Only medication prescribed by a doctor will be dispensed in school and only if it has to be administered 4 times a day, if it is 3 times it can be done before school after school and before bedtime.
- All liquid medication/tablets will be administered, in the first instance, by the Deputy Headteacher or Head Teacher but in their absence, another member of the School Team will administer the medication.
- A Parent/Carer must complete and sign a 'Request to Administer Medication form' at the school office. The record sheet will be updated daily and forms will be retained in the pupils file for the duration of their education at Oakham.
- All medication in school will be kept in the designated medicines fridge in the Resources room.
- Reception and Key Stage 1 pupils with inhalers will visit the school office to use puffers/spacers. Key Stage 2 pupils are responsible for their own inhalers and should be kept in classrooms in a designated storage box. Nursery inhalers are kept in the designated first aid cupboard.
- Medication will be administered between 12-1:10pm. If a medication has to be administered outside this window then school **would not** be able to facilitate this but parents and carers could attend school to give their child their medication.
- The Deputy Headteacher/other authorised member of the school team and an additional member of staff will verify pupil identity and medication to be administered.
- Both members of staff will date and sign each individual pupil's 'Request to Administer Medication' form.
- Parents/Carers are responsible for collecting medication from the school reception office at 3.30pm and disposal of leftover medication at the end of the prescribed course.

Appendix 2 – School Asthma Card

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone – home

Telephone – mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature Date

Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

Yes No

Does your child need help taking his/her asthma medicines?

Yes No

What are your child's triggers (things that make their asthma worse)?

- Pollen Stress
 Exercise Weather
 Cold/flu Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes No

If yes please describe

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

What to do if a child is having an asthma attack

- Help them sit up straight and keep calm.
- Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- Call 999 for an ambulance if:
 - their symptoms get worse while they're using their inhaler – this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
 - they don't feel better after 10 puffs
 - you're worried at any time.
- You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?
Call our friendly helpline nurses

0300 222 5800

(Monday-Friday, 9am-5pm)

www.asthma.org.uk