



Medical Needs Policy

Approved by Governing Body: September 2020

To be reviewed: September 2021

**Mrs Jane McKinley
Head Teacher**

**Victoria Glynn
Chair of Governors**

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Introduction

The School shall refer to the following guidance for the Management of Medicines and the Health Needs of Children in School.

1. Guidance on Managing Medication in Birmingham Schools – 2012
2. Managing Medicines in Schools and Early Years Settings, DfES 2005 (Revised Nov 2007) available online.
3. Supporting pupils with medical needs, Department for Education and Employment.
3. North and South Birmingham Community Health NHS Trust 'Guidance for Asthma Care – for Birmingham LEA Schools, June 1999.

Policy statement

Unless children are acutely ill they are encouraged to attend school. The aim is to keep children in school rather than restrict their education through exclusion on medical grounds. Sometimes it may be necessary for children to take medication during school hours.

Children will be taught about illness and disability as part of the RSE curriculum and will be encouraged to respect medication. Fostering such an attitude may help to avoid possible problems of misuse of medication.

The head teacher and school staff will treat all medical information as confidential.

The Medical Needs Co-ordinator for the school is: Mrs Kerry Riches Orme

Children with Special Medical Needs

Should we be asked to admit a child to school with medical needs we will, in partnership with the parents/carers, School Nurses and our Medical Advisors, discuss individual needs.

Where appropriate an individual alert card/care plans will be developed in partnership with the parent/carers, School Nurse and/or Medical Advisors.

Any resulting training needs will be managed by the school.

1. On Admission to School

All parents/carers will be asked to complete an admissions form giving full details of child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, any allergies, special dietary requirements etc.

Parents/carers should keep the school informed of any updates.

2. Administration and Storage of Medication in School

There is no requirement for any school staff to administer medicines. Administration is undertaken on a voluntary basis.

2.1 Should a pupil need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to the School Office or Medical Needs Co-ordinator.

- We would ask parents to request that their doctor, wherever possible, prescribe medication which can be taken outside the school day.
(Dosage = 3 times a day).

- However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day.
(Dosage = 4 times a day).

- We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this Policy.

2.2 The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label.

2.3 Parents/carers will be asked to complete 'Administration Consent Form'. This will be kept with the medication in the school office.

2.4 A record of the administration of each dose will be kept on the 'Administration Consent Form' which will be signed by the member of staff who administered the medication.

2.5 Reasons for any non-administration of regular medication should be recorded and the parent/carer informed on that day. A child should never be forced to accept medication. 'Wasted doses, (e.g. tablet dropped on floor) should also be recorded and disposed of safely.

2.6 Should the medication need to be changed or discontinued before completion of a course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.

2.7 Parents are advised to keep two reliever (blue) inhalers for Asthma in school. One that will remain in the office (for emergencies) and another which the child carries on their person. A further inhaler should be kept at home, rather than transporting it into school on a daily basis.

2.8 If medication needs to be replenished this should be done in person by the parent/carer. It is the responsibility of the parent/carer to ensure an adequate supply of medication is available in school and that medication is in date.

2.8 Should the child be required or is able to administer their own medication e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibilities. We may want to ask the School Nurse to check the child's technique before accepting responsibility.

2.9 All staff undertake annual training (provided by Birmingham Health Authority) in regards to Asthma, Allergies and Epi-pen administration.

3. Storage and Disposal of Medication

3.1 All medication with the exception of Emergency Medication will be kept secure in the school office.

3.2 A regular half-termly check will be made of the medication cabinet, and parents will be asked to collect any medication which is out of date or not clearly labelled. If parents/carers do not collect this medication it will be taken to the local pharmacy for disposal.

Signed:

Chair of Governing Body

Victoria Glynn _____ **Date**_____

Head Teacher

Jane McKinley _____ **Date**_____

Inclusion Manager

Kerry Riches Orme _____ **Date**_____