



## NORTH TAWTON COMMUNITY PRIMARY SCHOOL & NURSERY

### POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

Adopted by the Teaching and Learning Committee Spring Term 2017

Review Date – Spring Term 2020

1. The staff of North Tawton Community Primary School and Nursery (NTCPS) wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that all staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.

2. The school's insurance will cover liability relating to the administration of medication.

3. The Headteacher will be responsible for ensuring the following:

All staff involved with the child's day to day education are fully aware of the medical need and where necessary, additional staffing to be introduced. All staff involved will also be trained by professionals in the field of the medical condition and if possible, before the child commences education in the school.

When the pupil reaches year 6, arrangements will be made with the new school to ensure that the needs of the child are understood and met and hopefully arrange a transitional period where necessary. If a child moves school mid-term, we will liaise with the new school to ensure continuity of support. When a student has a new diagnosis, the school will ensure they liaise with health professionals to continue with healthcare needs.

4. The above procedures will be monitored and reviewed by the Headteacher/ H Martin

5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between NTCPS, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons

- b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
  - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
  - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
  - e) Arrangements for written permission from parents for medication
  - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
  - g) The designated individuals to be entrusted with the above information
  - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. The Headteacher will have the final decision on whether an Individual Health Care Plan is required.

### **THE ADMINISTRATION OF MEDICINE**

- 7. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
- 8. Any parent/carer requesting the administration of medication will be given a copy of this policy.
- 9. Prescribed medication will be accepted and administered in the establishment
- 10. Non-prescription medication will only be accepted and administered in the following circumstances: When the child is otherwise well enough to attend school but needs liquid paracetamol to keep an ache at bay, a suitable antihistamine for acute hayfever, a travel sickness tablet for trips and events
- 11. Prior written parental consent is required before any medication can be administered.
- 12. Only reasonable quantities of medication will be accepted (no more than one week's supply).
- 13. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or another staff member authorised by the Headteacher.
- 14. Each item of medication should be clearly labelled with the following information:

- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date (if available)

The school will not accept items of medication which are in unlabelled containers or not in their original container.

Unless otherwise indicated, all medication to be administered in the school will be kept in the secured cabinet in the disabled toilet.

15. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them.
16. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
17. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
18. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

### **Grievance Procedure**

19. Staff to follow the DCC Grievance policy, a copy of which is kept in the office.