



## **BOLHAM PRIMARY SCHOOL**

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

1. The staff of Bolham Community Primary School 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 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. Mrs Denise Woogdate, Headteacher will be responsible for ensuring the following:

when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support the school will liaise with parents and health care professional to ensure that all medical needs are met throughout the school day to ensure full and inclusive access to the curriculum. An IHCP will be put into place for the student if considered necessary and shared with parents and healthcare professionals.

When a student moves to the school mid-term or when a student has a new diagnosis the school will seek written consent with the parents to share any special arrangements that have been put into place for the student during their time at Bolham primary School with the new school.

4. The above procedures will be monitored and reviewed by Stephen Moakes (Chair of Governors)
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between Bolham Community Primary School 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. Mrs Denise Woogdate, Headteacher will have the final decision on whether an Individual Health Care Plan is required.

### **Students with asthma**

Mrs Denise Woogdate, Headteacher will be responsible for ensuring the following:

- Instructing all staff on the symptoms of an asthma attack
  - Instructing all staff on the existence of this policy
  - Instructing all staff on how to check the asthma register
  - Instructing all staff on how to access the inhaler
  - Making all staff aware of who are the designated staff and how to access their help
7. Mrs Denise Woogdate, Headteacher will be responsible for ensuring that designated staff:
- Recognise the signs of an asthma attack and when emergency action is necessary
  - Know how to administer inhalers through a spacer

- Make appropriate records of attacks
8. Mrs Val Batten, Learning Support Assistant will be responsible for the storage, care and disposal of asthma medication. All asthma medication will be kept in the staff room.  
Mrs Batten has attended Medicine Management Training.
  9. Mrs Val Batten, Learning Support Assistant will be responsible for the supervision of administration of medication and for maintaining the asthma register.

### THE ADMINISTRATION OF MEDICINE

10. 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.
11. Any parent/carer requesting the administration of medication will be given a copy of this policy.
12. Prescribed medication will be accepted and administered in the establishment.

Non-prescription medication will only be accepted and administered in the following circumstances: *when it is supplied by the parents and written consent is given for staff detailing the frequency and quantity of dosage.*

13. Prior written parental consent is required before any medication can be administered.
14. Only reasonable quantities of medication will be accepted (no more than one week's supply). The correct dosage is defined by the GP and passed to the pharmacy where it is dispensed and checked. Medication administered by a school staff member will be recorded on a MAR [Medication Administration Record] . This document will include  
The NAME of the STUDENT,  
The DATE of the ADMINISTRATION,  
The NAME of the MEDICATION,  
The DOSE to be given ,[as per the instructions from the GP]  
TWO spaces for the signature of the person giving the medication. The signature is to be one of the examples from paragraph 8.
15. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or Mrs Val Batten authorised by the Headteacher.

16. 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)
17. The school will not accept items of medication which are in unlabelled containers or not in their original container.
18. Unless otherwise indicated, all medication to be administered in the school will be kept in the staff room.
19. 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. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students *may not be* allowed to carry these. In the unlikely event of Controlled drugs being required on site, then 2 signatures would be required when administered.
20. 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.
21. 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.
22. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

### **School Complaints Procedure**

- 23 In the event of a grievance, a copy of our School Complaints Procedure may be found on our website.