



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

*Starcross Primary School*

The staff of *Starcross 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.

1. The employer's insurance will cover liability relating to the administration of medication.
2. Tara Trail will be responsible for ensuring the following:
  - Procedures to be followed 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) *Class teacher, Health professional and SLT representative will meet with the parents and an Individual Health Care Plan will be drawn up*
  - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis. *Class teacher, Health representative and SLT representative will meet with the parents and an Individual Health Care Plan will be drawn up*

### **Procedures for asthma inhalers/spacers**

- Inhalers will be kept in school and stored in the locked cupboard in the child's classroom/office in preschool. Office staff will ensure the medication is in date

### **Procedures for adrenaline auto-injectors**

- One epi pen will be kept in the locked cupboard in the child's classroom and the second in the first aid cupboard in the staffroom. In preschool they are kept in the disabled toilet and the office

3. The above procedures will be monitored and reviewed by Tara Trail
4. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between Starcross Primary, 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. Tara Trail 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



- Prescribed medication will be accepted and administered in the establishment
9. Non-prescription medication will not be accepted and administered in any circumstances
  10. Prior written parental consent is required before any medication can be administered.
  11. Only reasonable quantities of medication will be accepted (no more than one week's supply).
  12. Each item of medication should be delivered in its original dispensed container and handed to Mrs McDonald in our office authorised by the Headteacher.
  13. 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)
  14. The school will not accept items of medication which are in unlabelled containers or not in their original container.
  15. Unless otherwise indicated, all medication to be administered in the school will be kept in the fridge in the staffroom/preschool kitchen.
  16. Staff administering medicines will record and sign each time a medicine is administered. Written records of all medication administered to every pupil will be held by the school in a secure location and may be made available to parents on request.
  17. If a pupil refuses their medication, staff will record this, report to parents as soon as possible.



18. 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.
19. 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.
20. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.