

Viking Academy Trust



Medical Needs Policy

The VIKING ACADEMY TRUST 'Medical Needs Policy' has been written after consultation with East Kent Schools Nursing Team & DfE Guidance.

Approved by the Trust: Term 5 2017

Reviewed biennially: Term 5

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Signed:  **Chair of Trust**

Viking Academy Trust

Empowering children through education:
One Childhood One Chance

Schools in the Viking Academy Trust (VAT)

Chilton Primary School
Ramsgate Arts School
Upton Junior School

INTRODUCTION

This is based on the following guidance:

- “Managing Medicines in Schools and Early Years Settings” by DCSF and Department of Health
- [Supporting pupils with medical conditions at school](#) DfE 2017
- “Including Me (Managing Complex Health Needs in Schools and Early Years Settings)” by Jeanne Carlin, published in 2005 by the DCSF and the Council for Disabled Children
- Mencap
- Royal College of Nursing
- Health and Safety Commission “Principles of Sensible Risk Management” 2006 www.hse.gov.uk
- “Medical Conditions at School” Produced by the Anaphylaxis Campaign, Asthma UK, and Epilepsy Action
- “Medical Conditions Awareness Sessions” A school healthcare professionals resource. Produced by the Anaphylaxis Campaign, Asthma UK, Cystic Fibrosis Trust, Diabetes UK and Epilepsy Action

Sections

1. Managing medicines during the school day
2. Managing medicines on trips and outings
3. Roles and responsibilities of staff supervising the administration of medicines
4. Children’s medical needs - Parental responsibilities
5. Supporting children with complex or long-term health needs



6. Policy on children taking and carrying their own medicines
7. Advice and Guidance to staff

The following policy is to support pupils with Medical Needs:

1. Managing medicines during the school day

Parents should be encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses. The National Service Framework encourages prescribers to explore medicines which:

- *Need only be administered once a day or*
- *Provide two prescriptions - one for home use, one for school/setting use, so that the medicine can be kept in the original containers when the illness is long-term.*

Medicines fall into two types:

- a) **Prescription medicines** and b) **Non-prescription** medicines

a) Prescription

Prescription medicines should only be taken during the school day when essential. The school Medical Record document should be completed and signed by the parents. **All medication must be in the original container including prescriber's instructions.** An appropriate member of staff may administer such a drug for whom it has been prescribed, according to the instructions. The school will keep all medication safely locked up with access only by appropriate staff and a record kept when dispensed for audit and safety.

b) Non-prescription

Non-prescription medication can only be given to children when parents have given written permission using the school Medical Record document. The school will keep all medication safely locked up with access only by appropriate staff and a record kept when dispensed for audit and safety.

All medications:

The school Medical Record document is to be completed and signed by the parents for the administration of the care plan and medicines to their child – kept in Medical Room file. It

is the responsibility of parents to ensure that medicines sent to school are 'in date'. All medicines should be collected by parents at the end of each term. If new supplies are needed it is the responsibility of the parents to supply medication as needed.

2. Managing medicines on trips and outings

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will ensure that any specific needs are included on the trip risk assessment document. If the child has an individual Healthcare Plan then this will be considered with the risk assessment. This will allow reasonable adjustments to be made.

All staff will be briefed about any arrangements or emergency procedures needed with reference to pupils where needs are known. Copies of any healthcare plans will be taken on the trip for quick reference. Staff will check with the main school office that all required medication has been collected from the first aid room immediately prior to the coach leaving. Trip Leader to nominate a key member of staff per pupil to be responsible for any medication needed and to oversee dispensing.

PE / Sports

Any restriction to PE / sports activities must be noted in the Health Care Plan. Flexibility will be planned to allow pupils to benefit in ways appropriate to them (this constitutes differentiation of the curriculum).

3. Roles and responsibilities of staff managing or supervising the administration of medicines

The Trust acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan. Specific advice and support is available from the Schools Nursing Service where required.

Where a condition is potentially life-threatening all relevant staff will need to be aware of what action to take. This is detailed in the child's individual HealthCare Plan which is shared with all staff for quick reference. Staff are also made aware of these children via 'Think of Me' sheets. Staff receive updates termly.

The Head of School is responsible for day-to-day decisions but may have delegated responsibility to SENCo / Trust Administration Manager, such as:

- Ensuring staff receive advice, support and awareness raising training
- Ensuring all relevant information about pupil needs is shared

- Liaising with parents about agreement of care plans
- Ensuring that emergency plans are in place when conditions may be life-threatening
- Ensuring staff are aware of their common law duty of care to act as a prudent parent.

Teaching staff and other staff should:

- Be aware of healthcare plans where children have life-threatening conditions shared electronically at least termly and also in the Medical Room and on Edukey.
- Receive documented training and support from health professionals where appropriate.

4. Children's medical needs – parental responsibilities

The school will liaise closely with parents, carers or those who hold this responsibility (such as in the case of Looked after Children) so that information is shared in order that school can provide the support needed for a pupil. Where deemed necessary by the school a HealthCare Plan may be created to detail medical conditions, arrangements and treatment. The plan will be agreed jointly by the school and parents, and agreed with the advice of health professionals where appropriate. Plans are reviewed by Term 2 of each new academic year and relevant files/Edukey updated. An agreed copy is kept in the medical file.

Parents to be responsible for providing the school with any updates throughout the year.

5. Supporting children with complex or long-term health needs

The school will put in place any necessary additional risk assessment or plan required to ensure needs are met on a daily basis. This will involve input from parents and health professionals where necessary. Implications for all aspects of school life will be considered and advice sought when needed to ensure inclusion.

6. Policy on children taking and carrying their own medicines

When administered by staff, medicines will be kept in a locked secure place and only appropriate staff will have access. When medicines are administered, the school will keep records. Epipens and insulin pens will generally be kept in the first aid room. This will be dependent on the severity of the child's allergy and child's care plan.

Exception: Asthma medication to be kept in or near children’s classrooms. Children can then use them independently when required. For younger children, it may be agreed that an adult should support the administration of asthma medication.

7. Advice and Guidance to Staff

The school will arrange and facilitate staff training for children with complex health needs, calling on:

- The School Nursing Service
- Community Children’s Nurses
- Paediatric Diabetes Nurse Specialists
- Paediatric Epilepsy Nurse Specialists
- The Health Needs Education Service
- The Specialist Teaching Service (about potential impact of medical / physical conditions and the implications on teaching and learning)