

## Support for Pupils with Health Care Needs

We aim to work in partnership with parents and pupils to meet the needs of pupils who require medication/medical care during the school day. The following guidance aims to ensure a smooth-running partnership which minimises the impact of medical requirements on the day-to-day school life of pupils.

It is important that pupils who need to take medication at school are involved as closely as possible in the arrangements made for them. When making arrangements for medical care at school the following will be considered:

- Independent management of needs (with individualised care plan if appropriate)
  - Supervised administration of medication
  - Staff administration of medication
  - Record keeping
1. The Head Teacher and staff are responsible for implementing Council policy and for developing any further necessary procedures. Staff will assist pupils with their medical needs after consultation with the Head Teacher.
  2. Agreements for administering medication will normally fall to the Head Teacher after adequate consultation with parents and pupils. No staff member should enter into individual agreements with parent or child.
  3. The school will liaise with the Authority to ensure that training is delivered according to guidelines, when appropriate.
  4. Information about an individual pupil's medical condition and related needs will only be disseminated to those staff who require to know in order to ensure the pupil's wellbeing. Information can only be passed on with the consent of parents.
  5. Where there is concern about whether the school can meet either a pupil's needs or the expectation of parents, the Head Teacher will seek advice from the Education Department and the relevant health care professional.
  6. Advice on the storage of medicines will be sought from a qualified pharmacist when required.
  7. The school has a duty to ensure that risks to the health of others are properly controlled.
  8. When the school stores medicines a secure location will be provided.
  9. All staff are familiar with the normal procedures for avoiding infection and will follow the basic hygiene procedures detailed in the Infection Control Guidelines issued in Jan 1997.

10. The Head Teacher will ensure that staff know how to call the Emergency Services.
11. All staff should know who is responsible for carrying out emergency procedures in the event of particular need and who the school first-aiders are.
12. If a pupil is taken to hospital, we will make every effort to inform parents immediately, failing which the emergency contact person will be informed.
13. In an emergency it may be necessary for a member of staff to take a pupil to hospital in his/her own car. The member of staff will be accompanied by another adult. If the member of staff does not have public liability vehicle insurance they will be adequately covered by the Authority's insurance policy in the event of such emergency action.
14. When a pupil is taken to hospital by a member of staff they will also take all medication the pupil is currently taking together with the pupils record card showing what medication has been taken, when it was taken and the dosage.

### **The School Health Service**

- The School Health Service is able to provide information on health issues to pupils, parents, teachers and education officials.
- Where required, the School Nurses can help schools draw up individual health-care plans for pupils and may be able to supplement information already provided by the parents and the child's GP.
- If a school is expected to support a pupil with a medical condition which is potentially life threatening, those who come into contact with the pupil will be appraised of the nature of the condition, and any actions with regard to medical care which may involve them.
- The pupil's parents and appropriate health professionals will be asked to provide support and information. All staff members will be informed of the possibility of an emergency arising and the action to take if one occurs.
- Where this responsibility falls on one member of staff, back-up cover should be present for when the member of staff responsible is absent or unavailable.
- At different times of the day, other staff may be responsible for pupils and they should also be provided with training and advice.
- If in doubt about any of the procedures, the member of staff should check with the Head Teacher who may in turn contact the parents or a health care professional before deciding on a course of action.

## **Administration of Medication**

### **Prescribed Medication:**

1. A record card will be completed for each pupil receiving medication. The card includes the following information:
  - The medicines required by the pupil
  - Details of dosage and times for administration
  - The types of medicines being carried
  - Appropriate risk assessment undertaken
  - The staff involved in administration or supervision of medication
  
2. A few medicines, such as asthma inhalers, will be readily available to pupils and not locked away. Normally pupils will carry their own inhalers. However, a spare inhaler can be kept in case of emergency.
  
3. The school will not store large volumes of medication. We will:
  - Ask the parent or pupil to bring in the required dose each day/week. Where this is not possible, clear alternative arrangements will be agreed and recorded.
  - Medicine must only be brought to school in a suitable container. The container should be clearly labeled with the name of the pupil, name of the drug, dosage and frequency of administration.
  - Where a pupil needs two or more prescribed medicines, each should be in a separate container.
  - When a medicine requires refrigeration it will be kept in a refrigerator in Sick Bay and access to it will be carefully monitored.
  - In an emergency pupils will have prompt access to their medicine through a recognised procedure.
  - Out of date medicines will be returned to parents for disposal.
  
4. If a pupil refuses to take medication the school will record this and inform the child's parents. If the medication is essential to the child's continued wellbeing, the school will call the emergency services and inform the parents.

Note - There is no legal duty that requires school staff to administer medication, this is a voluntary role.

### **Non-prescribed Medication**

Pupils sometimes ask for pain killers (analgesics) at school. School staff will not give non-prescribed medication to pupils without prior agreement with parents.

### **Excursions/Trips**

The same procedures as above will be followed on out of school trips and activities. Overnight stays may require additional record-keeping and arrangements.