Medicine Policy

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Bentley new village primary school

Acting headteacher: v.simmons

2024-2026

**MEDICINE POLICY**

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| --- | --- |
| **PERSON RESPONSIBLE FOR POLICY:** Abigail Smith | **LAST UPDATED BY; A. Smith** |
| **DATE: March 2024** |
| **SIGNED: A.Smith** | **ROLE: Assistant Head teacher** |
| **TO BE REVIEWED:** | **March 2026** |

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## OUR SCHOOL VISION

Together, we will create a calm and welcoming learning environment and work together to secure success for all. We will strive to create a safe, caring, supportive and inclusive school.

Our school will equip its pupils with the skills that society and the local community demand and so we will value the skills and learning that children need in order to look after themselves, their families, their health, their mental well-being and their bodies. We will strive to teach the whole child and create life-long learners and pro-active citizens.

## ETHOS

We believe that:

1. All children can learn. All staff and children are able to recognise the value of learning.
2. *All staff*, working at New Village, will have consistently high expectations of children’s learning potential, attitudes and behaviour and take corporate responsibility for ensuring these in, and around, school.
3. Learning takes place in *all areas* of our school and through the *entire*learning day - inside and outside of the classroom.
4. Children should be taught how to learn; learning how to be an outstanding learner.
5. Consistently challenging, dynamic, engaging and empowering teaching leads to outstanding learning, resulting in a school where *every* child’s potential is realised.
6. *All staff* will value *every child’s contribution* to the school and strive to create a learning environment that brings out the full potential in all.
7. Rigorous, continuous monitoring, thorough and informed evaluation and accurate analysis of *all the elements* of teaching, is essential in ensuring high-level teaching and learning.
8. Learning at New Village will produce and enhance a learning skills-set that will be lifelong; we will actively promote this for every child and for all staff.
9. New Village School will demonstrate its commitment to quality teaching and learning through its dedication to *continuous professional development* for all staff; recognising and exploiting all opportunities to enhance its workforce and the learning environment.
10. All children will be encouraged to develop as individuals.  Their creativity, talents, differences and uniqueness.

## OUR SCHOOL VALUES

Determination – Resilience – Tolerance – Cooperation – Creativity – Curiosity

Our mission statement, **“What Challenges us, Changes us”**

## RATIONAL

Parents of children with medical conditions are often concerned that their child’s health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children’s health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child’s medical condition and that pupils feel safe. In making decisions about the support they provide, schools should

establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children’s educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short-term and frequent absences, including those for appointments connected with a pupil’s medical condition (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child’s educational attainment and emotional and general wellbeing.

Bentley New Village ensure that all children’s medical needs are provided so that the child can thrive in our setting.

# 1. Statement of Purpose

* Children with medical needs have the same rights of admission to school as other children. Most children will at some time have short-term medical needs. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well.
* The primary aim of educating children who have medical needs is to minimise, as far as possible, the disruption to normal schooling by continuing education as normally as the incapacity allows. Enabling

children to access education appropriate to their medical condition is important to their future mental and physical development.

* Most children with medical needs can attend school regularly and take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk. Where necessary an Intimate Care Plan or Risk Assessment will be put in place.
* Although the giving of medication to children is a parental responsibility, school staff may be asked to perform this task, but they may not however be directed to do so.

# 2. Procedures for managing prescription medicines that need to be taken during the school day

***Prescription Medication***

* The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
* The medicine will only be accepted if it is provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration, that is: name of child, name of medicine, dose, method of administration, time/frequency of administration, any side effects, expiry date.
* The school will not accept any changes to dosages on parental instructions.
* The school will only accept medicines brought in by a responsible adult.

## Non-Prescription Medication

* The school will not administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber with the exception of Calpol.

### Controlled drugs

* The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act (controlled drugs). A controlled drug can be administered by the school to the child for whom it has been prescribed in accordance with the prescriber’s instructions.
* The school will keep any controlled drugs in locked non-portable containers located in the Foundation Unit, Key Stage 1 and Key Stage, 2 with only staff having access or in a fridge where only staff can access.

# 3. Procedures for managing prescription medications on trips and outings

* The school encourages all children to participate in educational visits and so will, wherever possible, plan visits so that children with medical needs can be included.
* Any concerns about a child’s safety, or the safety of other children, will be discussed with the child’s parents, school health service or the child’s GP.
* Any additional safety measures required will be recorded on the Educational Visits Risk Assessment.
* Every effort will be made to ensure that children who require medication are accompanied by staff who have received training in the administration of that medication.

# 4. Procedures for managing prescription medication during sporting activities

* Most children with medical conditions can participate in physical activities and extra-curricular sport.
* Staff taking the activities will be made aware of any medical conditions and of the preventative medicine / emergency procedures required.

# 5. Roles and responsibility of staff administering and supervising the administration of medicines

* The Head will ensure that named people are responsible for medicines in the school. Day-to-day administration may be delegated to trained colleagues. Please see the Staff Prepared to Administer Medicines record (Office Records) for the names of staff (teaching and support staff) who have agreed to administer or supervise the administration of medication and have received training.
* Staff who administer medicines to pupils will be covered by the LEA employer’s liability insurance in the event of a liability/negligence claim being made against them as long as they have taken reasonable steps to follow the procedures contained in this policy.
* No medication will be given without written parental consent (form 3A to be completed by the parent for short-term medication and form 3B for long-term medication). These forms will be kept in the school office.
* **Two** people will be responsible for the administering of medication (one to administer and one to check). These staff will check: the child’s name, prescribed dose, expiry date and the written instructions provided by the prescriber on the label or container. These staff will sign to say that the medicine has been administered.
* If there is any doubt about any procedure the medication will not be administered until it has been checked with the parents or GP.
* Written records must be kept of any medication administered (form 5). These forms will be kept in the school office.
* If a child refuses to take their medication they will not be forced to do so. In the event of this occurring the school will contact their parent to discuss the action to be taken.
* Staff who administer medicine will return any forms to the office once the course of medicine has been completed
* Office records will be updated termly.

# 6. Parental Responsibility

* It is the parents’ responsibility to provide the Head with sufficient information about their child’s medical needs if treatment or special care is needed.
* It is parental responsibility to notify school of any changes to medicines prescribed, to provide school with up to date medication and to work with school to update Medical plans. School cannot accept into setting any child who does not have up to date medicine or plans as we cannot guarantee their health or safety.
* School requests that Medical forms are updated yearly and it is parental responsibility to ensure that they are completed and returned to school so that records can be updated accordingly.
* Parents are expected to work with the school to reach an agreement on the school’s role in supporting their child’s medical needs.
* Parental agreement will be sought before passing on information about their child’s health to other staff.
* It is parents’ responsibility to keep their child at home if they are acutely unwell.
* Parents should complete the parental consent form (forms 3A and 3B) for medication to be given to their child. (In this policy the term parent refers to any adult who has parental responsibility for the child.)

# 7. Long-term Medical Needs

* Parents should provide the school with sufficient information about the medical condition of their child and the effects (if any) medication could have on their education (eg difficulties remembering).
* Where a child has long-term medical needs a Personalised Health Care Plan (see separate policy) will be completed following a meeting involving relevant school staff, other professionals, parents and, where appropriate the child. The school may need to seek advice from any health care professionals involved with the child and a member of staff will be named as a key worker. **This plan will be reviewed at least yearly depending on the child.**

# 8. Children carrying and taking their prescribed medications themselves

* The school encourages its children to be as independent as possible and this involves, where appropriate, children taking responsibility for their medication.
* Where it is determined between the parents and school that a child is responsible enough and capable of taking their own medication form 7 should be completed by the parent. If this is the case, then staff may only need to supervise them. Completed form 7s will be held together in the Additional Educational Needs file for the child’s year group. Blank forms will be kept in the school office.
* Carrying medication: controlled drugs must be kept in a locked cupboard.

# 9. Staff training in dealing with medical needs

* The school will ensure that staff administering medication will receive training by the LA.

This will occur when the LA have organised training courses.

* Teachers who have a child with medical needs in their class will be informed about the nature of the child’s condition and appropriate additional support/emergency action they may need. Where necessary information and support will be sought from appropriate health care professionals involved with the child.
* The school will ensure that an adequate number of staff are trained in administering medication.

# 10. Teaching staff giving medication

* Some teaching unions indicate that staff should not be required to administer medication in school.
* Please see the Staff Prepared to Administer Medicines record (Office Records) for the names of staff (teaching and support staff) who have agreed to administer or supervise the administration of medication and have received training.
* Staff training is provided to support a child’s individual needs if required.

# 11. Record keeping

* It is the responsibility of the parent to provide the school with details of their child’s medication and any changes to this medication. Any changes should be supported by new directions on the packaging or by a supporting letter from a medical professional.
* Parental consent forms 3A (short-term medication) or 3B (long-term medication) should be completed by the parent.
* It is the responsibility of the parent to monitor when further supplies of medication are needed.
* The school will record when medication is given to a pupil (this is not a legal requirement but offers protection to staff and proof that they have followed agreed procedures).

# 

# 12. Storage

* Medicines will be stored in accordance with product instructions and in their original containers.
* Medicines will be checked termly that they are within dates and updated paperwork from parents will be requested accordingly.
* Children will be informed as and when necessary where their medicines are stored and which member of staff will administer/supervise them. Designated places for the storage of medications have been identified throughout school.
* Emergency medications will be readily available and a storage space out of the reach of children will be allocated in each classroom.
* Refrigerated medications will be stored in the KS1 staff room.

# 13. Disposal of medicines

* It is the responsibility of parents to dispose of medication.
* Parents should collect medication at the end of each term.
* Sharp boxes should always be used for the disposal of needles. Disposal of these boxes is via Community First (tel: 01302 736000). The sharps box is stored under the supervision of the site supervisor.

# 14. Hygiene and infection control

* Staff have access to protective disposable gloves (first aid boxes in classrooms and HQ) and take care when dealing with spillages of blood or other body fluids and disposing of dressings and other equipment. There are allocated mops and buckets for this purpose and a protocol for using them.

# 15. Access to the school’s emergency procedures

* Guidance on calling emergency services is located in the school office, HQ and staff room.
* The most senior person attending the incident will designate a person to contact the emergency services.
* A member of staff will accompany the child to the hospital and remain with the child until the parent arrives.
* It is the health care professionals who are responsible for the treatment of the child until the parent arrives, not the member of staff.
* Children will only be transported to hospital in an ambulance, staff cars will not be used.
* Personalised Health Care plans will outline emergency procedures to be followed for given children.

# 16. Risk Assessment and management procedures

* The school will provide individual risk assessments for pupils or groups of pupils with medical needs.

# 17. Asthma

* Children with Asthma will be provided by the Doctors with a Personalised Asthma Plan. A copy of this needs to be provided to school.
* Doctors will review the Asthma plans with parents & child. It is the parent’s responsibility to then provide school with updated Personalised Asthma Plans, inhalers and medication.
* Inhalers and Personalised Asthma Plans are kept in classrooms in a yellow medical bag. It is parental responsibility to check the expiry of inhaler medication.
* School will check termly the medicines in the yellow bag for expiry dates.

# LINKED POLICIES

Please refer to Bentley New Village’s Personalised Health Care Plan and SEN Policy.

The information contained in this policy is derived from:

Supporting Pupils at Schools with Medical Conditions 2015

Statuary Framework for the Early Years Foundation Stage Setting

Form 3A

**Parental Agreement for School/ Early Years Setting to Administer Medicine for Short-Term Use**

|  |  |
| --- | --- |
| **Commencement Date** |  |
| **Name of child** |  |
| **Class and name of class teacher/person responsible for the management of the child’s medicine.** |  |
| **Name of medicine** |  |
| **Strength of medicine (as described on original packaging).** |  |
| **Expiry date** |  |
| **Dosage specified on medicine.** |  |
| **Time of day when medicine must be given.** |  |
| **Any other instructions** |  |
| **Quantity of medication being handed over to school.** | |
| **NOTE: MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY PHARMACY** | |
| **Daytime telephone number of parent or agreed contact** |  |
| **Name and telephone number of General Practitioner** |  |
| **Agreed finish/review date to be initiated by named staff above.** |  |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform tge school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent’s signature ………………………………………………………………………………..

Print name ……………………………………………………………………………………….

Date …………………………..

**If more than one medication is to be given a separate form should be completed for each one.**

Form 3B

**Parental agreement for Bentley New Village Primary School to administer medicine**

(for use in long-term medical needs)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of child** |  | | | **Date of Birth** |  |
| **Class, including name of person responsible for child’s medical management in school** | |  | | | |
| **Medical condition or illness** | |  | | | |
| **Name and type of medicine as described on original packaging** | |  | | | |
| **Date dispensed** | |  | | | |
| **Expiry date** | |  | | | |
| **Agreed review date initiated by person responsible** | |  | | | |
| **Dosage and method of administration** | |  | | | |
| **Timing** | |  | | | |
| **Special precautions** | |  | | | |
| **Any side effects the school should know about** | |  | | | |
| **Self administration** | | **Yes No (delete as appropriate)** | | | |
| **Procedures to take in an emergency** | |  | | | |
|  | |  | | | |
| **Contact details** | | | | | |
| **Name and telephone number** | | |  | | |
| **Relationship to child** | | |  | | |
| **Address** | | |  | | |
| **I understand that I must administer the medicine personally (staff signature).** | | |  | | |

**I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.**

**Date ………………………………………………………………………………………….**

**Signatures (s) ……………………………………………………………………………….**

Form 5

**Bentley New Village Primary School**

**RECORD OF MEDICINE ADIMINISTERED IN SCHOOL**

|  |  |
| --- | --- |
| **Name of child** |  |
| **Class** |  |
| **Date medicine provided by parent** |  |
| **Quantity of medicine received** |  |
| **Name and strength of medicine** |  |
| **Expiry date** |  |
| **Dose and frequency of medication** |  |
| **Quantity returned** | (to be completed at end of half term) |

**Staff signature ………………………………………………………..**

**Signature of parent/ carer …………………………………………………………………………**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** |  |  |  |  |
| **Time given** |  |  |  |  |
| **Dose given** |  |  |  |  |
| **Name of member of staff** |  |  |  |  |
| **Signature** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** |  |  |  |  |
| **Time given** |  |  |  |  |
| **Dose given** |  |  |  |  |
| **Name of member of staff** |  |  |  |  |
| **Signature** |  |  |  |  |

Form 7

**REQUEST FOR CHILD TO CARRY HIS / HER OWN MEDICATION**

**This form must be completed by parents/carers**

|  |  |
| --- | --- |
| Child’s name |  |
| Class |  |
| Address |  |
| Name of medicine |  |
| Procedures to be taken in an emergency |  |

If staff have any concerns, this request should be discussed with healthcare professionals.

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| Name |  |
| Daytime telephone number |  |
| Relationship to child |  |

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed ………………………………………………………………………………………………..

Date …………………………………………….

If more than one medicine is to be given, a separate form should be completed for each one.

**BENTLEY NEW VILLAGE PRIMARY SCHOOL**

**STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINES**

**Name:**

**Type of training received:**

**Date training completed:**

**Training provided by:**

**Profession and title:**

**I confirm that …………………………………………………………………………… has received the training detailed above and is competent to carry out any necessary treatment.**

**I recommend that the training is updated (state how often) ………………………………………………….**

**Trainer’s signature:**

**Date:**

**I confirm that I have received the training detailed above**

**Staff signature:**

**Date:**

**Suggested review date:**

**BENTLEY NEW VILLAGE PRIMARY SCHOOL**

**CONTACTING EMERGENCY SERVICES**

**Request for an Ambulance**

**Dial 999, ask for ambulance and be ready with the following information:**

1. **Your telephone number; (01302 874385)**
2. **Give your location as follows:**

BENTLEY NEW VILLAGE PRIMARY SCHOOL

ASQUITH ROAD

BENTLEY

1. **State the postcode is**

DN5 0NU

1. **Give exact location in the school**

(INSERT BRIEF DESCRIPTION)

1. **Give your name**
2. **Give name of the pupil and a brief description of child’s symptoms:**
3. **Inform Ambulance Control of the best entrance and state that the crew will be met and taken to:**

**SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED.**