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OUTSTANDING IN ALL AREAS

# CHERRY TREE SCHOOL MEDICAL POLICY

DATE AGREED / REVIEWED: SEPTEMBER 2017, SEPTEMBER 2018, SEPTEMBER 2019, SEPTEMBER 2020, SEPTEMBER 2021, SEPTEMBER 2022, SEPTEMBER 2023, SEPTEMBER 2024

DATE OF NEXT REVIEW: SEPTEMBER 2025

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

# **Cherry Tree Medical Policy**

## **MANAGING MEDICINES AND SUPPORTING CHILDREN WITH MEDICAL NEEDS**

**This policy is in line with DFE ‘supporting pupils at school with medical conditions’ December 2015**

### **Introduction**

Our aim is to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. We recognise that children may require on-going support, medicines or care while at school to help them manage their condition and keep themselves well. At Cherry Tree we receive and fully consider advice from healthcare professionals and listen to and value the views of parents / carers and pupils. We recognise the social and emotional implications associated with medical conditions and will support children and families to achieve the best outcomes possible. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Some may have special educational needs (SEND) and may have a Statement, or Education, Health and care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. The Headteacher, Management Committee and staff of Cherry Tree wish to ensure that children with medical needs, receive appropriate care and support in order to play a full and active part in their school life.

### **Roles and Responsibilities**

#### **The Headteacher**

Ensures that the school's medical policy is developed and effectively implemented with partners. That school staff are aware of the policy and understand their role in its implementation.

#### **School Staff**

Any member of school staff may be asked to provide support for pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. School staff undertaking medical duties will receive sufficient training to undertake medical tasks and will achieve the necessary level of competency before they take on responsibility to support children with medical needs. Staff should not give prescription medicines or undertake healthcare procedures without appropriate training. The headteacher and School Operations Manager are responsible for arranging staff training and ensuring that all relevant staff are made aware of the child's medical condition. Risk assessments will be carried out for school trips, residential stays and other school activities. Where a child is returning to school following a period of hospital education or alternative provision school staff will work closely with parents / carers and other partners to ensure a successful and smooth reintegration. Specialist health care professionals may provide advice on developing health care plans and support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

#### **Pupils**

Pupils are often best placed to provide information about how their condition affects them and should be fully involved in discussions as much as possible about their medical support needs. This will include encouraging children who are competent managing their own medicines and procedures as reflected in their health care plans

## **Parents / Carers**

Parents / carers should provide the Headteacher / School Operations Manager with the most up to date information about their child's medical needs. Parents / carers should work in partnership with the school and health care professionals to develop and review the health care plan. Parents / carers should carry out any actions identified on their child's health care plan and/or medical requirements e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Parents will ensure they adhere to the following school guidelines:

- Provide complete written and signed instructions for any prescribed medication as without this the school cannot administer them
- Keep their children at home if acutely unwell or infectious for the recommended period of time
- Provide reasonable quantities of medication at a time (for example, a maximum of four weeks supply at any one time)
- Where the pupil travels on school transport with passenger assistants, parents should ensure they have written instructions relating to any medication sent with the pupil, including medication for administration during respite care.
- Renew any medication when supplies are running low and ensure that the medication supplied is within its expiry date.
- Deliver each item of medication to the School Operations Manager in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:
  - Pupil's Name
  - Name of medication
  - Dosage
  - Frequency of administration
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date
- Notify the school in writing if the pupil's need for medication has ceased.

## **Procedures for managing medicines**

Medicines should only be administered in school when it would be detrimental to a child's health or school attendance not to do so. A child under the age of 16 should never be given medicine containing aspirin unless prescribed by a doctor. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours. All medicines must be prescribed by a Doctor and in the original container. They must be in date, labelled with the child's name, instructions for administration, dosage and storage. The exception being insulin which still must be in date but will generally be available to schools inside an insulin pump or pen, rather than in the original container. All medicines will be stored safely locked in the school office draw. Children and staff will know where their medicines are kept and allocated staff must be able to access them immediately. Healthcare plans, medicines and equipment will accompany children on all trips. Staff may administer a controlled drug to the child whom it has been prescribed by a Doctor. A record will be kept and instructions will be followed. Medicines no longer required will be returned to parents / carers to arrange for safe disposal. If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.

## **Pain relief**

Sometimes pupils may ask for pain relief (analgesics) at school e.g. paracetamol. Generally, school staff should not give non-prescribed medication to pupils. This is because they may not know whether the pupil has taken a previous dose or whether the medication may interact

with other medication being taken. If, however, a school does decide to allow the administration of pain relievers, it must have procedures in place which:

- Obtain Parents / carers permission first
- Check with parents / carers when previous doses have been taken / given
- Record the name of the analgesic and the dose given
- Adhere to the manufacturer's instructions and warnings which accompany the product to be used
- Inform parents/carers when medication has been given.

**Consideration should be given to the choice of analgesia. A child under 16 should never be given aspirin unless prescribed.**

### **Complaints Procedure**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for ever reason this does not resolve the issue a complaint should be made via the school's complaint procedure. Please request a copy of this from the school office.

### **Healthcare Plans**

Healthcare plans ensure that the focus remains on the individual child's needs and consider how their medical condition impacts on their school life. Healthcare plans provide clarity of what actions need to be taken, when they need to be carried out by and whose responsibility these actions are. When the school is notified that a pupil has a medical condition, the Headteacher and School Operations Manager will meet with parents / carers and healthcare professionals. Decisions will be made as quickly as possible regarding transition arrangements, staff training or support and these actions will be kept under review according to the needs of the individual child. All healthcare plans are reviewed annually.

**This policy will be reviewed annually by the Headteacher  
and or the Management Committee**