



## For Pupils with Medical Needs

**Reviewed: April 2016**

**Signed:**

*Jane Kee*



## Kings School & Nursery Policy for Pupils with Medical Needs

### Introduction

King's School practices an inclusive policy for pupils with medical needs, whereby every reasonable effort will be made to facilitate normal school attendance.

The Head, in consultation with parents and relevant staff have drawn up this document. Please note that if a child is at all feverish or too ill to be at school, the parent/carer should have in place, arrangements for appropriate care elsewhere. The parent/carer will be contacted if a child falls ill and is considered unfit to be at school so that appropriate care elsewhere can be actioned.

### Long-term medical needs

The school needs to know prior to admission being agreed, about any medical needs a child may have, or when a pupil develops a condition. The details required include:

- diagnosis & the nature of the condition
- any complications that may arise
- special requirements, such as diet needs or pre-activity precautions
- medication and possible side-effects
- what to do and who to contact in the event of the emergency etc.

A **Health Care Plan** will be drawn up by the head & responsible teacher with the participation of the child (if appropriate) and, where necessary, advice from relevant parties, in order to clarify the arrangements. The plan and disclosure clause (on a "need to know" basis) is signed by the parent/carer and in due course reviewed (usually once per year) ensuring the pupil and others are not put at risk.

### Medication

The need to take medicines during school hours can usually be avoided by appropriate dosage intervals and use of long acting preparations. If it is unavoidable however, parents are encouraged to be available to administer the dose themselves or to arrange a relative or friend to help. ***Should this not be possible this may be brought to the attention of the responsible teacher. If deemed safe and appropriate he/she may be able to help under the direction of a senior member of staff. A medicine administration form must be completed by the parent/carer.***

Pupils are encouraged and allowed to administer their own medicine as soon as they are old enough and can be trusted. Treatments including diabetic pens and testing equipment will be kept under lock and key or if appropriate in the refrigerator within a separate airtight container. Access to this refrigerator is restricted. Asthma inhalers are an exception and can be kept by the child in person if appropriate or by the teacher in a suitable place.

If a pupil suffers from an acute condition, such as migraine or asthma, or needs to complete a course of medication, **the parent/carer should supply it to the responsible teacher and sign the relevant sections of the medicine administration form.** A maximum of 5 days of treatment should be deposited at the school. King's will not take responsibility for the first two days of antibiotic treatment or medicines brought on site inappropriately. Over the counter medications are ONLY accepted as part of a Health Care Plan.

The **responsible teacher** giving or supervising the treatment will check the pupil's name, the dosage instructions and the expiry date. After the medication has been taken, the member of staff will complete and sign the record of administration. If a child refuses to take the medicine they will not be forced to do so. The school will inform the child's parent/carer and depending upon the type of condition being treated, do so as a matter of urgency. **The parent/carer should collect the medicine at the end of the school day and sign to acknowledge that it has been administered as was directed.**

#### Medicine-storage, access & disposal

The Head is responsible for making sure that medicines are stored safely. When storing medicines, the responsible teacher will ensure that the supplied container is labeled appropriately. Where a pupil needs more than one item, each should be in a separate container. **The school cannot accept responsibility for any Controlled Drugs.** Pupils should know where their own medication is stored and who holds the key. Asthma inhalers however must not be locked away. Parents/carers are responsible for the disposal of medicine no longer required or out of date. They are also responsible for any intimate or invasive treatment such as may be required for epilepsy for example.

#### School trips & sporting activities

Full participation in sport & school trips is encouraged. Staff supervising outings, activities, pursuits and excursions are available to discuss the health needs of pupils with their parent/carer and do their best to facilitate full involvement. Arrangements will be made for immediate access to inhalers if necessary.

#### In the event of an emergency

Staff are aware of what information is required when calling an ambulance. Generally they will not take pupils to hospital in their own car. If, however, it is the best course of action, another adult will accompany the member staff.

#### Infectious diseases

The school follows the guidance provided by the Health Protection Unit for issues relating to infectious diseases, using their annually updated publication "The Spotty Book". This provides specific information about infectivity and hence the number of days before return to class.

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## King's School & Nursery Parental Permission Form for Administering Prescribed Medicines at School

Child's Name	
Child's Class	
Name of Parent/Guardian	
Name and strength of Medicine	
Expiry Date of Medicine	
Dose to be given	
Time medicine is to be administered	
Dates medicine is to be administered	
Any other instructions	
Quantity of medicine given to school	
Date of end of prescribed course/ Agreed review date	
Daytime Contact number of parent or responsible adult	
I can confirm there has not been any adverse reaction to this medicine previously	
Name and Phone number of GP	

**Children must stay at home for the first 48 hours of a course of antibiotics.** Staff cannot administer prescribed medicines without the parents' written permission for the days the medicine is to be given. The medicine **MUST** be in the original container as dispensed by the Pharmacy. All medicines must be clearly marked with the child's full name and where appropriate the prescribed dosage.

***The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing if there is any change in dosage or frequency of the medication or if the medication is stopped. I accept that this is a service that the school/setting is not obliged to undertake.***

***Signature of Parent/Guardian  
Date***

***Print Name***

