

# Policy on Managing Medical Conditions in School



## Introduction

Uffington Church of England Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.

The school aims to provide all pupils with all medical conditions the same opportunities as others at school.

## Aims

To ensure that all staff:

- understand their duty of care to children and young people in the event of an emergency;
- feel confident in knowing what to do in an emergency;
- understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- understand the importance of medication being taken as prescribed;
- understand the specific medical conditions that affect individual children at this school.

## Implementation

All staff understand and are trained in the school's general emergency procedures.

All staff understand and are trained in what to do in an emergency.

In line with the school's Equality and Diversity Strategy, we endeavour to ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Each member of the school community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

The school is committed to working in partnership with parents and carers and, to this end, has systems in place for daily communication where children have specific medical needs.

All confidential data is managed and processed in line with the General Data Protection Regulation. Please refer to the school's Data Protection Policy.

### **The Administration of Medicines**

Where a child requires short-term pain relief or prescribed medicines, parents are requested to send these into school in a named container with clear instructions regarding the administration and storage of the drugs.

Where a child requires long-term medication, a meeting will take place between school staff, parents / carers and health professionals to ensure that all involved understand exactly what is required. Medicines are kept securely and administered by trained adults. All administrations are recorded in a home-school communication book. Individual health-care plans are kept in the school office for staff reference.

Where a child may require emergency medication, e.g. adrenaline auto-injectors, all staff are trained in the administration of the medicine. The medicine is stored in a secure but accessible place known to all staff. Individual health-care plans are kept in the school office for staff reference.

Children who require Salbutamol inhalers for the control of asthma keep these in their classrooms. Depending upon the age and maturity of the child, these may be kept by the class teacher or in the child's individual tray.

Where medicines have been administered, this should be recorded in the following forms (see appendix):

- **Record of medicine administered to an individual child**
- **Record of medicine administered to all children**

MEDICINES MUST NOT BE ADMINISTERED WITHOUT WRITTEN PERMISSION OR WHERE INSTRUCTIONS FOR ADMINISTRATION ARE UNCLEAR.

### **Intimate Care Policy**

"Intimate" care is any care which involves washing, touching or carrying out an invasive procedure that most children are able to carry out themselves. However, depending on a child's age and stage of development, they may need some support, for example dressing, wiping their bottom after using the toilet, changing underwear following an accident and, in some cases, changing nappies / pads.

Pupils are encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this is

normally undertaken by one member of staff, however the adult will ensure that, wherever possible, they are visible and / or audible. Intimate or personal care procedures should not involve more than one member of staff unless a pupil's care plan specifies the reason for this.

Every child has the right to privacy, dignity and a professional approach from all staff when meeting their needs and it is important that staff work in partnership with parents to give the right support to an individual child.

No intimate care is to be given without the express written permission of the parent or guardian of that child and all parents and guardians will be asked to provide that permission when their child joins the Foundation Stage at Uffington School and at the beginning of each academic year as part of the single consent process. Where intimate or personal care is required, parents and carers will be informed on the day that care has been given, either through the home / school communication book, by telephone or in person.

### **Monitoring and Review**

This policy is monitored on a day-to-day basis by the Special Educational Needs Co-ordinator and the Headteacher, who report to the Governors about the effectiveness of the policy on request.

Revised by the governing body	September 2023
Next Review	September 2024

## APPENDIX



### Record of medicine administered to an individual child

Name of school/setting	Uffington C of E Primary school
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials




## Record of medicine administered to all children



Uffington  
Church of England  
Primary School

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Staff signature	Print name

*Preparing for the Future; Living Life in all its Fullness*