



Our **Vision** is to be a...

**Caring Community,
Courageously Learning,
Inspired to Live Life to the Full.**



Jesus said, "I have come that you may have life and have it to the full."

(John 10:10)

Managing Medical Needs Policy

CCI is a vibrant, inclusive and aspirational school that strives to keep the wellbeing, education and safeguarding of children at the centre of all we do. Our staff, families, Church and Governors harmoniously work together to encourage children to flourish as people as well as learners in a setting where every child is empowered, their background celebrated and their mental health protected. Our Church school vision is seen through our values-led curriculum, holistic approach to each individual and community focussed experiences. This approach then enables every child in our care to learn to live life in all its fullness, during their educational journey with us.

The value we place on every individual extends to our staff team too, who are our greatest resource within school. We aim to uphold high levels of wellbeing through continued professional development, high aspirations and an ongoing collaborative approach. In all we do at Christ Church Infant school, we keep children at the heart of our work. The following policy sits within this school vision and ethos so should be read with this context in mind.

Signed CoG: 	Name: Chris Douglas	Ratified Date: T4 2024-25
Signed Head: 	Name: Anna Martin	Review: T4 2027-28

Managing Medical Needs Policy

1 - Rationale

The school policy is to administer **long term medication** to pupils at school with medical conditions so that they will be properly supported and have full access to education, including school trips and physical education.

The following procedures must be followed to ensure that staff, parents/carers, children and, where relevant, health professionals are aware of the child's condition and what steps have been agreed to manage the condition or an emergency arising from the condition. We are only able to give short term medication e.g. antibiotics if they are required more than 3 times a day, as 3 times a day can be managed around the school day.

2 - Definitions

Emergency Medication - This is medication which Parents/carers may approve of for administration as part of a school trip. Examples might be for medication for travel sickness, insect bites etc.

Long Term Medication - This is medication required to manage a long term medical need, e.g. asthma, epilepsy, diabetes, etc., where the medication will be required for extended periods.

Short Term, High Frequency Medication – antibiotics that are required more than 3 times daily.

Health Care Plan – This is the agreed plan to be followed in managing a medical need and will include day to day support and/or details of emergency action to be taken as appropriate.

3 - School Procedure

3.1 Request to Administer Long Term Medication

The school will only administer medication where a "request to administer medication" form has been completed by the parent(s)/carer(s) of a child. No medication will be given unless this form is completed. The form is to be completed prior to the child starting at the school or, if already in attendance, as soon as the condition is identified.

NB If a child simply turns up with medication we will contact the parents to explain our school policy

3.2 Request to Administer Emergency Medication

The school will administer emergency medication as part of a school trip. If parents/carers wish the school to administer such medication this must be indicated on the consent form. The consent form gives parents/carers the opportunity to flag up any particular needs of the child, e.g. medical, dietary etc. Parents/carers are to be reminded that the school is unable to administer medication to children 12 or younger, without the written permission of parents/carers and information on what medication the child can have.

3.3 Request to Administer Short Term, High Frequency Medication

The school will administer short term, high frequency medication when the medication is required more than 3 times daily. Meaning that one dose can be administered at school and the rest at home each day until the course has been finished. The consent form must be completed with the nature of the infection, the amount and time of medicine to be administered and roughly how long the medication will be required. Also if the medication is required to be kept in the fridge. The medication **MUST** have the GP label on it with the child's details and dosage.

3.4 Assessment of Request

Following receipt of a "request to administer medication" form the Headteacher or designated person will identify whether staff are willing and competent to administer the required medication. (Staff are deemed competent to administer medication in tablet form orally or as medicine orally but must have received training in any for medical techniques required, e.g. use of EPI-PEN for anaphylaxis and we

will organize training when necessary). Advice and training from medical professionals will be sought where required.

3.5 Health Care Plan

A Health Care plan for the child will be prepared. This will indicate date of request for administration and of approval and will provide as much information on the medical condition as is available. The health plan follows a standard format but will vary dependent on the medical needs, e.g. a specific condition.

3.6 Notification to Parents/carers

Parents/carers will then be notified that the school has agreed to administer the medication requested and a copy of the health plan provided. Parents/carers will be advised that it is their responsibility to notify the school of any changes in the medication. If a request is refused the Head teacher will notify the Chair of Governors.

3.7 Record of Administration

In cases where medication is administered a record is to be made of the dose and time when administered. This is necessary for all medicines administered but where it is a regular administration of medication this can be by a simple checklist. Other administration of medication needs to have more detail included and this information shared with the parents/carers.

(This is very useful in trying to identify patterns and likely triggers which bring on a medical condition which may result in a much more positive situation for the child.) A record book for details of medication administered is in the drugs cabinet and is to be completed whenever medication is administered. If children are allowed to self administer, as may be the case with asthma inhalers if requested by parents/carers, this will not be able to be recorded.

3.8 Storage of Medication

All medication is stored in a locked 2 drawer filing cabinet in the library/first aid room. The key is located in the school office and all staff are aware of this. Medication for each child will be kept in a separate container or bag which is clearly labelled with the name of the child, the medicines contained therein and the frequency of administration and dosage required. Parent/carers will be required to keep a regular check on any medication kept in school and remove medication at the end of each school year.

3.9 Review/Revision of Health Care Plan

This can occur quite often especially in the early stages when there is a degree of experimentation required with medication to find out what is most effective. Equally information gleaned from experience of administering medication at school can also have an effect on the plan. Generally the expectation is that it will be for parents/carers to confirm changes in writing to the school and it will be for the school to alter the plan to reflect this information.

4.0 Persons administering Medication

There is no requirement on staff to administer medication and this is purely a voluntary act on their part. Any staff who are willing to administer medication will, however, be indemnified by the Council's insurance, where they do so in line with the information contained on the "request to administer medication" form. Where staff do administer medication they must be confident that they are properly trained and qualified to undertake this task.

4.1 Out of School Activities

Any out of school activity involving a child with long term medical needs must be looked at closely to ensure the child can undertake the task safely. In most cases the child will be able to participate but

arrangements will need to be made by the teacher in charge to take the appropriate medication with him/her.

4.2 Emergency Salbutamol Inhaler

From 1st October 2014 the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can only be used if the pupils inhaler is not available (for example, because it is empty or broken)

Reviewed – Term 4 2024/25

Approved by Governors:

Next Review – Term 4 2027/28

REQUEST TO ADMINISTER MEDICATION FORM

Parents/carers are advised that, unless you complete and sign this form the school will not administer medication to your son/daughter/ward. The Headteacher and staff must still agree to administer medication as this is a purely voluntary act on their part.

DETAILS OF CHILD

Surname _____ Forename (s) _____

Home Address _____

Date of Birth _____ Class _____

Family Contacts

1) Name : _____

Relationship : _____

Phone No. (Home) : _____

(work) : _____

2) Name : _____

Relationship : _____

Phone No. (Home) : _____

(work) : _____

Medical Contacts

3) GP Name : _____

Phone No. _____

4) OTHER Name : _____

Title : _____

Phone No. _____

Emergency Contact

DIAL 999, ASK FOR AMBULANCE, GIVE ADDRESS OF SCHOOL AS:

Christ Church Infant School, Christchurch Avenue, Downend, BS16 5TG

CONDITION OR ILLNESS

Type of Condition or Illness _____

Name & Type of Medication _____

(as described on container/label on bag)

How long will your child require the medication _____

(ongoing or specific time span)

Date Plan agreed for implementation:

Date of Review:

FULL DIRECTIONS ON USE

Dosage & Method _____

Timing _____

Special Precautions _____

I understand that I must personally deliver the medicine to Head/Secretary and accept that this is a voluntary service provided by the school.

Signature of Parent/Guardian _____ Date _____

I confirm that the medical information given on this form is correct

Signed _____ G.P./Practice Nurse/Asthma Nurse

Date _____

SAMPLE LETTERS TO PARENTS/CARERS

TO: PARENT/CARER of:

Dear

Further to your request for the school to administer medication to I am writing to advise you that in this case the school is able to accommodate the request.

It would be appreciated therefore if you could arrange to meet with me/ _____ to discuss the arrangements in this respect which need to be included in _____'s Health Care Plan.

OR

From the details provided on the "Request to Administer Medication Form" the attached Health Care plan has been produced and it would be appreciated if you would confirm that this plan is felt to be appropriate.

I trust that the above is clear and would hope that _____ will/continue to participate fully in the activities of the school.

Yours sincerely

Headteacher

TO:PARENT/CARER

Dear

Further to your request to administer medication to _____ I very much regret that this request is unable to be accommodated.

This is because the school does not have anyone who is willing to administer the medication

Can I suggest therefore that we meet to discuss possible alternative arrangements.

Yours sincerely

Headteacher