

**BANWELL PRIMARY SCHOOL**

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# **Policy for Supporting Children with Medical Conditions**

**Last Update:  
May 2019**

**Approved:  
FGB  
July 2019**

**Next Update:  
July 2024**

To be reviewed every year

The policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling.

- \* Each request for administration of medication to a pupil in school will be considered individually.
- \* The Headteacher is responsible for deciding, in consultation with staff, parents, health professionals and the LEA whether the school can assist a pupil with medical needs.
- \* No medication will be administered without prior consultation with, and written permission from the parent or guardian. **Ref. proforma 1.** (In addition a note from the family GP confirming the child is fit to attend school and the necessity for the child to take medication during school hours may be required).
- \* Medicines will only be administered by staff willing and suitably trained to do so and then only under the overall direction and responsibility of the Headteacher.
- \* Specific cultural and religious views on a pupil's medical care will be respected but must be made known to the school in writing.
- \* Where relevant, a Health Care Plan will be drawn up in consultation with the school, parents and medical professionals. **Ref. proforma 2.** These are shared with all staff.
- \* A minimum amount of medication, required by the pupil, will be held in school to accommodate the needs of that pupil.
- \* Medication must be given to a member of the office team by the parent or carer (not sent to school in the child's bag).
- \* Medicines brought into school should be clearly marked with:-
  - the name of the medicine
  - the pupil's name
  - dosage (including method of administration and times)
  - special storage requirements

**Note: it is the responsibility of the parent/guardian to regularly check expiry dates on medication held in school and to let the school know if their child's needs change.**

- \* Medicines received will be held in a locked cabinet in the bursar's office. All essential staff will be able to access medicines in case of emergency.
- \* The school will establish a medication chart, used in conjunction with the pupil's Health Care Plan. Persons administering medication will check medication type is correct then log the time and date, and sign the chart (on the reverse of **proforma 1**) upon administering medication.
- \* The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits. A risk assessment is carried out before any out of school visit. During residential school trips and visits off school site, sufficient essential medicines and medical charts/health care plans will be taken and controlled by the member of staff leading the party. If additional supervision is required during activities such as swimming, the parent may be required to assist by escorting their child.

- \* The school will provide training for staff in order that they are equipped to administer medical treatment to pupils with medical needs e.g. administration of epipen etc. Maintenance of staff training records and annual reviews will be the responsibility of the Headteacher.
- \* All staff must be aware of the school's procedure for calling the emergency services (999) and conveyance of pupils to hospital by the safest and quickest means available as directed by the emergency services (car/ambulance). If pupils are conveyed by car, a trained member of staff will attend to escort the child.
- \* Where a child is returning to school following a period in hospital, the school works in partnership with all relevant parties including parents, pupil (where appropriate) all school staff and healthcare professionals to ensure that the child receives the support they need to reintegrate effectively.
- \* Some pupils may be prescribed a blue reliever inhaler only which should be recorded on a Health Care Plan (**proforma 2**). The inhaler will be kept in the child's classroom, and taken on trips/visits out of school, and will be the responsibility of the class teacher.
- \* All relevant staff have a responsibility to make sure that supply teachers/covering staff know about any medical needs:
  - The office staff will give the class pick up list which indicates if there are medical needs to be aware of to supply teachers.
  - Class TAs will endeavour to check supply teachers are aware of any medical needs and have seen a copy of relevant Health Care Plans.
  - The Pupil Support Team will ensure all updated Health Care Plans are available for all staff in the staff room.

proforma 1

## REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form.

### DETAILS OF PUPIL

<b>Surname</b>	
<b>Forename</b>	
<b>Date of Birth</b>	
<b>Year Group</b>	
<b>Condition of illness</b>	

### MEDICATION

<b>Name of Medication</b>	
<b>Date dispensed</b>	
<b>Date of last dose</b>	
<b>Dosage</b>	
<b>Time(s) to be taken</b>	
<b>Special precautions (if any)</b>	
<b>Procedures to take in an emergency</b>	

### CONSENT

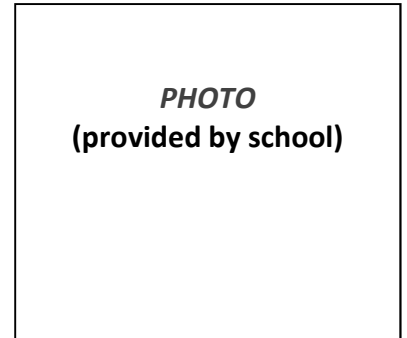
I understand that I must deliver the medicine personally to the school office and accept that this is a service that the school is not obliged to undertake.

<b>Name</b>	
<b>Relationship to pupil</b>	
<b>Signed</b>	
<b>Date</b>	



**HEALTH CARE PLAN FOR A PUPIL WITH MEDICAL NEEDS**

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Officially Diagnosed Medical Condition:</b>	
<b>Diagnosed by:</b> <b>Date Diagnosed:</b>	
<b>Date:</b>	
<b>Review date:</b>	



**CONTACT INFORMATION**

<b>Emergency Contact 1</b>	<b>Emergency Contact 2</b>
<b>Name:</b>	<b>Name:</b>
<b>Phone No (work):</b>	<b>Phone no(work):</b>
<b>Phone No (home):</b>	<b>Phone no (home):</b>
<b>Relationship:</b>	<b>Relationship:</b>
<b><u>Clinic/Hospital contact</u></b>	<b><u>GP</u></b>
<b>Name:</b>	<b>Name:</b>
<b>Phone No:</b>	<b>Phone No:</b>

Describe condition and give details of pupil's individual symptoms, including triggers

What is the impact of the health condition on learning and/behaviour or classroom performance?

Daily care requirements: (eg. before sport, at lunchtime etc.)

Describe what constitutes an emergency for the pupil, the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (state if different for off-site activities)

Arrangements for school visits/trips/specific activities:

Specific support for the pupils social and emotional needs :

This information is shared/copied to: **Sen File/School Office/ Class teacher/Staffroom/Kitchen**  
(For children with food allergies, we may put their photo in the school kitchen.)

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