

# THE WOODLAND FEDERATION POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Approved by: Teaching and Learning Committee  
Date: 5<sup>th</sup> February 2024  
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1. The governors and staff of The Woodland Federation wish to ensure that pupils with medical needs receive proper care and support. Our intention is to ensure that pupils with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting pupils with medical conditions.
2. The federation's insurance will cover liability relating to the administration of medication.
3. The SENDCO will be responsible for ensuring the following:
  - Procedures to be followed when notification is received that a pupil will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when pupils needs change; arrangements for staff training or support)
  - Procedures to be followed when a pupil moves to the school mid-term or when a pupil has a new diagnosis.
4. The above procedures will be monitored and reviewed by the SENDCO.
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between The Woodland Federation, healthcare professionals and parents so that the steps needed to help a pupil manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
  - a) The pupil's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
  - b) Specific support for the pupil's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
  - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
  - d) Cover arrangements and who in the school needs to be aware of the pupil's condition and the support required including supply staff
  - e) Arrangements for written permission from parents for medication
  - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable

- g) The designated individuals to be entrusted with the above information
  - h) Procedures in the event of the pupil refusing to take medicine or carry out a necessary procedure
6. The Headteacher will have the final decision on whether an Individual Health Care Plan is required.

#### **Pupils with Asthma and the use of an Emergency Inhaler/Spacer –**

7. The Woodland Federation has decided NOT to hold an emergency inhaler and spacer for the treatment of an asthma attack at either Kings Nympton Primary School or Winkleigh Primary School.

#### **ADMINISTRATION OF MEDICATION**

6. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a pupil taking **prescribed medication** during the day, where those members of staff have volunteered to do so.
8. Any parent/carer requesting the administration of medication will be given a copy of this policy upon request.
9. Prescribed medication will be accepted and administered in the establishment providing it is current and in the original container.
10. Children are encouraged to remember that they need to take their medicine.
11. **Non-prescription medication will be administered in exceptional circumstances only.**
12. Prior written parental consent is required before any medication can be administered. Any medicine sent in without the correct consent cannot be given to a pupil. A copy of the consent form is on the website so that parents can complete it in advance.
13. Only reasonable quantities of medication will be accepted (no more than one week's supply) for acute needs. Where medication is needed for an on-going condition the amount held in school will be discussed with the individual parents.

14. If medication needs to go home each day, then the parent / carer must remember to collect it at the end of the school day.
15. Each item of medication should be delivered in its original dispensed container and handed directly to a member of staff authorised by the Headteacher.
16. Each item of medication should be clearly labelled with the following information:
  - Student's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)
17. The school will not accept items of medication which are in unlabelled containers or not in their original container.
18. Unless otherwise indicated, all medication to be administered in the school will be kept in a secure cupboard or fridge. Inhalers should be kept in a labelled zip up wallet to keep all parts together.
19. Where it is appropriate to do so, pupils will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their year 5 or 6 student to carry their asthma inhaler with them. If a pupil suffers from severe eczema and they need to keep moisturiser for after washing their hands this needs to be discussed with the class teacher and kept with the teacher. **No other medication should be kept with a pupil.**
20. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a pupil's need for medication.
21. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school arrangements will be made through Primary Care Health Visitors.
22. The school will make every effort to continue the administration of medication to a pupil whilst on activities away from the premises.