



Hollyfield Primary School

MANAGEMENT OF MEDICINES AND HEALTH CARE OF PUPILS

Medicines must be in the care of teachers or managed by pupils with teacher supervision. The procedures at Hollyfield Primary school accord with guidance in the DfE/DoH Good Practice Guide: *Supporting Pupils With Medical Needs*. The authorisation and recording forms for these procedures are kept in the school office. Health and medical records are updated by the SENDCo.

If any pupil is thought to be under the influence of a drug, medical help will be sought at once and first aid given if required. In addition routine enquiries to try to find out what drug is involved, its source and whether any other pupils are involved will be undertaken. The priority will be pupil's safety. The following members of staff are qualified in first aid:

**Marion Williams
Emma Irwin
Jo Keene
Liz Payne
Janet Morris**

Aims:

- To provide staff and parents with a sound basis for ensuring that children with medical needs receive proper care and support at school.
- To detail school procedures regarding the storing, administering and recording of medication.
- To provide staff with information regarding record keeping, storage of records and confidentiality issues.

Long Term Medical Needs:

Parents of children with long term medical needs such as Epilepsy, Diabetes or Anaphylaxis will be required to complete an Individual Care Plan (Form 1).

These care plans are colour coded, so the medical condition can easily be identified by all staff.

- Gold Form = Epilepsy
- Green Form = Diabetes
- Pink Form = Allergic Reactions (Anaphylaxis)
- White Form = Any other long term medical need.

These care plans will give details of:

- ◇ Pupil's condition.
- ◇ A photograph of the pupil
- ◇ Special Requirements, e.g dietary requirements, pre-activity precautions.
- ◇ Medication and any side effects.
- ◇ What to do and who to contact in emergency.
- ◇ Role school can play.

The care plans will be updated annually, or if medical needs have changed. A copy of the Individual Care Plan will be made to staff in the main staffrooms. A copy of the Individual Care Plan will be stored in the register, alerting the teacher/supply of the children's medical needs.

A list of children with long term medical needs will be made available for staff.

Short Term Medical needs:

Parents with a child, who need to take short-term medication within school hours, will complete Form 2 – Request for school to administer medication, however usually doctors will prescribe antibiotics which are required three times a day. This means children **do not** require medication during school hours. A copy of this form will be available at the school office for completion.

This form will detail

- ◇ Details of pupil and condition
- ◇ Type of medication
- ◇ What to do and whom to contact in an emergency
- ◇ Parents/Carers signature
- ◇ Head teacher's signature

The form will be updated annually or if medical requirements change.

Storage of Medicines:

All medicine should be clearly labelled with the name of the pupil, dosage and the frequency of administration. Medicines are to be stored in the School Office in a secure place.

Medicines to be stored in a fridge must be kept in an airtight container.

Emergency Procedures:

All staff dealing with an emergency should follow the emergency procedure plan, located next to all school telephones.

If there is an emergency in class and staff cannot obtain help – two children will be sent to the office with a Class SOS card, (this card will be colour coded if the child has a care plan). This card will alert staff to an emergency taking place in class.

Useful Contacts and Help Lines:

Rebecca Linton – School Nurse - 0121 465 5457

In an Emergency - 999