



Chertsey Nursery School and Children's Centre

Managing Pupils' Medical Needs Policy

This policy outlines the procedures for managing medicines in schools so that they are understood by staff, parents and carers as well as children. It supports inclusive practice and promotes regular attendance by all pupils.

As an inclusive setting, we recognise that there may be times when medication needs to be administered to ensure a child's participation in our school. We therefore administer medication and supervise children taking their own medication according to the procedures in this Policy.

We ask parents and carers to ask their doctor wherever possible to prescribe medication which can be taken outside of the school day. We are prepared, however, to take responsibility for those occasions when a child needs to take medication during the school day in strict accordance with the procedures in this policy and following the guidance in the DfE document 'Supporting Pupils at school with medical conditions' (December 2015).

The SCC Guidance states:

"Surrey County Council fully indemnifies all its staff against claims for alleged negligence providing they are acting within the remit of their employment. As the administration of medicines is considered to be an act of "taking reasonable care" of the child/young person, staff agreeing to administer medication can be reassured about the protection their employer would provide. In practice this means that the County Council, not the employee, would meet the cost of damages should a claim for alleged negligence be successful."

Children with Special Medical Needs

Should we be asked to admit a child to the school with special medical needs we will, in partnership with the parents/carers discuss their individual needs and write a Personal Care Plan. We will also involve other outside agencies as appropriate to the needs of the child and family.

Care Plans are made available wherever they are most needed: in the office, classrooms, kitchen and dining room as appropriate.

Any resulting training needs will be identified and arranged from the appropriate support agencies and the family as required.

On Admission

Parents and carers are asked to complete a family record giving full details of medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care. These details are updated every 12 months via the admissions forms.

Emergency Medication

Specific specialised training is required for those staff prepared to act in emergency situations. Staff who agree to administer the emergency medication must have training from **appropriate providers and updated regularly**. Emergency medication could include asthma reliever inhalers, emergency treatment for allergies eg. epipens, defibrillators, emergency treatment for epilepsy or emergency treatment for diabetes.

Administration of Prescribed Medication

Children who are generally unwell should not be in the Centre and they should not return until they are fit to participate in all normal Centre/ Nursery activities, including going outside in the gardens. Children who have diarrhoea and/or vomiting must stay away from the Centre until 48 hours after all symptoms have disappeared.

The administration of medicines is the responsibility of the parents, and prescribed medication only will be administered by nursery staff in exceptional circumstances as agreed with the Headteacher. Where possible medication timings should be adjusted to avoid the need for medication to be administered at nursery. Over the counter medicines will not be administered.

Parents must complete and return a consent form from the centre office giving prior written permission with full details of type of medicine, the circumstances under which it should be given, the frequency and dosage levels. The office will ensure it is completed correctly, stored confidentially with access on a need to know basis, and then speak to the team leader and key person to agree who the designated person will be. The parents will be told who the designated person is and discuss the medical requirements fully with them. Where appropriate, a Care Plan is written and signed by parents to ensure correct administration of medicines.

Should a child need to receive medication during the school day parents or carers will be asked to come into school and personally hand over the medication to Reception Office.

On receipt of medication, a 'Medicine Record Sheet' should be completed and signed by the Parent/Carer - A separate form should be completed for each medication. Completed forms will be kept with medications in the Reception Office.

Children with identified medical needs/conditions

Any child who has an identified medical need or condition will be given a medical care plan. This will be completed by the key worker and along with the parents/carers. The key worker will ensure the Headteacher has signed the completed plan.

Where a special education need is present the SENCo will also be involved. If the child is on SEN Support then the medical care plan will be linked to their SEND Support Arrangements document (SSA). The child's SEND should be mentioned on the healthcare plan. If a child has an EHCP then the medical care plan will be part of it or work in conjunction with this.

The Head teacher/SENCo will ensure all relevant staff are made aware of the child and their condition as well as ensuring staff have the relevant training. This training may be from local health services or private companies. The Headteacher will deem what training is necessary and from what source. Staff will not undertake any healthcare procedures or administer prescription medication without the relevant training. The Headteacher will be responsible for whole centre awareness and will put any relevant information into the induction programme for the centre.

The team leader will complete any necessary risk assessments and provide appropriate cover for when trained staff are not available. The Head teacher/SENCo will be responsible for monitoring all healthcare plans and overseeing any transitions from or to the setting. Any meeting about the child will involve, where possible, all staff who work with the child. A child using home to school transport will have the care process for the journey incorporated into the medical care plan. Health care plans will be reviewed annually or sooner if deemed necessary. If there is not agreement over whether a child should or should not have a healthcare plan then the Headteacher will take the final decision.

Parents are responsible for providing sufficient and up to date information about their child's medical needs. They should be involved in the development and review of the health care plans. They should carry out any action they have agreed to as part of the plan.

Approved by Governors: January 2019

Date for next review: January 2022