



Brackenhill Primary School

Brackenhill Primary School Medical Procedures

Our School Vision

At Brackenhill, success is for everyone. Whether you are a mighty Oak or a tiny acorn, you can achieve and become anything you want to be. No matter what part of the journey you join us on, we will support you every step of the way and nurture your growth to help you reach your full potential. By providing you with opportunities that inspire and ignite your curiosity, we will water your thirst for knowledge to instil within you a love for learning so that you may flourish.

No matter what the weather, rest assured you will never be left alone and there will always be somebody to shelter you. Whether you are a creative rose, a curious daffodil, a content sunflower or a cheeky dandelion, at Brackenhill Primary, you will be able to blossom within our colourful and vibrant garden. You will grow with others around you on fertile ground to create a better world for everyone rooted in respect and kindness. No matter where you disperse, you will take your seeds of knowledge with you, offering them to gardens all around the world, knowing you will always have a place at Brackenhill.

Approved by

Headteacher _____

Date: February 2024

Chair of Governors _____

Date: February 2024



Brackenhill Primary School

Brackenhill Primary School Medical Procedures

Introduction

In some instances, a child may need school to administer medication, for example if a child is on a course of antibiotics which needs to be taken 4 times a day, they will need to have their prescribed medication in school.

All medication **MUST** have a pharmacy prescription label in the child's name and administration instructions. If the medication provided by the parent doesn't have this information, then the office will refuse the medication (Please refer to the below for more in depth details).

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school.

Parents should also provide all necessary information about their child's medical needs to the school.

Staff Duties

School staff have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Staff may volunteer to assist in the administration of medicines but must be given appropriate training and guidance. As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

Process for the Administration of Medicines in School

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health if the medicine were not taken during the school day).

The school will only accept:

- Medicines prescribed by a medical practitioner and have a prescription sticker
- Medicines that need to be administered over 3 times a day
- Medicines in their original packaging or container
- Containers with labelling identifying the child by name and with original instructions for administration.

The school will not accept or administer

- Medicines that are to be administered 3 times a day (unless the child is attending after school club and will not return home immediately after 3:15pm, or attending a residential visit)
- Piriton or other brands
- Paracetamol, Calpol or Ibuprofen (unless prescribed by a medical practitioner and the packaging has administration instructions and identifies the child by name, only then can we administer in school).



Brackenhill Primary School

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a first aider or a staff volunteer in the case of educational visits. Medication should be noted on Medical Tracker and the email will be generated to send to parents/carers in school. Who will administer the medication as instructed on the green form. (Appendix A)

The medicine must be kept in a locked cupboard (except where storage in a fridge is required and this can be found in the office) and only accessed by named adults, or with the permission of the Headteacher. When administering, the named adult must complete a record (appendix a) showing the date and time and details/dosage of the medication. This must be counter-signed by another adult.

In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult. Under no circumstances should a parent send a child to school with any medicines, e.g. throat sweets/tablets, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

Parents are welcome to come into school at a mutually convenient time, to administer medicines themselves that the school is not in a position to administer.

Process for the Administration of Medicines in School – long term medical needs.

Where a child has long-term medical needs, a care plan will be written if required with the assistance of the school nurse or a professional from the NHS and in the presence of the parent/guardian of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually.

It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The Headteacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned.

There will also be regular/annual training for all staff on more generalised needs e.g. asthma awareness and epi-pen training, diabetes and epilepsy. The school is well supported by the School Nurse who provides staff with advice and any relevant training on request.

Process for the Administration of Medicines during residential visits– all medical needs.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements. In the case of higher levels of care e.g. intimate care, the named member of staff will also meet with the school nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.



Brackenhill Primary School

Medical information in school

When a child starts at school they complete an admissions form. The admission form will ask for information about any allergies or medical information. The information is added to SIMS upon their admission. If a parent needs to change any details about their child's medical information or allergies they must complete either a food allergy form or a change form (Appendix B and Appendix C). Also, a contact form must be completed to inform us of any changes to child's contact details of medical information. Any hospital or doctors' letters must be scanned and added to SIMS.

Every classroom has a key information cupboard in the cupboard you will find medical information for the year group e.g. Pine class will have their class information as well as Spruce class.

There are two master files in school with the whole school's medical information.

One can be found in the school office and the other in the red first aid cupboard, outside of the library. All SLT and Admin staff can view and edit children's medical information on SIMS. The yellow master medical files, should never be moved from their location.

Updating Medical information

In the event of medical or allergy information changing, SIMS must be updated. Following that the yellow medical files will need updating. This can be done by any member of the school office, however they must seek guidance from the office manager first. The report will generate a word document. The word document will need printing and updating in the master files and in both classes. The new information will then be handed to teachers where they will update their key information cupboards and an email will be sent by the office manager to confirm the changes that have been made making all staff aware of this.

At the start of the academic year an audit will need to be done of the teachers' key information cupboards to ensure information has been passed up to the next class.



Brackenhill Primary School

Appendix A – Request for school to administer medication



Brackenhill Primary School

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

Please refer to the school Administration of Medicines Policy on the reverse of this form. Medicine must be collected from the school office and signed for at the end of each day.

Pupil's details

Name	
Date of Birth	
Class	


Details of medication and directions for use

Name/Type of Medication (as described on the container)	
Dosage & Method	
Time medicine required	
Special precautions	



Brackenhill Primary School

Appendix B – Changes to contact details request form.


CHANGES TO CONTACT DETAILS REQUEST FORM

Pupil Name:	Class:
Changes to be made:	
Information received from:	
Received by:	Inputted on SIMS:



Brackenhill Primary School

Appendix C – Student Diet request form.



Dear Parent/Guardian

Welcome to Facilities Management, we are the catering provider for your child's school. FM prides itself on working with parents and pupils to ensure all allergies and medical dietary needs are catered for.

If your child has any allergies or medical dietary requirements please fill out all relevant sections of this form. As some children's diets are specialised and must involve doctors or dieticians to discuss any allergies or medical diets with you in more detail Upon completion of the form please contact the catering manager who will be more than happy to set up a one to one meeting in order to arrange a menu that fits your child's requirements.

CHILDS FULL NAME.....
YEAR GROUP.....
CLASS.....

Please write clearly in the box below any food allergies and/or special diet requests.

PLEASE ATTACH PHOTOGRAPH	
--------------------------------	--

We do change the menu twice a year in April and October so if you do need to discuss or update your child's dietary records please remember to contact the catering manager prior to the start of a new menu cycle.

Student Diet Record Sheet

Date of meeting.....

Childs Full Name.....

Year Group & Class.....

Diet Required	
Has the responsible adult brought written details of child's dietary requirements?	YES/NO (Please attach to this form)
Does the diet have any special requirements/instructions (i.e. separate storage/uneaten food taken home etc.)	YES/NO (Please attach details to this form)
Menu discussed and agreed.	YES/NO
Date agreed for next meeting (menu changes twice per year)	YES/NO (Add details)

Parent/Guardian Signature..... Date.....

Unit Managers Signature..... Date.....