

Oasis Academy Short Heath

Managing medical conditions in school

Policy

2018

### Aim

- To outline procedures and recording methods necessary to support pupils with medical conditions.
- To outline procedures for administering medicines in school.

### Identification of pupils with medical conditions

On entry to school parents inform administration staff of medical conditions which pupils have. If a pupil is diagnosed with a condition during their time at school then school needs to be informed as soon as possible. A letter from a medical practitioner ensures that information is recorded accurately. The administration staff keep a central record of all pupils with medical conditions. Each class teacher has a record of each pupil with a medical condition kept in their SEN file and in their register.

### Care Plans

Pupils with allergies, epilepsy, diabetes and other conditions have a care plan. The plan is kept centrally by the SENCO. Each teacher has a copy of the care plan in their SEN file. Parents are involved in the preparation of the care plan.

### Medicines in school

Prescribed medication can be administered in school following a meeting with parents and a member of school staff. A form will be filled in which states the medication and dosage and permission from parents. Medicines not prescribed by a doctor cannot be administered unless accompanied by a letter from the doctor.

### Inhalers

Pupils with asthma must bring inhalers to school. The class teacher keeps the inhaler and ensures that the pupil has access to it at all times. Pupils take inhalers with them on school visits. Emergency inhalers are kept in a locked cabinet in the academy office.

### Epipen

Epipens are stored in the pupil's classroom. Each September the epipens are relocated and staff trained in use. Expiry dates are checked. Parents agree the terms under which the pens are used. Emergency epipens are stored in a locked cabinet in the academy office.

### Medication for ADHD

Parents will sign to agree the dosage and frequency of taking the medication. The pupil will get the medication from the school office at the agreed times. Staff sign and date the child's form when medication is administered.

### Antibiotics

They can be taken if the pupil is well enough to attend school but needs to complete the entire course. Parents will sign the form to indicate dosage and frequency and a named person will administer the dose. Forms are filled in with parents.

Other medications will be agreed between the parents and the Principal or Deputy Principal.

Medication required on out of school activities is subject to the same regulations as in school. Consultation with parents is essential.

### Creams

Creams such as those for eczema can be administered in school. The class teacher will keep the cream in the classroom and administer as needed.

### Emergencies

In the event of an ambulance being needed in an emergency all staff are aware of procedures. A gold 'Emergency Aid' card is displayed by every external telephone giving instructions.

### The School Nurse Team

The team are based at: Stockland Green Health Centre,  
192 Reservoir Road,  
Erdington, B23 6DJ.

With parental permission the school can make a referral to the school nurse team.  
There is not a named nurse for the academy.

### The School Doctor

With parental permission the school can make a referral to the school doctor regarding medical or behavioural concerns.

This policy was updated January 2018 .



Child's name : \_\_\_\_\_

DOB : \_\_\_\_\_

Teacher / Class : \_\_\_\_\_

Name of medication : \_\_\_\_\_

Type of medication :      liquid      tablets

Time to be given : \_\_\_\_\_      Dose : \_\_\_\_\_

\_\_\_\_\_

Take home daily or keep at school :

\_\_\_\_\_

Other information :

\_\_\_\_\_

\_\_\_\_\_

Parent tel: \_\_\_\_\_

Parent signature :

\_\_\_\_\_

Date : \_\_\_\_\_

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For Academy use

Date	Administered by	Time	Dose