



St Michael's C of E VA Primary School

As a Church School we seek to ensure that the ethos and principles of Christianity underpin the experiences of the children in our care.

“St Michael's is an inclusive school and respects and values the diversity of the Community”.

Managing Medicines and Special Dietary Requirements Policy

Adopted at St Michael's School: April 2018

Date for next review by Resources Committee: April 2019

Signed:.....Date.....

This policy should be read in conjunction with the Health and Safety policy and, if applicable, the SEN policy.

This policy is written in line with DfE guidance and Section 100 of the Children and Families Act 2014 which states that Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions, allergies and special dietary requirements that is reviewed regularly and is readily accessible to parents and school staff.

Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.
- To ensure pupils with special dietary requirements, for both medical (allergy) and cultural reasons, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure pupils with special dietary requirements, for both medical (allergy) and cultural reasons, are effectively supported in consultation with health and social care professions, parents, staff and the pupils themselves.

Procedure

The Head Teacher is responsible for ensuring that, whenever the school is notified that a pupil has a medical, allergy or dietary condition:

- When children join the school, parents are asked to provide information regarding their child's health care needs, medical conditions, allergies or special dietary conditions together with details of any appropriate medication. This information should be backed up with medical evidence, where applicable.
- All staff are made aware of any medical conditions, allergies or special dietary requirements.
- Staff are sufficiently trained on the implementation of all medicines connected to any allergies or medical conditions.
- Risk assessments for visits and activities out of the normal timetable are carried out.
- Individual healthcare plans are monitored (at least annually).
- Transitional arrangements between schools are carried out.
- If a child's needs change, the above measures are adjusted accordingly.
- Supply teachers are made aware of any relevant children in their care.
- Regarding dietary requirements, parents should not contact the caterer direct regarding any special school meal dietary requirements; the initial contact is made by parents to the school.
- School informs the catering company of any special dietary requirements of any child.
- School provides parents with leaflet from the catering company, giving parents a direct link to the caterers where they can confirm their child's school meal dietary needs/allergies. This does not place any responsibility on the caterers for failures by the school to inform them of any allergies nor to ensure parents have completed the necessary paperwork when the child first joins the school.
- School ensures that all information remains accurate and up to date, through regular reminders to parents.
- School ensures that all pupils have been placed on the applicable database (SIMS) and any special dietary requirements are accurately recorded.
- If a special school meal is not available for the child for any reason, it is the school's responsibility to contact the parents for a decision as to how the child should be fed.
- Any complaints will be dealt with by the school with regards to catering related to allergies/special diets.
- It is the caterer's responsibility to ensure the correct food is provided and labelled for those pupils with allergies including the serving and handling of said food.

Individual health care plans

Individual health care plans (see Appendix 1) are drawn up for those pupils with significant and long term medical needs, eg diabetes, epilepsy, anaphylaxis. These plans will be completed at the beginning of the school year and reviewed annually with parents. Any alterations throughout the school year are communicated to the school by the parents and the plans updated accordingly.

These plans are then kept on the child's individual file and the medical records file. The relevant information from the plan is also transferred onto the medical information sheets for quick reference.

Medication

Where possible, parents should administer or supervise the self-administration of medication to their children.

Where this is not possible, parents can make a request by completing a parental agreement form (see Appendix 2) for medication to be administered to the child by the school staff, giving full details of the dosage instructions.

Medicines and devices such as asthma inhalers, blood glucose testing meters and Epi-pens should be always readily available to children and not locked away. These should be stored in the School Office for pupils in Top School and in the first aid cupboard for those in Lower School. Epi-pens must be kept in a plastic container, preferably with a photograph of the child taped to the lid.

All prescribed medication should be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

Staff must check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by the prescriber
- Expiry date

Parents are responsible for managing the expiry dates of their child's medication. However, staff will monitor the expiry dates and inform parents when medicines are reaching the end of their life.

Each time the medication is administered, an entry is made on the medical log, signed by both the staff member and the child.

If pupils refuse to take medication, school staff should not force them to do so. The school will inform the parents as a matter of urgency and, if necessary, call the emergency services.

Non-prescription medicines

For non-prescription medication, parents must complete a form (see Appendix 3), giving full instructions of the dosage instructions.

All non-emergency medication kept in school is stored safely and securely with access strictly controlled (in the first aid cupboards in each school or in a clearly labelled container in the fridge). All pupils know that, to access their medication, they must approach their class teacher or the school office.

Once this non-prescription medication has been administered, the medical log is completed as before and a note sent home to the parents, advising of the time the medicine was administered (see Appendix 4).

Herbal and Homeopathic Remedies

No herbal or homeopathic remedies will be administered to children by school staff under any circumstances and should, therefore, not be brought into the school.

The Paddock

While pupils are using the Paddock a nominated member of staff will carry an insulated bag (WITHOUT cool-block) containing emergency medication that is visible and immediately accessible, if required.

Off-site Visits

All medicines belonging to children taking part in a school off-site visit should be taken on the trip with the child. It should be ensured that any accompanying adults on the trip are trained to administer any specific medicines during the duration of the trip.

Sporting Activities

Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. If restrictions apply, individual risk assessments should be conducted.

Any pupil requiring precautionary measures before, during or after PE must be allowed access to their medicines either via the school office or via the member of staff attending the sporting activity.

INDIVIDUAL HEALTHCARE PLAN
St Michaels C of E VA Primary School, St Albans

Child's name

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Date of birth

	Class	
--	-------	--

Child's address

--

Medical diagnosis/instructions for managing in school

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Date

--

Review date

--

Family Contact Information

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

Name

--

Phone no.

--

G.P.

Name

--

Phone no.

--

Who is responsible for providing support in school

--

Parental agreement for school to administer prescribed medication

Please complete and return this permission slip to the school office, as soon as possible, to ensure that your child's prescribed medication is administered by a member of staff, when required.

School Name:	St Michael's Primary School
Name of Child:	
Date of birth:	
Medical condition/illness:	
Name of medicine:	
Expiry date:	
Dosage and method:	
Frequency:	
Any known possible side effects:	
I understand that I must deliver the medicine personally to:	School office or member of staff on the door in the morning at either site

I give permission for a member of staff at St Michael's Primary school to administer my child's prescribed medication, as per the instructions above.

Signed:

Relationship to child: Date:

I hereby give permission for a staff member of St Michael's C of E VA Primary School to administer the following non-prescription medication to my child as instructed:

Child's name Class.....

Medication

Instructions for Administering

.....

.....

.....

Signed Date.....

ST MICHAEL'S C of E VA PRIMARY SCHOOL

Head Teacher
Alison Rafferty

Telephone
01727 854866



St. Michael's Street
St Albans
Hertfordshire AL3 4SJ

Website
www.stmichaels.herts.sch.uk
Email
admin@stmichaels.herts.sch.uk

Dear Parent

Today at your child

..... was given the following medicine:-

.....

Yours sincerely

Name: Position: