



Northbourne Park School (including EYFS)

Medical Care Policy (including the administration of medication)

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Owned by: Head teacher
Reviewers: SMT
Approved by: Board of Governors

Introduction

At Northbourne Park School, we will work to ensure that all pupils can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

The school is an inclusive community that welcomes and supports pupils with medical conditions and to provide the same opportunities as other pupils.

Staff Training

The head teacher is responsible for ensuring that staff are appropriately trained to administer medication, as well as meeting the needs of pupils with specific medical care needs.

The School Doctor.

All boarders are registered with Sanwich Medical Practice. Day pupils use their family doctors. Boarders are reminded and re-assured that a Doctor is required to maintain the confidentiality of any consultation. If boarders need to see the Doctor then the Houseparents will liaise with the practice accordingly.

Medical Care Plans

For pupils with chronic or long term conditions, the school matron will produce an individual health care plan in liaison with the parents and appropriate medical professionals. Care plans will be produced with the pupil's best interest in mind, minimising disruption to education. The following will be considered when writing care plans:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and

- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Policy on the Administration of Medicines

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Staff who administer medication will have appropriate training and guidance, and after parents have completed a medical consent form. Parents are informed of all medication given.

- no pupil will be given prescription or non-prescription medicines without their parent's written consent
- pupils will never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken.
- the school will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- all medicines will be stored safely.
- medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away.
- the school keeps controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs are easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held
- school staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.
- the school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school

Pupils at Northbourne Park School are not allowed to carry any medication with them, and do not self-medicate, apart from Ventolin Inhalers and EpiPens if required. All students with Inhalers which may be required during the school day are asked to hand them in to the school office or bring in a spare inhaler so they may be kept in the dispensary in case of emergencies.

EYFS

Parents of children in the EYFS are also required to sign a form to confirm that the medication has been returned to them. A new form is required for every day that medication is administered.

Medication brought in from Home

It is most important that the School Matron is told of and given *any* over the counter (OTC) medicine brought to school by pupils, whether prescribed or "off-the-shelf". Many treatments such as cold relief, available over the counter in supermarkets, can cause adverse or dangerous reactions if taken with other medicines, and it is essential that the School Matron is aware if pupils have access to such treatments.

The School Matron ensures that this is clearly stated in the *NPS Boarding Handbook for Parents and Pupils*

Influenza Vaccination

An annual Influenza vaccination may be offered by the Kent Community Health NHS Foundation Trust in the Autumn term, (*subject to parental consent*).

The HPV Vaccination will be offered by the Kent Community Health Trust NHS Foundation Trust for Year 8 pupils on an annual basis.

Private Medical Insurance

Parents are asked to take out Private Medical Insurance, (indicating whether physiotherapy cover is included, and whether consent is given to the School to initiate private treatment). Parents are asked to inform the School of any changes in their private medical insurance scheme where these might affect a pupil. Pupils from Non EU Countries are strongly advised to arrange for private medical insurance cover, as they may not be covered immediately for all treatment under the NHS.

Dental Treatment for Boarders.

Pupils should be registered at home with a view to routine treatment being carried out during school holidays. If emergency treatment is necessary during term time the School will arrange it, where possible, through the National Health Scheme. If such treatment cannot be arranged the pupil may be referred to a local practitioner but the cost will be charged to parents. Parents are advised to consider taking out appropriate insurance to cover dental accidents and emergencies.

Mouthguards

The School insists that all pupils playing hockey and rugby wear mouth guards, which must be provided by parents.

Travel to and from medical appointments for Boarders

Under normal circumstances the School will attempt to arrange for the School matron or Houseparents to take a boarding pupil to an appointment. Parents will be notified.

Recording and Monitoring of Records.

Records must be properly completed, legible and current. They provide a complete audit trail for all medications. The School Matron ensures that there is an up-to-date reference of all current prescribed medication.

The School Matron will also ensure that all medication brought into school is recorded for each pupil including over the counter and complementary medicines.

The Medicine Administration Record (MAR) Book will include:

- Name of pupil,
- Date of Receipt
- Name, strength and dosage of drug
- Quantity of the drug
- Signature of the member of staff administering the drug

The School Matron keeps a record of medicines sent home or on residential trips with the pupil and if a pupil is admitted to hospital and ensures that these medications are collected in after the trips by signing them in and out.

At any consultation, the School Matron will inform the School Doctor if

- a pupil refuses to take medication, or
- any pupil has brought any homeopathic medication into school.

School Trips

The School Matron will ensure that the member of staff taking any trip to ensure that all pupils have the necessary medication they need. The School Matron supplies the teacher in charge of School Trips with the appropriate dosage of any prescribed medication needed by the pupils. The School Matron will ensure that any medication taken for trips should be signed out and then back in with the School Matron after the end of the trip.

School Holidays

In preparation for School holidays, the School Matron will hand the medication to the pupil's parents directly or give the medication in a labelled envelope to the member of staff accompanying the pupils to hand over directly to the parents.

Disposal of Medicines

The school Matron will ensure that a record is kept of the date, name of pupil, strength and quantity of the any medication left behind at School and returns it to the Pharmacy.

First Aid Boxes.

Please refer to the *NPS First Aid Policy*

Annex A: Model process for developing individual healthcare plans

