



## **Medication & Pupil Health Policy**

Person Responsible: Head Teacher

Date of Review: October 2025

Next Review: October 2026

Oaklands School provides education to young people including those with long-term and complex medical needs. The school will seek to provide the highest quality care within its capacity to provide that care and will inform parents and the local authority of any shortfall in its capacity to meet medical needs.

It is the responsibility of parents to inform the school of all medical conditions in respect of their child's care to inform the school of any changes in their child's condition and where needed to provide a medical care plan to enable school staff to provide the care their child needs.

Oaklands has two sites; New Oaks Primary at Woodlands Road and High Oaks Secondary at Gresham Road. This policy is suitable for operations on both sites, processes are the same unless otherwise indicated.

### **Health Information Forms**

The school will request specific information on a child's entry to the school and will check the accuracy of this information by asking parents to review the content on an annual basis. The information given on the health information form is used to determine whether each pupil needs a medical care plan.

The health information form is held the pupil file in the classroom and uploaded onto the school's u drive. A copy will also be held in the Head Teacher's office.

### **Medical Care plans - CCN Continuing Care Nursing Team**

All pupils with medical care needs which need to be delivered during the school day need a medical care plan.

For pupils on the Continuing Care Nursing Team (CCN) caseload their medical care plan will be drawn up by the CCN team. For pupils who are not on the CCN caseload the medical care plan needs to be provided to the



school by the parent from their GP or another relevant medical professional. All medical care plans used in school should be signed by the parent, a medical professional and a senior member of the leadership team in school.

All medical care plans must be reviewed annually or more frequently if any care needs change. The responsibility for reviewing medical care plans for pupils of the CCN caseload is with the CCN team. For pupils not on the CCN caseload the responsibility is with the parents. Parents will be provided with support by the family liaison officer.

All medical care plans have a front sheet with a clear, recent recognisable photograph of the child on the front. Where a care plan has been produced by the CCN team the photo will be added at the point it is presented to the school for signing.

All staff working with children should familiarise themselves with pupil care plans.

### **Risk Assessments related to physical and medical care**

Risk assessments are prepared for students for a variety of reasons as follows;

Risk assessments for moving and handling are prepared and managed by the school manual handling trainers (Asimina Mourelatou New Oaks and Mariette Labelle High Oaks)

Risk assessments associated with pupil medical needs and pupil behaviour are prepared and managed by the class teacher and team where required.

Outings risk assessments include details of issues which may present themselves during off site activities and identify which member of the accompanying staff team will deal with these issues.

Classroom staff should have access to all relevant risk assessments and ensure they are familiar with the strategies to be used with each pupil.

### **Receiving, checking and storing medication in school**

#### **Receiving medication**

Medication sent to school either for use in school or in transit must be communicated to staff by parents before the child arrives. Medication should never be carried in a child's bag without notifying school staff that is there.

The member of staff receiving the medication will, in normal circumstances, be a member of the classroom staff. On receipt of medication they will take



the medication to the medical room and enter the medication in the medication file and the medication locked in the medicine cupboard in the medical room

*At Gresham Road* emergency medication for students whose classrooms are on the first floor will be stored during the school day in a secure medication box in the student's classroom, inside the walk in cupboard.

Where students are taking part in activities that are a considerable distance from the base classroom or outside, a class bag with a padlock is supplied so that the medication is kept with the student at all times should it be required in an emergency.

### **The responsibility for the administration of medical care**

In April 2016 support staff job descriptions were updated to include the administration of medical care including gastric feeds. Staff would be trained to carry out such care as is needed in their roles by CCN nurses and would do so as part of their role *where there is a healthcare assistant on site and a qualified nurse visiting school regularly*. School staff will not administer medical care in lieu of NHS staff or to deal with staff shortages, but in order that pupils do not need to be removed from lessons to receive such care. All support staff were given a choice whether to take up such duties. All new support staff appointed after April 2016 have the new job description.

### **Asthma inhalers and epipens**

Any asthma inhalers or epipen will be carried with the pupil at all times within the school, and taken with them to any off site activities as they may need to use it at any time. These medications will be stored in the classrooms in locked cabinets. School staff are responsible to check expiry date and ensure adequate topping up is requested from parents when medication is used.

The school keeps a spare asthma inhaler and a spare epipen for use in the unlikely event that the student's own fails on both sites. These spares may only be used for pupils who have a care plan for either asthma or for an epipen and for no other pupil unless it is directed by a paramedic during an emergency situation. The spares should not be used unless the students own have failed, they should not be used instead of insisting a parents supplies a replacement.

Staff working in the class groups where pupils are asthmatic or who need an epipen will be trained by the CCN nurse annually. Asthma training is carried out by the HRCH Children's Community Nurse Asthma specialist yearly.



## **Pupils who need Oxygen and/or suctioning**

The staff who work with pupils who need oxygen and/or suctioning are provided with a daily check list by the CCN nurse. Staff should carry out the check tasks as indicated. This includes a check that there is adequate oxygen (not in red) before the pupil is allowed to go home on provided transport, and that where a suctioning machine isn't adequately charged with more than 2 bars equally the pupils will not be allowed to travel on transport.

## **The administration of medication**

Medication will only be administered in school when there is written permission and instruction to do so from the parents. School staff will never administer any medication at all without written consent which includes the name of the medication, the dose to be administered, time it should be administered and signed by the parent. Only members of the permanent class team in the child's class will administer medication.

All prescribed medication administered in school must be supplied by the parent in its original packaging including the pharmacy label giving the child's name, drug name, dose, instructions for administration, cautionary advice, and dates of dispensing and expiry.

In the absence of the healthcare assistant and when no replacement is available there may be rare circumstances in which pupils on the CCN caseload who needs medical care may not be able to attend school. The school will keep parents fully informed.

A written record will be kept of all medication administered and signed by the person administering that medication. The administration of medication form is located in the bag with the medication in the medical cupboard in the medical room. Medication administration documentation should be kept with the care plan in the classroom/outing bag folder and handed in at the end of the year to the Head teacher's PA for scanning to the pupil's record.

## **If medication which should be administered before school has not been administered by parents or carers**

If a young person needs to be given medication in the morning before school, and that medication has not been administered, the child should not be either brought or sent to school until the medication has been administered. School staff are not able to administer medication without written consent in place.



If parents or carers realise after taking or sending a child to school that medication has not been administered they should attend school at the earliest opportunity to administer that medication.

### **Administration of medication on offsite activities**

If it is planned that any member of staff will administer medication during an offsite activity details will be recorded in the risk assessment for that activity including the child's name and staff name. That member of staff will initial to indicate they have agreed to administer the medication.

Any medication taken out of school for an activity will be carried in a container clearly labelled with the child's name. A copy of the care plan including the instructions for the administration of that medication will also be carried. Medication will not be left in any vehicle, but carried with the staff in charge of the child in an appropriate bag.

### **Buccal Midazolam**

A number of pupils at Oaklands need emergency Buccal Midazolam if they have a seizure. This is reflected in their care plan.

For students on the ground floor Buccal is stored in the medical room in the locked cabinet, clearly labelled. For pupils on the first floor or sixth form building this is stored in the classroom during the day. If the pupil is moving to another classroom, area in the school or in the community this is taken with them and carried in a locked bum bag. A member of staff from the class team takes responsibility for this and will carry it with them.

***It should be noted that if a pupil has had buccal midazolam at or after 2pm then they should not travel on transport, their parents will need to collect them.***

### **The administration of gastric feeds**

Gastric meals will be administered by the healthcare assistant according to the plan drawn up by the dietician. Some gastric feeds might be administered by support staff in a classroom or during an outing so that pupils do not miss educational activities. Gastric feeds will always be prepared by the healthcare assistant.

### **Illness**

It is the responsibility of parents to keep children at home during illness. When a pupil is prescribed antibiotics for an infection, the Doctor should be asked how long the pupil should remain at home to recover.



Pupils needing longer than a 5-day course of antibiotic treatment and otherwise well enough to attend school should contact the school and/or CCN nursing team to discuss if attendance is possible, a decision will be made based on the individual child's needs.

Any pupil who has vomiting and/or diarrhoea must stay at home for at least 48 hours after the last incident and must be eating normally before returning to school.

### **Children taken ill during the school day**

If a child is taken ill during the school day this should be reported to a member of the SLT who will make a decision whether the child should remain in school.

All illness will be reported to parents.

If it is determined that the child needs to go home the parent will be asked to collect them as soon as possible.

If a child needs to be seen by a doctor or hospital (non emergency) then the parents will be asked to take them.

### **Dealing with accidents and emergencies**

In the event of an incident the staff with the child will be the first to respond

Where first aid is required a trained first aider should be called

The school has ten trained first aiders at Gresham Road, and four paediatric first aiders at Woodlands Road.

The preparation of timetables and arrangements for daily cover will take account for the necessity for there to be a trained first aider on the school site at all times.

### **First aid boxes and supplies**

First aid boxes are located at Gresham Road in all class bases, reception, Business Managers office, art & DT room, FT room, staffroom. First aiders have their own grab bag style first aid kits.

First aid boxes are located at Woodlands Road in the admin office, the swimming pool, the therapy and in the Early year's area.



All school minibuses have a first aid kit on board.

At Gresham Road there are defibrillators at reception, and in the swimming pool.

At Woodlands Road there is a defibrillator at reception.

First aid boxes in situ will be checked termly. The person responsible for checking first aid boxes and ordering supplies is the senior site manager at Gresham Road, and the site manager at Woodlands Road. First aiders are themselves responsible for checking the content of their own portable kits.

*It should be noted that neither the healthcare assistant nor the special school nurses are first aiders and should not be asked to take responsibility for checking any injuries.*

### **Children requiring emergency hospital treatment**

In the case of an emergency requiring hospital treatment the parent will be informed immediately and a staff member will accompany the child to the hospital and wait for parents there.

If accompanying a child to hospital in the case of an emergency the member of staff should take the child's personal details, what emergency medication (if any) has been administered, and any medication the child regularly uses. If possible, take the package of the emergency medication with them to show hospital staff what have been administered.

### **Recording accidents**

All accidents must be recorded on the online accident reporting system. This should be done with Rany Kalsi at Gresham Road, and with a member of the admin team at Woodlands Road, as soon as practically possible.

All accidents, including minor accidents should be reported to parents on the day that they occur before the child arrives home.

### **Training**

A programme of regular training is required for awareness of medical conditions and the administration of medication. This is arranged by the school nurse or the CCN Nursing Team with SLT.

A central register of trained staff is kept by the HR Officer.

Chair of Committee:

Print name:



Date: