

Vision and Mission Statement

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”

Mission Statement

The Grange Primary School allows everyone to participate by:

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling all children to become confident and successful learners.
- Striving to be the hub of our local community and an integral part of our society; building and joining communities locally and beyond.
- Being a partner in the education of our pupils and being committed to working in partnership with our parents and wider community.

The Grange Primary School encourages everyone to excel by:

- Working for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.
- Endeavouring to be a centre for outstanding teachers, where quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of quality practice.

The Grange Primary enables everyone take pride in their achievements by:

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by quality teaching.
- Building and developing upon individual strengths and talents.

The Grange Community Primary School is an inclusive community that welcomes and supports pupils with medical conditions. Our aim is to ensure that all children with medical conditions or illnesses, both physical and mental health, are properly supported in school and can have a full and active role in school life, remain healthy and achieve their academic potential. Our school provides all pupils with any medical condition the same opportunities as others at school.

We recognise that some children may require on-going support, medicines or care to keep themselves well while others will only require support or medicines for a specific time frame and will ensure that children receive the appropriate care as advised by healthcare professionals.

All members of staff have a duty to maintain professional standards of care and to ensure that our pupils are safe. In response to the Equality Act 2010, the school make reasonable adjustments for disabled school users, including those with medical needs, and we plan strategically to improve access over time. In response to the requirement to support pupils at school with medical conditions we will produce individual healthcare plans and risk assessments where necessary and make reasonable adjustments to enable pupils with medical needs to fully participate all areas of school life including educational visits and sporting activities.

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. However designated staff carry this out. The school have a large number of staff trained in paediatric first aid as well as fully qualified first aiders; however in an emergency, swift action must be taken by any member of staff to assist any child or staff member as teachers and school staff have a common law duty of care. This duty of care also extends to staff leading activities taking place off site, such as visits, outings or field trips.

We strive to ensure compliance with the relevant legislation and guidance in Health Guidance for Schools with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at is held by the headteacher but delegated to our School Business Manager.

All medical information is treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the Health Guidance for Schools document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

The named member of school staff responsible for this medical conditions policy and its implementation is:

B Boswell, Headteacher

The Grange has clear guidance on providing care and support and administering medication at school.

- Our school understands the importance of medication being taken and care received whilst the child is on medication.
- Our school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Our school will not give medication (prescription or non-prescription) to students without a signed and completed Parental agreement for administering medicines form, except in exceptional circumstances in which school have a supply of Calpol and will seek verbal consent prior to administration with parent/carer. **(See Parental Agreement To Administer Medicines Form)**

- When administering medication two staff members will be present, school staff will check the maximum dosage and when the previous dose was given. This will only be carried out by designated staff and a log will be kept.
- The Grange will not give a pupil aspirin unless prescribed by a doctor.
- The Grange will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at The Grange understand that they should let the school know immediately if their child's needs change and are responsible for checking any expiry dates on medicines and inhalers. Parents are aware that children must not carry any medicines with them to school for self-administration unless prior permission has been sought from the school.
- If responsible enough the pupils may carry an inhaler or an epipen as required.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

Short-term medical needs

All short-term prescribed medication needs to be brought to the school office and a medication form completing by a parent or parent carer (medicines must not be handed to the class teacher).

The office staff will:

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and **include the prescriber's instructions for medication and dosage**.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day.
- Accept non-prescription medicines only if there is a compelling reason to do so (eg. Seasonal use of antihistamines/one off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instructions.
- Medication will be stored in the staff room.
- School will keep controlled drugs stored securely in the staff room, but accessible, with only named staff having access to obtain the medication.
- Staff at The Grange can administer a controlled drug to a pupil once they have had specialist training.
- The Grange disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits.

Long-term medical needs

All long-term medical needs should be supported by a Education Health and Care Plan, any medication needs to be brought to the school office and a medication form completing by a parent or parent carer (medicines must not be handed to the class teacher).

- Only accept prescription medication if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.

- Only accept medicines which are essential; that is, where it would be detrimental to the child's health not to have the medicine during the school day.
- Accept non-prescription medicines only if there is a compelling reason to do so (eg. Seasonal use of antihistamines/one off doses of paracetamol). These medications must be provided in their original containers with written dosage advice. These also require the school medical form to be completed before administering.
- Never make changes to written dosages based on parental instructions.
- The IHP is developed with the pupil (where appropriate), parent, staff, specialist nurse (where appropriate) and relevant healthcare services. **(SEE ATTACHED FORM)**
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- School staff are made aware of and have access to the IHP for the pupils in their care.
- The Grange meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed.
- The Grange keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. **(Medicines Administered)**
- The Grange makes sure that all staff providing support to a pupil have received suitable training, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Medication will be stored in the staff room.
- School will keep controlled drugs stored securely in the staff room, but accessible, with only named staff having access to obtain the medication.
- Staff at The Grange can administer a controlled drug to a pupil once they have had specialist training.
- The Grange disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits.

Asthma and the use of inhalers

All Inhalers needs to be brought to the school office and a medication form completing by a parent or parent carer (medicines must not be handed to the class teacher).

The office staff will:

- Only accept inhalers if provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for medication and dosage.
- Parents are asked to collect any inhalers at the end of the school term, and to provide new and in-date medication at the start of each term.
- Never make changes to written dosages based on parental instructions.
- Inhalers will be stored in the Classroom.
- Staff have completed relevant asthma training.
- School request asthma plans accompany all inhalers.

- Children will take all inhalers with them on any school trips/off site activities.

The Grange ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- The Grange is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. The Grange is also committed to an accessible physical environment for out-of-school activities.
- The Grange makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The Grange understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- The Grange understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The Grange makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- The Grange makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. The Grange will not penalise pupils for their attendance if their absences relate to their medical condition.
- The Grange will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at The Grange learn what to do in an emergency.
- The Grange makes sure that a risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

The Grange is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

- The Grange is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

- The Grange reviews all medical emergencies and incidents and any changes to the school policy will be made if necessary.
- Where a child is returning to school following a period of hospital education or alternative provision (including remote learning), The Grange will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.
- The Grange is committed to keeping in touch with a child when they are unable to attend school because of their condition.

The Grange Parental Agreement to Administer Medicine



The school will not give your child medicine unless you complete and sign this form.

Where Children Come First

Date: Select today's date.

Child details

Name of child	Please type full child name here
Date of birth	Select date of birth
Class / Year	Please type Class / Year
Medical condition or illness	Please enter medical condition or illness

Medicine details

Name/type of medicine <i>(as described on the container)</i>	Name of medicine as displayed on container.	
Expiry date	Expiry date	
Dosage and method	Please type dosage / method here	
Please administer from / to	From	To (included)
Time(s) of administration	Time	Time
Special precautions/other instructions	Please type special precautions/instructions here	
Any side effects that the school needs to know about?	Please type known side effects if any	
Can your child self-administer?	Yes or No	
Procedures in an emergency	Please type emergency procedures if any	

Parent/Carer Contact Details

Name	Please type parent/carers full name
Daytime telephone number	Please enter emergency contact number
Relationship to child	Choose an item.

Please read the statements below and tick the boxes to confirm your agreement:

- I understand **that I must deliver the medicine personally to the office**
- Medicines must be **in the original container as dispensed by the pharmacy, with a prescription label where applicable.**
- The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school's policy. I will inform the school immediately, in writing, if there is any change in dosage / frequency / type of medicine or if it is stopped.

For office use only: Teacher informed