



Teign School Medical Conditions Arrangements

The staff of Teign School will ensure that pupils with medical needs receive proper care and support as stated in the ESW Medical Conditions Policy.

Responsibilities:

The responsibility for ensuring the medical conditions policy is followed is held by: Lucie Wagner.

Role: Headteacher

The responsibility for storage, care and disposal of pupil medication is held by: Phil Spicer

Position: Lead Student Support Assistant

Assisted by:

Position: Shelley Perkins

Position: Student Support Assistant

The Headteacher will accept responsibility in principle for member of school staff giving or supervising a pupil taking prescribed medication during the day where those members of staff have volunteered to do so or if it is part of their job.

Administration of Medication at Teign School

Prescribed medication will be accepted and administered in the establishment

Non-prescription medication will only be accepted and administered in the following circumstances:

- Headaches
- Menstrual pain
- Other ailments at the discretion of the Student Support Assistant/parental liaison

Prior written parental consent is required before any medication can be administered.

Only reasonable quantities of medication will be accepted (no more than one week's supply).

Each item of medication should be delivered in its original dispensed container and handed directly to Student Support Centre

Each item of medication should be clearly labelled with the following information:-

- Name of medication
- Student's name
- Name of medication
- Dosage
- Frequency of dosage
- Date of dispensing
- Storage requirements (if important)
- Expiry date (if available)

The school will not accept items of medication which are in unlabelled containers or not in their original container.

Before administering medication the member of staff should check:-

- the child's identity
- that there is written consent from a parent/carer on each instance
- that the medication name and strength and dose instructions match the details on the consent form
- that the name on the medication label is that of the child being given the medication
- that the medication to be given is in date
- that the child has not already been given the medication
- the correct dose is administered by checking the guidance on the packaging

Student self-administration

Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students may be allowed to carry these at the discretion of their parents. If the parent/carer is happy for the student to take responsibility for their medication, then so be it, but if they prefer, it will be kept in SSC.

It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.

Administration of Analgesics (painkillers)

Paracetamol/Calpol may be administered when:-

- The school has received written parental/carer permission, this can be via email. In exceptional circumstances, i.e. it is impossible for the parent/carer to email, then a telephone call would be sufficient, and will be documented.
- The parent/carer is certain when the last dose was given, if within the last 24 hours.
- The student has taken paracetamol 500mg or Calpol equivalent before.

The procedure is as follows:-

- after it is decided by the parent/carer, they must email studentsupport@teignschool.org.uk with written permission.

The email must be retained and include:-

- The child's legal name
- Date of birth
- What medication is to be given and the dosage (1 tablet; 500mg, or 2 tablets; 1000mg)
- Permission is required every time a dose is suggested.

If obtaining verbal permission (only to be used in exceptional circumstances):-

- You must be certain who you are speaking to. And this needs to be the parent/carer
- The time/date of the call should be noted
- The questions above are asked and the answers recorded.

When discussing ailments with parents/carers over the phone, ask what normally happens in the situation, for example, 'when the pupil normally has a headache, what would happen?' This encourages parental/carer guidance rather than school's suggestion of taking painkillers.

Storage of Medication at the School

Unless otherwise indicated, all medication to be administered in the school will be kept in the student support centre.

The prescribed medicine is locked away in the cupboard, accessed via a master key. The not prescribed medicine is kept in a drawer on a school year by year basis.

Disposal of Medication

School staff should not dispose of medication. Medication, which is in use and in date, should be collected by the parent at the end of each academic year. Parents are responsible for the disposal of date expired medication. Date expired medication or those no longer required for treatment should be returned to the parent immediately for transfer to a community pharmacist for safe disposal. Sharps boxes should always be used for the disposal of needles. Collection and disposal of the boxes should be arranged by the School

Record Keeping

There is a medical record file in SSC, where any medication administered is recorded. Pupil records in Progresso contain information relating to any medical conditions.

Asthma

Pupils are responsible for carrying their own inhalers. There are some instances where parents have sent a spare inhaler into school and these are stored in the relevant drawers in SSC.

The guidance for schools (2015) is followed and salbutamol will only ever be given to a child under the procedures laid out in the ESW policy and the Government's Schools' Guidance.

Defibrillator

The defibrillator is located in the corridor outside the sports hall.

Epilepsy

Staff are made aware of the individual needs of the pupils who are epileptic. In the most severe of cases, there is a student information card that all staff should carry around with details of what to do in the event of the pupil suffering a seizure.

Adrenaline Auto-Injectors

EpiPens are located in the year group specific drawers in student support, clearly labelled. These are taken out on trips, where required, and returned again afterwards.

Educational Visits

It is the responsibility of the visit leader to ensure that any students with medical requirements have the correct medicine to take.

Staff Awareness and Training

First aid provisions is provided at First Aid at Work level and Emergency First Aid at Work level. A list of first aiders has been distributed to all staff.

Staff are made aware of any particular medical requirements via student records on Progresso, or in extreme cases, an information card that all teacher carry around.

November 2025