

**ST. ANDREW'S CE PRIMARY SCHOOL
SUPPORTING PUPILS WITH MEDICAL CONDITIONS
AND ADMINISTRATION OF MEDICINE POLICY**

Aim

- To ensure that all students with medical conditions, in terms of physical and mental health, are supported in school so that they can play a full and active role in school life.
- To ensure the safe administration of medicines to children where necessary.
- To ensure the on-going care and support of students with long term medical needs via a health care plan
- To explain the roles and responsibilities of school staff in relation to medicines
- To clarify the roles and responsibilities of parents in relation to student's attendance during and following illness
- To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- To outline the safe procedure for managing medicines on school trips

Non Prescriptive Medicines

The school or setting will not administer non prescribed medicine to a child e.g. cough medicine, Calpol, Nurofen etc.

Prescribed Medicines

Prescribed medicines can be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Parents must complete a medication consent form with the following information:

- Name and date of birth of child.
- Name of parent/carer, contact address and telephone number
- Name of medicine.
- Details of prescribed dosage
- Method of administration.
- Any side effects.
- Expiry date.
- Time/frequency of administration.

Contact with the parent must be made by the member of staff administering the medicine, or office staff, at the beginning of the course of the treatment. The consent form must be signed by the parent at this stage and this form is to be kept with the medication in a sealed bag. The child's name will be added to the daily medicine log for the length of the time agreed with the parent.

A copy of this form will be retained in a central file as a record for future reference.

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff may not agree to administer medicines where:

- the timing is crucial to the health of the child;
- where there are potentially serious consequences if medication or treatment is missed;
- or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and /or training specific to the child's medical needs. All relevant staff will be made aware of the child's condition.

Staff in charge of giving prescribed medicines:

Ruth Lord (HLTA) – leader

Jan Flynn (TA) – deputy

Katie Forrest (SENDCO) and Sue Robbins (Parent Partnership Leader) – reserve

Time of the day when prescribed medicines will be given

There will be 2 times of the day when prescribed medicines will be given:

10:30am and 1:30pm.

This does not include the administration of a reliever asthma inhaler, anti-histamines, insulin, epilepsy rescue drugs or auto-injector pens where these are administered as needed (see long term medical need).

Parents are to agree when filling in the medicine consent form when the medication will be given and for how long.

Medication can only be given at these times and any medication that needs to be given at other times will have to be done by the parents. This is in the interest of the child.

Under no circumstances must any medication be administered without parental approval or without the agreement of a member of the Senior Leadership Team.

Instruction and Training

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken. This will be highlighted from the individual health care plan which will have been drawn up by the school nurse, parents and SENDCO. Once a training need has been highlighted it is the responsibility of the SENDCO to ensure that sufficient staff have been given training to care for a pupil's medical need. The Individual health care plan will also detail when it will next be reviewed if anything other than annually.

Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Longer Term Medical Needs

Where a child has a long term medical need for example, a severe allergy, diabetes or chronic asthma, a written individual health care plan will be drawn up with parents and health professionals. Pupils should also be involved whenever appropriate.

The aim should be to capture the steps which St. Andrew's CE Primary School should take to help manage their condition and overcome any potential barriers to getting the most from their education. This plan will be reviewed at least annually.

They will be developed and reviewed with the child's best interests in mind and ensure that St. Andrew's CE Primary School assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

Although this format may be varied to suit the specific needs of each pupil, they should all include the following information

- 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;

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- Arrangements for written permission from parents/carer and the Executive Headteacher / Head of School 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 assessment;
- Where confidentiality issues are raised by the parent/child, the designated individual 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

Self-Management

We strongly encourage children to take personal responsibility for administering their own medicine under supervision from an early age. A good example of this is children taking responsibility for seeking medical attention when needed.

Two members of staff must be responsible for overseeing the administration of medicine and to ensure that the correct procedures are followed. All medicines should be handed in to the office for safe storage and not be kept by the child. A medicine log will be completed for each dose of medication given.

Safety checklist.

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form? Has a copy been filed?
- Is the member of staff clear on what they are expected to do?
- Has the member of staff filled out the daily medicine log?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Details of this policy and procedures will be publicised widely and available from the school website www.standrewsprimaryschoolstockwell.org

Trips and Outings

In the case of trips and outings the lead member of the team will ensure that a first aid kit is taken and the specific medication of the children on a care plan. Any medicines that need to be refrigerated will not be taken on trips and outings and arrangements must be made with the lead member of the team and parents as to when the medication will be taken. For non-refrigerated medicines these can be taken out on trips but arrangements must be made with the lead member of the team and the parents about when it will be taken.

Unacceptable practice

As a school St Andrew's will not:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child, parent or medical advice and opinion;
- send children with medical conditions home frequently for reasons associated with their medical condition or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- send a child if they become ill to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever their need to in order to manage their medical condition effectively;

If a parent is unhappy with the support that the school is giving their child relating to their medical needs they should speak to the SENDCO or Headteacher. If for whatever reason this does not resolve the issue, they can make a formal complaint via the school's complaint procedure. See the Complaints Procedure Policy

Children who refuse medication

In the event of a child refusing medication the parent/carer will be contacted as soon as is possible and informed of the situation. The parent/carer may be advised to collect the child or enter the premises to administer the medicine.

Safe storage and disposal of medicines

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record unless they have personally administered, assisted, or witnessed the administration of the medicines.

When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff. Medicines should only be kept while the child is in attendance.

Any unused or outdated medication will be returned to the parent for safe disposal.

For ongoing prescribed medication with a short expiry date the medication will be sent home during holidays. When being brought back after a holiday parents must ensure that the expiry date last the next half term. If not a replacement needs to be ordered immediately.

This policy is written in line with the requirements of: -

- Children and Families Act 2014 - section 100
- *'Supporting pupils at school with medical conditions'* DfE Ref: DFE-00393-2014 updated December 2015
- Mental Health and behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE