

Supporting Pupils with Medical Conditions and Administering Medication Policy

Ellel St John's CE Primary School is committed to reducing the barriers to accessing learning and school life for all its pupils.

This policy is written in regards to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

Aims

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Procedures

The Head teacher is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained.
- All relevant staff are made aware of the child's condition.
- Cover arrangements in case of staff absence is available.
- Supply teachers are briefed.
- Risk assessments for visits and activities out of the normal timetable are carried out.
- Individual healthcare plans are reviewed at least annually.
- Transitional arrangements between schools are carried out.
- If a child's needs change, the above measures are adjusted accordingly.

When a child joins Ellel St John's Primary School at the start of a new academic year, these arrangements should be in place for the start of the term. Where a child joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible. Any pupil with a medical condition requiring regular medication or support in school should have an Individual Healthcare Plan which details the support that child requires.

Individual Healthcare Plans (IHPs)

- Children with a medical condition will have an IHP.

- Some children may have an IHP where they require regular medication/ treatment.
- The IHP will detail a child's medical condition, its triggers, signs, symptoms and treatments. These should be drawn up in partnership between school and parents and may be written alongside medical professionals, e.g. the school nurse.
- The IHP will include a consent form which must be completed and signed before any medication can be administered or any medical procedures carried out.

The written parental consent will be kept in a folder in the office and recorded on a Class list within the Class Registers, so that the information is available to any other teacher taking that class.

Roles and responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Our school will work collaboratively with all relevant agencies to provide effective support for the child.

The Governing Body

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented.
- Must ensure sufficient staff receive suitable training and are competent to support children with medical conditions.
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Headteacher

- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Should ensure all staff who need to know are informed of a child's condition.
- Should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency situations and they are appropriately insured.
- Has overall responsibility for the development of IHPs.
- Should contact the school nursing team in the case of any child with a medical condition who has not already been brought to the attention of the school nurse.

School Staff

- Any staff member may be asked to provide support to pupils with medical conditions, including the administering of medicines although they cannot be required to do so. Ellet St John's School's policy is that medicines are not administered by school staff unless that medication is the consequence of a diagnosed and prolonged medical condition.
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
- Any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Staff will keep parents fully informed.

School Nurses

- Are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school.
- May support staff on implementing a child's IHP and provide advice.

Other healthcare professionals

- Should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- May provide advice on developing healthcare plans.
- Specialist local teams may be able to provide support for particular conditions eg Asthma, diabetes.

Pupils

- Should wherever possible be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

Parents

- Parents will be required to provide details of medical conditions form when their child is offered a place at Ellel St John's Primary School.
- Parents will be required to complete a medical consent form if their child requires the administration of any medicines/ procedures.
- They must provide school with sufficient up to date information about their child's medical needs.
- Are the key partners and should be involved in the development and review of their child's IHP.
- Should carry out any action they have agreed to as part of the IHP implementation.

Administering Medicines

- There is no legal obligation that requires school staff to administer medicines.
- Staff at this school can only administer prescribed medicines to those children who require regular medication for a medical condition and whose well-being would be affected without it.
- A signed permission form must be in place before any medication will be administered.
- Where the school agrees to administer medicines or carry out other medical procedures:
 - Staff will receive appropriate training and support from health professionals.
 - The parent or guardian will be asked to complete and return a consent form giving all the relevant details in full before any medication will be administered.
 - A record will be kept of all medicines administered to individual children.
 - School can only accept medicines provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. School cannot accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.
- No child will be given any medicines without their parent's written consent

- The school will only administer medicines that have been prescribed and will involve parents signing a consent form. This includes skin creams for eczema, which must be self-administered, supervised by an adult.

- Written records are kept of all medicines administered to children. (See Appendices). These offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Asthma

- Where a child has an asthma inhaler it is the parents responsibility for ensuring their child's asthma inhalers are in school and in date.

- An emergency inhaler should be taken on every school outing.

Controlled Drugs

- Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed.

- The amount of medication handed over to the school will always be recorded.

- It will be stored in a locked non portable container, and only specific named staff will be allowed access to it.

- Each time the drug is administered it will be recorded, including if the child refused to take it.

- Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Refusing Medication

- If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.

Sun Cream

- Sun cream may come in to school as long as it is clearly labelled with the pupil's name and the pupil can apply the cream for themselves.

- Pupils must not share sun cream and staff are not able to administer it.

Safe Storage of Medication

- The school will only store and administer medication that has been prescribed for an individual child.

- Medicines will be stored strictly in accordance with product instructions. Children will be informed where their own medicines are stored.

- All emergency medication, such as asthma inhalers and adrenaline pens (epi-pens), will be readily available to children and will not be locked away.

Emergency Medicines

- Pupils who require emergency medication will not participate in school trips if they do not have their medication in school to take with them.
- Parents/ carers need to inform the school by letter if the pupil no longer requires their emergency medication.

Training

- Any specific training required by staff on the administration of medication will be provided by or through the school nurse. Staff will not administer such medicines until they have been trained to do so.
- The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

Day trips, residential visits and sporting activities

- Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. School should make arrangements for the inclusion of pupils in out of school activities with any adjustments as required.
- All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up.
- It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit.

Unacceptable Practice

- preventing children from easily accessing and administering their inhalers and medication when and where necessary;
- assuming that every child with the same condition requires the same treatment.
- ignoring the views of the child or their parents; or ignoring medical evidence or opinion.
- sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- if the child becomes ill, sending them to the school office unaccompanied or with someone unsuitable.

- penalising children for their attendance record if their absences are related to their medical condition, eg hospital appointments.
- preventing pupils from drinking, eating or taking toilet or other breaks as is reasonable, in order to manage their medical condition effectively.
- preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Complaints

- Should parents or pupils be dissatisfied with the support provided they should discuss their concerns with the Headteacher. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Signed Headteacher:

Date:

Governing Body:

Date:

Appendix 1

Individual Healthcare plan

Name of school/setting

Ellel St John's CE PS

Child's name

Year group/class

Date of birth

Child's address

Medical diagnosis or condition

Date of plan

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken who, what, when

Form copied to:

Appendix 2 Parental agreement for setting to administer medicine

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

NB: Medicines must be in the original container as dispensed by the pharmacy

Name of school/setting	ELLEL ST JOHN'S CE PRIMARY
Name of child	
Date of birth	
Year/class	
Medical condition/reason for medication	

Medication

Name/type of medication <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration y/n	

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____