

# **Supporting Pupils with Medical Conditions and Medicines Policy**

**Updated: November 2020**

**Review due: November 2021**

## Supporting Pupils with Medical Conditions and Administering Medicines Policy

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation;

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety at Work, etc Act 1974
- Children Act 1989
- Workplace (Health, Safety and Welfare) Regulations 1992
- Education Act 1996
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Education Act 2002
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Children 2004
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

The following documentation is also related to this policy;

- Supporting pupils at school with medical conditions (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England) (DfE)

We acknowledge that under the standard terms and conditions for the employment of school staff there is no legal duty for them to administer or to supervise a child taking medication. Supporting pupils at school with medical conditions clearly states that **'Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should consider the needs of pupils with medical conditions that they teach.'**

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected.

### Overview

At Partington Central Academy the care, safety, well-being and health of our pupils is of the greatest importance to us. This policy has been written to provide a clear understanding of the support we provide to all our pupils, including those with medical conditions. It outlines the actions and provisions that will be

made for pupils in our school with identified medical conditions and for pupils suffering from short term illness or injury. It incorporates our school Medicines Policy and should be read in conjunction with our Intimate Care Policy, First Aid, Health and Safety Policy, SEND policy and Information and the DFE statutory guidance 'Supporting pupils at school with Medical Conditions' (Dec 2015).

## Objectives

- To ensure that children receive the medical care, support and provision they require to enable them to participate fully in a broad and balanced curriculum and be safe at school.
- To ensure that all school staff understand the DFE guidance 'Supporting Children with Medical Conditions' (Dec 2015).
- To ensure there are clear processes and procedures in place to ensure the needs of all children are met, including children with medical conditions, short term illnesses and physical injuries.

It is vital that all children are able to access a broad and balanced curriculum, participate in all aspects of school. We recognise that medical conditions, short term health problems and injuries can have an impact on children's attendance, participation and engagement in learning. We endeavor to provide care and support to ensure the medical needs of all pupils are met to enable them to participate fully in their education and learning.

School staff are not required to administer medicines or deliver medical therapies, however, many do so willingly to support the pupils in their care. As a school we recognise that some staff may have concerns in regards to administering medicines/treatments/therapies for children, in terms of their legal liability, no member of teaching staff will be expected to administer medical care/medicines unless they are willing and feel able to do so.

To support our staff we will;

- Consult staff if pupils require medicines/care within school, take their concerns in regards to administering care/medicines seriously and make alternative arrangements to meet the pupils needs if required.
- Ensure that any necessary training is provided
- Provide clear guidance and procedures for supporting children's medical needs
- Encourage staff to raise any concerns in regards to supporting children with medical needs to Senior Leaders.

## Working with parents/carers

In order to provide the care and support a pupil may need, parents and carers play an integral role in ensuring we are able to assess a pupils medical needs and requirements and make informed decisions about the care and support we can provide as a school.

**We expect all parents/carers to;**

- Inform school of any identified medical conditions and provide details of their child's care needs, any written medical advice should be shared with school and we may request information about your child's doctor/medical team in order to seek further advice to support their needs.
- Complete additional forms in regards to medication/treatment if requested by the school.
- To co-operate in teaching their child to self-administer medicine (where appropriate), staff will be asked to do this only if there is no reasonable alternative.

- To understand and accept that there is no legal obligation for staff members to administer medicines and that although this is done willingly by many staff members, this is only possible due to their good will and commitment to the children in their care.
- Where the administering of medicine is agreed with the school, ensure that their child's medication is delivered to school in its original container as dispensed by the pharmacist. The label must be clearly visible and must detail the child's name, prescribed dosage and frequency and storage instructions. We will only accept medications that are clearly labelled and in date (with the exception of insulin which may be stored in a pen/pump).
- To make a written request for children to receive medication in school.
- To make sure that school records are kept up to date by providing any information in regards to changes to your child's medical condition and needs.
- To be responsible for making sure the school has an adequate supply of medication for your child and that this is in date. Parents/carers remain responsible for the disposal of any medicines.
- To ensure that your contact details and emergency contact numbers are updated regularly and school is notified immediately of any changes to these or your child's medical needs.

See Appendix A – Request to Administer Medication in school

### **The school will;**

- On admission to school, liaise with parents to ensure we have detailed information about your child's medical conditions/needs, including details of professionals involved with their care
- Create/share an existing Health Care Plan with all staff involved in your child's care to ensure their needs are met. This will include the actions the school will take in a medical emergency. Staff will complete a risk assessment if required including how the child's needs will be met on site, during trips and visits
- Ensure your child's needs are recorded on school systems and shared with relevant staff and stored confidentially
- Carefully consider all requests to administer/supervise the administration of medicine and respond promptly
- Liaise with the school nurse and other medical professionals to ensure school staff have the information and training required to meet your child's needs
- Where agreed, administer/supervise the administration of medicine and keep a log of this. Inform parents of any concerns in regards to a pupil's health needs/medicines
- Return unused/out of date medications to parents for disposal
- Ensure medicines are stored safely and securely.
- Ensure staff receive training to support children with Asthma, Diabetes and Epilepsy regularly.
- Provide staff with appropriate training to meet the needs of individuals
- In the event of a serious medical emergency requiring hospital treatment, call an ambulance immediately and care for the patient until medical help arrives. In the event that parents can not be contacted using the details they have provided, a member of school staff will remain with the child at all times, travelling with them to hospital if necessary and remaining with the child until parent/carer arrives
- Contact parent/carers as soon as possible, whenever there is a medical emergency or if a pupil has a serious accident. Where appropriate, the school will ask the parent/guardian to attend to support the pupil

See Appendix A – Request to Administer Medication in school

### **School staff who have volunteered to administer medicines will;**

- Read and check the Medicine Consent Form for the child before administering/supervising the taking of medicines
- Check that the medication belongs to the named pupil

- Check that the medication is within the expiry date
- Confirm the dosage/frequency on each occasion and consult the medicine log form to prevent double dosage;
- Record on the medication log all relevant details of medication being given.
- Return medications to a lockable cupboard/fridge;
- Always take appropriate hygiene precautions;
- Record if a child refuses to take medication and immediately inform the parent/carer of this refusal.
- Ensure a designated person will attend all educational visits in order to administer medications;
- Ensure pupils have immediate access to asthma inhalers/diabetic equipment during sporting activities in the school day and during extra-curricular clubs.
- Ensure they have read the Individual Health Care Plans for those pupils with specific medical needs or emergency medication such as asthma inhalers or Epi-pens
- Be aware of Individual Health Care Plans and of symptoms which may require emergency action

### **The Governing Body will;**

- Appoint a member of staff to be responsible for Health and Safety;
- Delegate powers and responsibilities to the Executive Head/Head of School to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Be responsible for ensuring that the school complies with all equality's legislation;
- Be responsible for ensuring funding is in place to support this policy;
- Be responsible for ensuring this policy and all policies are maintained and updated regularly;

### **The Executive Head/Head of School will:**

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Ensure designated persons undertake suitable and sufficient training;
- Work closely with the governors and coordinator;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy.

### **The Coordinator will;**

- Lead the development of this policy throughout the school
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work with school staff to ensure the needs of children requiring medication in school are met.
- Ensure all staff are aware of children with medical conditions within the class/school.
- Provide guidance, support and arrange training for all staff.
- Monitor the effectiveness of this policy.
- Ensure all medications are kept in a secure place and accessible only to the designated persons.
- Ensure all medications, where necessary are kept cool in a small secure fridge;.

### **The school office/Pastoral staff will;**

- Provide parents/carers with medicine forms and ensure all relevant sections are completed and signed

- Ensure pupils medical needs and contact details for parents/carers and health professionals are recorded accurately on SIMs and are updated as required
- Make a request for class teacher/TA to administer medicine as described on form
- Log the medication request on CPOMs alerting all staff members working with the child
- Provide designated person with copy of medical form and a medication log
- Ensure parents/carers understand that **only prescribed medications can be administered** and that **teachers are not required to administer medicines and do so on a voluntary basis**
- Provide an Asthma card/plan to be completed by the parents/carers or the family GP to the guardian of any child who is identified as having Asthma/requiring the use of an inhaler

See Appendix B – Asthma card/plan

### **All School personnel will;**

- Comply with all aspects of this policy;
- Be aware that they **have the right to decline administering medicines to pupils**;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;

### **Pupils will;**

- Be aware of and comply with this policy;
- Be aware of the designated person who will administer their medication if requested by their parent/carer;
- Listen carefully to all instructions given by the teacher;
- Ask for further help if they do not understand;

### **We will raise awareness of this policy via;**

- The school website
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- Meetings with school personnel
- Communications with home such as weekly newsletters and of end of half term newsletters

### **All teaching and support staff will;**

- Receive training related to this policy
- Have received training specifically covering;
- Health and Safety
- Asthma
- Epilepsy
- Receive periodic training so that they are kept up to date with new information
- Identified staff will have received training for diabetes management for identified individuals.



## Healthcare Plans

Where required pupils with a medical condition, requiring medication or support in school, should have an individual healthcare plan which details the support that child needs. A Health Care plan can be written and co-ordinated by the school, or in some cases may be provided by a health care professional.

If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be recorded on the school systems (SIMs/Cpoms).

### **The following information will be considered when producing an individual healthcare plan;**

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- Specific support for the pupil's educational, social and emotional needs
- The level of support needed including in emergencies
- Who will provide support, their training needs, and expectation of their role.
- Who in school needs to be aware of the child's condition and the support required
- 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
- Confidentiality – who will the document/information be shared with
- What to do in an emergency, who to contact and contingency arrangements

See Appendix C – Health Care Plan

## **Short Term illnesses, minor ailments and injuries**

As a school we recognise that children will sometimes have short term illnesses, minor ailments or injuries that could make attending school difficult. Good attendance is essential to ensuring your child receives the best possible education and has every opportunity to achieve and succeed. In order to support your child the school can make the following provisions;

### **If your child has a minor (non-contagious) illness/ailment that may require the administration of paracetamol/ibuprofen products;**

- School may agree to administer/supervise self-administration of this, to enable your child to attend school.
- Parents/carers must make this request in person at the school office and must complete the medicines request form.
- We can do this for a period of no longer than 5 days, after which time you should arrange an appointment with your child's GP if they are still experiencing symptoms.
- Appointments should be arranged out of school hours, where possible, and the school should be notified each day if your child is unable to attend school due to illness (see attendance policy).
- Parents/carers must deliver and collect paracetamol/ibuprofen products from the school office.
- Parents/carers are responsible for the safe disposal of all medicines.

### **If your child has a minor (non-contagious) illness/ailment that may require the administration of antibiotics;**

Antibiotics required 3 times per day can be given before school, after school and at before bed in many cases. If your child requires antibiotics/creams/drops etc. more than 3 times a day or if the medicine states to evenly spread doses then you need to complete a request for administering medicines.

#### **School will;**

- Administer/supervise self-administration for 5 days or longer if stated. **We will only administer prescribed medications**
- All medications must be in the original container with a clear pharmacy label, stating dose, frequency and the child's name.
- Keep a log of when medication is given.
- Contact parents/carers if we feel your child is too ill to be in attendance.

#### **Injuries – Fractures/sprains and children recovering from hospital treatment.**

Children may sometime have injuries or have received treatment that could make attending school difficult, due to pain, fatigue, discomfort or difficulty moving around. If your child has a physical injury such as a fracture/sprain requiring the use of crutches/slings or requires support following a medical procedure/stay in hospital **you must;**

- Contact school prior to your child returning to school and discuss their condition and support requirements, if a risk assessment is required you may be asked to wait before your child can return to school, so as necessary arrangements can be made.
- Read and agree to the risk assessment undertaken by school and sign the Risk Assessment.
- If your child requires medications for pain relief please complete a request for administering medicines.
- Ensure a suitable adult is available to drop off/collect your child from school, who can take responsibility for their care and medication.
- Collect and dispose of any left-over medication when your child is recovered.
- Inform school of any appointments/advice from medical professionals in relation to your child's care.

**All medicines are provided by parents, the school does not store or keep medicines for pain relief and will not administer/supervise administration without written consent.**

#### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

#### **Monitoring the implementation and effectiveness of this policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Executive head, Head of School and Governors.



### Linked Policies

- Health and Safety
- First Aid

<b>Headteacher:</b>	<i>A Edwards.</i>	<b>Date:</b>	Nov 2020
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## Appendix A

### Parental request/agreement for the administration of Medicine

Medicines will only be administered that have been prescribed by a doctor and where it would be detrimental to a child's health if the medicine were not administered during the day. **Non-prescription medicines will not be administered by staff** but parents/carers can make arrangements, where necessary, at lunch time to administer the medication to their child.

Staff at Partington Central Academy will not give your child medicine unless you complete and sign this form.

Name of child	
Date of birth	
Year Group/Class	
Medical condition or illness	

#### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that staff need to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

#### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for Forest Gate staff to administer medicine in accordance with their policy and the instructions given here in writing. I will inform the staff immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_





# School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

## Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever in haler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

## Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

Yes  No

Does your child need help taking his/her asthma medicines?

Yes  No

What are your child's triggers (things that make their asthma worse)?

Pollen  Stress

Exercise  Weather

Cold/flu  Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes  No

If yes please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

## Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

## What to do if a child is having an asthma attack

- 1 Help them sit up straight and keep calm.
- 2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 Call 999 for an ambulance if:
  - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
  - they don't feel better after 10 puffs
  - you're worried at any time.
- 4 You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?

Call our friendly helpline nurses

**0300 222 5800**

(9am - 5pm, Mon - Fri)

[www.asthma.org.uk](http://www.asthma.org.uk)



## Appendix C

### Partington Central Academy – Individual Health Plan

Child's name	
Year Group/Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

#### Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	

#### Clinic/Hospital Contact

Name	
Phone no.	

#### G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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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 supporting adult/self-administered with supervision

Daily care requirements

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

Arrangements for school visits/trips etc

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*)

Staff training needed/undertaken

Form copied to