



Supporting Children with Medical Conditions Policy

St Paul's CE Primary School

Rationale

St Paul's C of E Primary School is a Christian community learning together through love, hope and friendship. We aim to provide an environment where these Christian values are built into the ethos of the school, where a sense of justice and mutual respect prevail and where all pupils feel safe, secure and happy. This policy aims to enable regular attendance and so allow all pupils to have full access to high quality education.

Context

This policy should be read in conjunction with the school's policy on Health and Safety and the school's asthma policy, along with guidance provided by the Department for Education and the Department of Health.

School will request that parents/carers provide full and detailed information about their child's medical needs, including details on medicines their child needs.

Administering Medicines

Prescribed Medicines

The school will only accept medicines which are essential; that is where it would be detrimental to a child's health if the medicines were not administered during the school day. School will only accept medicines that are prescribed by a doctor or dentist.

Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instruction.

School request parents/carers, wherever possible, to administer dosages outside of the school day e.g. if there are three dosages in one day, one first thing, one on return home and one at bedtime. During periods of high pollen count, children who have been prescribed anti - histamines should be encouraged to take their medication before school so that their condition can be better controlled. School is not responsible for providing 'routine' treatment on a day to day basis.

Parents/carers are asked to consider and discuss with their child's prescriber the recommendation of the Medicines Standard of the National Service Framework (NSF) for children. It suggests that a range of options are explored including:

- Prescribers consider the use of medicines which need to be administered only once or twice a day (where appropriate) for children and young people so that they can be taken outside school hours
- Prescribers consider providing two prescriptions, where appropriate and practicable, for a child's medicine: one for home and one for use in the school setting, avoiding the need for repackaging or relabelling of medicines by parents/carers

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children.

A controlled drug can be administered to a child, for whom it has been prescribed, by a member of the school staff. The staff member administering the drug will do so in accordance with the prescriber's instructions.

The school will manage any controlled drug. Pupils will not be allowed to keep them themselves. All controlled drugs and prescribed drugs will be kept securely (locked) in the school office. The school will maintain a record of any dosage given and by whom.

Any medicines or controlled drug will be returned to parents/carers when no longer required or out of date.

It will be the responsibility of parents/carers to replace and ensure any medicine is in date.

Non-Prescribed Medicines

Staff will **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carers. The Headteacher will only agree for non-prescribed medicines to be administered if it forms part of an individual health plan and where there will be a highly detrimental effect on a child's education and attendance should they be unable to have the medicine during school hours. The non - prescribed medicine will only be administered by staff if it has been administered to the child in the past without adverse effect. Parents/carers will confirm this in their written permission.

The school will not administer non-prescription hay fever remedies without consent of the parents/carers. If children require medication to take their children to their GP who will normally prescribe medication.

No children at our school will ever be given paracetamol, aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Short-Term Medical Needs

Many children will need to take medicines during the day at some time during their time in a school or setting. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school or a setting. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family.

School needs to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children, involving the parents/carers and relevant health professionals.

Procedures

No child at our school will be given medicines without their parent's written consent.

When giving the medicine any member of staff should check:

- Child's name
- Prescribed dose
- Expiry date
- Any instructions

If in doubt about any procedure, staff should not administer the medicines. If staff do have any concerns they should bring them to the Headteacher. If the Headteacher has any concerns he/she will bring them to the attention of the parent and/or health professional attached to the school.

Refusing Medicine

If a child refuses their medicine staff should not force them. Staff will note this in the records. Parents/carers will be informed of the refusal at that time. Parents/carers may be requested to attend school to give the medicine. If refusal to take the medicine results in an emergency the school will put emergency procedures into practice.

Record keeping

- Parents/carers should tell the school about the medicines that their child needs to take and provide any changes to the prescription or the support required.
- School will provide parents/carers with a administration of medicine form to complete. (Appendix Form 1). School will not administer medicine without this form being filled in by parents/carers.
- Parents will need to fill in an Individual Healthcare Plan (Appendix Form 2) for conditions that are not short term. For Asthma detailed guidance is provided in the school's Asthma Policy. These plans may not always relate to medication.
- School will keep a record of any medicine administered in a file. This will state child's name, staff name, dosage and name of medicine, date and time administered, method of administration, any side effects and expiry date of the medicine. Staff must fill in this record each time medicine is given.
- Where asthma inhalers are administered in school, parents/carers will be informed at the end of the school day.

Educational Visits

School will make reasonable adjustments to the procedure of dealing with medicine whilst on a school visit. This is to enable children with medical needs to participate fully and safely on educational visits.

If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP.

All prescribed medicines held in school are taken on educational visits with the relevant children. They are kept in their original packaging inside a labelled container with a copy of the relevant Administration of medicine form. The group leader or another staff member will take responsibility for the safety of the medicine.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor might be needed to accompany a particular child. Arrangements for taking medicines will also be taken into consideration. Group leaders on educational visits will be made aware of all medical needs and relevant emergency procedures. Copies of any Healthcare plans are taken on visits in the event of information being needed in emergency.

If there is concern about whether a child's safety can be provided for on an educational visit, staff will seek parental views and medical advice from the school health service or the child's GP.

Sporting Activities

There will be sufficient flexibility for all children to take part in physical activities. Staff should be aware of issues relating to a child's medical needs and plan for privacy and dignity for the child. Some children may need treatment before and after exercise. Staff will ensure the child has access to medicine appropriately.

Any restrictions on a child's ability to participate in PE should be recorded in their individual Healthcare plan.

Home to School Transport

- All journeys using school transport will be supervised by escorts or school staff.
- Drivers and escorts will be informed about medical needs of pupils. They will have clear roles and responsibilities.

Dealing with Medicines safely

All medicines may be harmful to anyone for whom they are not appropriate. In agreeing to administer prescribed medicines we will ensure that the risks to the health of others are properly controlled. This duty is set out in the Control of Substances Hazardous to Health regulations 2002 (COSHH)

Storage of medicines

School will only store, supervise and administer medicine that has been prescribed for an individual child. The medicine must be in its original packaging with any information leaflet included.

Medicines will be stored in accordance with the product instructions (paying particular note to temperature) and in the original container in which it was dispensed.

The container should be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration - staff will monitor this.

Children will know where their own medicine is stored.

It is the Headteacher's overall responsibility to ensure that medicines are stored safely.

All asthma inhalers are stored in boxes in class stockrooms. School Requests a second inhaler to be stored in the school office. Epi pens are stored in the office.

Each of the medicines named above is stored in its original packaging inside a sealed container with a copy of the relevant Healthcare plan. This allows for the medicine and healthcare plan to be kept together and removed quickly in the case of evacuation or fire emergency.

Copies of Healthcare plans are kept in a central file.

A few medicines need to be refrigerated. They will be kept in a refrigerator in the Head's Office but will be stored in an airtight container, clearly labelled.

Collection/Handing in of medicines

All medicines should be brought into school by an adult and collected by parent/carer at end of the school day (3.15pm).

Disposal of medicines

Staff will not dispose of medicines. Parents/carers are responsible for ensuring that all out of date medicines are returned to a pharmacy for safe disposal.

Parents/carers should also collect medicines held at the end of each academic year.

If parents/carers do not collect medicines the school will ensure that they are taken to a local pharmacy for safe disposal.

Hygiene and Infection control

All staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Ensuring that hands are washed in warm soapy water before and after administration is essential part of these hygiene procedures. Disposable protective gloves are also available.

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