



**Danson
Primary
School**

Supporting Pupils with Medical Conditions at School

**Reviewed March
2020**



Rationale

Local Authorities and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

Aims

Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.

The school will have arrangements in place which support these pupils and which are reviewed regularly.

The school will maintain effective partnerships with health and social care professionals, pupils and parents/carers to ensure that the needs of children with medical conditions are fully met.

Key Principles

The Head Teacher maintains overall responsibility for policy implementation ensuring procedures are understood and fulfilled.

All children with medical needs will be identified in a medical register.

We will uphold a commitment that all relevant staff will be made aware of the pupil's medical condition/needs.

We will ensure that cover arrangements are made in case of staff absence or staff turnover to ensure that someone suitable is always available.

We will undertake risk assessments for school visits, holidays and other school activities outside of the normal timetable.

We will monitor, review and implement pupil's individual Health Care Plans with the support of the school nursing service.

We will ensure there is effective communication with parents/carers, pupils, staff and all relevant health professionals concerning pupils' health needs,

Roles and Responsibilities

Designated Staff member with overall responsibility for medical care: Mrs Davis, Mrs Stevens, Mrs Staggs, Mrs O'Boyle.

Designated Governor with responsibility for Medical Policy: Mrs Bethan Inglis

Staff with responsibility to administer medication: See Appendix 1

School Staff

The school has a responsibility to ensure that sufficient members of staff are suitably trained. (See Appendix 1) Training for all staff will be offered on a range of medical needs from Health Professionals.

Staff, including supply staff, will be informed of any pupil's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff, parents and pupils will be informed of the designated person with responsibility for medical care.

All medical information **MUST** be treated with confidentiality. Generally all staff will need to be aware of the medical situation with the agreement of the parent.

All members of staff are to be aware of the school planned emergency procedures in the event of medical needs found in the Medical Alert Booklet.

Any member of staff giving medicine to a pupil **MUST** check on each occasion:

- Name of pupil.
- Written instructions by doctor for prescription medication and signed consent provided by the parents/carers.
- Prescribed dose.
- Expiry date of the medication.
- Signed consent provided by the parents/carers.

Staff **MUST** always complete and sign the form 'Record of Medication Given' (see Appendix 3) each time they give medicine to a child.

Staff **MUST** always complete and sign the form 'Parent Notification of Medication Given' (see Appendix 4) each time they give medicine to a child if requested by parent on 'Request for the School to Give Medication' (see Appendix 2).

If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff members have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.

School staff will undertake a risk assessment to ensure the safety of all participants in educational visits and to enable, as far as possible, all pupils to have access to all activities and areas of school life. No decision about a child with medical needs attending/ not attending a school visit will be taken without prior consultation with parents/carers. The same will apply for residential visits and sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision

is required for activities, e.g. - swimming, the assistance of the parent/carer may be requested.

Parents/Carers

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The administration of medicine is, primarily, a parental responsibility.

Parents/carers should keep their children at home if they are acutely unwell or infectious.

Doctors may advise that pupils suffering from a short term illness requiring antibiotics should still attend school. Any pupils required to receive medication on a three times a day basis can have the medication at home; before school, after school and at bed time.

Under the Management of Health and Safety at Work Regulations 1999 covering the administration of medicines no child under 16 will be given medicines without their parent's written consent including written medical authority if the medicine needs to be altered (e.g. - crushing of tablets). A 'Request for the School to Give Medication' form **MUST** be completed (see Appendix 2)

It is the responsibility of parents/carers to:

- Inform the school of their child's medical needs,
- Provide any prescribed medication with a pharmacy label detailing the following: child's name, name of medicine, dosage, frequency of medication and any special storage arrangements.
- Collect and dispose of any medications held in school at the end of each term,
- Ensure that medicines have NOT passed the expiry date, and
- Dispose of any medicines that have expired.

Parents/Carers **MUST** inform the school in writing if the child has been given medication before they have come to school.

At the start of each school year, parents/carers should give the following information about their child's long-term medical needs. The information must be updated as and when required and at least annually:

- Details of pupil's medical needs,
- Medication including any side effects,
- Allergies,
- Name of GP/consultants,
- Special requirements, e.g. - dietary needs, pre-activity precautions,
- What to do and who to contact in an emergency, and
- Cultural and religious views regarding medical care.

Children with medical complications or severe medical conditions must have a clear Health Care Plan including risk assessments written between the parent, School Nurse and SENCO prior to medicine being administered.

Pupils

Pupils who are competent to manage their own health needs and medicines will be supported in doing so by the school following discussion and agreement between parents/carers, healthcare professionals and school staff. This will be monitored and supervised by the school's named person who has overall responsibility for administration of medicines in school.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Parents/carers will be informed so that alternative options can be considered.

Managing medicines on school premises

Medication should only be taken to school when **absolutely essential** and when it would be detrimental to a child's health if the medicine were not administered during the school day.

All medicines should be brought in via the school office by their Parent/Carer. Children must not bring any medicines in themselves.

All emergency medication such as inhalers and adrenalin injections should be available to children at all times and **MUST NOT** be locked away. All other medication will be stored securely in the School Office.

Medicine **MUST** be in the original container, properly labelled showing:

- Name of pupil and class.
- Clear written instructions for administration.
- Name of the pharmacist (to whom reference should be made if there is doubt about the dosage).

The school will **NOT** accept medicines that have been taken out of the container as originally dispensed nor make changes to the dosage on parental instructions. The school will **NOT** administer any medication containing Aspirin unless prescribed by a Doctor.

Non-prescribed medication eg. Calpol, will only be administered in **exceptional circumstances** and is limited to 48 hours.

Emergency Asthma Inhalers and Epipens are kept on School premises and may be administered in the event of an emergency **ONLY** if there is signed parental consent and upon the advice of a medical professional.

Disposal of Medicines

Staff should not dispose of medicines this is the parent's responsibility.

All medicines which are in use and in date should be collected by the parents at the end of each term.

Expired medicines will be returned to the parent/guardian for them to dispose of.

Arrangements for the administration and recording of medicines in school.

The Head Teacher has the final decision as to whether medicines will be administered by the school. Advice can be sought by the Head Teacher from the Consultant Community Paediatrician for enquiries relating to pupils or the LEA Medical Advisor for enquiries relating to staff.

Arrangements for the administration of medicines in school must be clearly understood by all staff and parents of pupils concerned.

The Head Teacher will be most reluctant to accept any responsibility for the administration of medicine to pupils where:

1. The timing of administration of medication is crucial.
2. Technical or medical knowledge or experience as required, as in the case of injections.
3. Intimate contact is necessary, eg assistance with catheters or the use of equipment for pupils with tracheostomies.

Staff administering medicines should do so in accordance with the prescriber's instructions and ensure that the medicine has been prescribed for the child in question.

All medicines administered **MUST** be recorded. A written record must be kept and written notification given to parent if requested.

Using any medication for another child is an offence.

Pupils of primary school age should not be permitted to medicate themselves while at school without the knowledge of the Head Teacher and then only under supervision eg. Asthma inhalers.

Drugs administered other than orally.

Drugs or medication not administered orally should be given by staff who have agreed to assist the pupil, have received training and have written consent from the parent.

The administration of injections to any pupil in school should only be allowed after consultation with Medical Practitioners.

Emergency Aid

As part of the risk assessment for each case staff and peers of the pupil should be aware of the arrangements in the Health Care Plan, where applicable, for dealing with emergencies.

Staff **MUST NEVER** take children to hospital in their own car an ambulance should be called.

Unacceptable Practice

Although school staff should use their discretion and judge each case, it is not acceptable practice to:

- 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 or their parent;
- Ignore medical evidence or opinion (although this may be challenged);

- Send children with medical conditions home frequently or prevent them from staying for normal school activities including lunchtime;
- If the child becomes ill leave them unattended 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 they need to in order to manage their medical condition effectively;
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or to provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. – by requiring the parent to accompany the child.

Complaints

Should parents/carers or pupils be dissatisfied with the support provided by the school, they should discuss their concerns directly with the Head Teacher and Inclusion Manager. If for whatever reason this does not resolve the issue, they may make a formal complaint via our school's Complaints Procedure.

Appendix 1



School staff involved in the administration of medicines: Mrs M Stevens, Mrs B Staggs, Mrs E O'Boyle, Mrs Meredith, Mrs Foskett, Mrs Newman unless otherwise agreed in a Health Care Plan.

Training	Staff
First Aid at Work	Mrs Stevens, Mrs Foskett, Miss Staggs and Mrs Miller
Paediatric First Aid	Miss Gowers, Mrs Harding, Miss Jesney, Mrs Meredith, Mrs Newman, Ms Skinner
Bumps and bruises	Mrs Champ, Mr Corley, Mrs Cottis, Miss Cresswell, Mrs Crowther, Miss Dryden, Miss Henderson, Miss Henson, Miss Honey, Miss Jesney, Mrs Kazim, Mrs Kenny, Mrs Leak, Miss Matthews, Mrs Mitchell, Mrs O'Boyle, Mrs Pancheva, Mrs Payne, Miss Raison, Mrs Tomlin
EpiPen/Asthma	All Staff
Other – Defibrillator	Mrs Stevens, Mrs Foskett, Miss Staggs and Mrs Miller, Miss Gowers, Mrs Harding, Miss Jesney, Mrs Meredith, Mrs Newman, Ms Skinner
Diabetic	Mr Corley, Mrs Foskett, Mrs Kazim, Mrs Leak, Miss Staggs, Mrs Stevens, Mrs Walker, Mrs Davis, Mr Liotta, Mrs Webb

Appendix 2



Request for Danson Primary School to give medication.

I request that (Name of child)
..... (Class) be given the following medication.

Date medicine provided by parent	
Quantity received (tablets)	
Name and strength of medicine	
Expiry date	
Quantity returned (tablets)	

Dosage	
At the following times	
For a period of (school days)	
Written notification to parent	Yes / No <i>(please circle)</i>

**Delete as appropriate*

*The above medication has been prescribed by the family Doctor. It is clearly labelled indicating contents, dosage and child's name in FULL.

*The above is an 'over the counter' medication which as a parent I wish to be administered to my child. It is clearly labelled indicating contents, dosage and child's name in FULL.

I understand that the medicine must be **delivered/collected personally to/from** the School Office and accept that this is a service which the school is not obliged to undertake.

Signature of Parent/Carer:

We, Danson Primary School, agree to an appointed member of Staff (see Appendix 1) to administer the medication as directed.

Staff signature:

Medication will not be accepted by the school unless this letter is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head Teacher.

Appendix 3



Record of Medicine administered to an individual child

Name of child	
Class	

Date			
Time given			
Dose given			
Administered by			
Staff signature			
Counter signature			

Date			
Time given			
Dose given			
Administered by			
Staff signature			
Counter signature			

Date			
Time given			
Dose given			
Administered by			
Staff signature			
Counter signature			

Date			
Time given			
Dose given			
Administered by			
Staff signature			
Counter signature			

Appendix 4 Parent Notification of Medication Given



Record of Medicine administered to an individual child

Dear Parent/Carer,

In accordance with your permission, we have given medication at school today.

Name of child	
Class	
Date	
Time given	
Dose given	
Administered by	

Staff signature:



Medical Plan

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

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

Mrs Davis, Mrs Stevens, Mrs Cotter, Mrs O'Boyle, Class teacher
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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/self-administered with/without supervision

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Daily care requirements

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

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Arrangements for school visits/trips etc

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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)*

Parents, Miss Casey, Mrs Davis

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to: Parents, Class teacher, Inclusion Manager, School Office