



*Aim High; Be Resilient; Take Care of Each Other*

# The Carey Federation

## Supporting Pupils with Medical Conditions and Administration of Medicine Policy

Last update: September 2023

## 1. INTRODUCTION AND GENERAL PRINCIPLES

The Carey Federation are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs.

The policy complies with DFE guidelines for 'Supporting pupils at school with medical conditions' 2015

## 2. RATIONALE AND AIMS

To provide a clear policy that is understood and accepted by all staff, parents and children, providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy includes:

- A clear statement of parental responsibilities in respect of medicines
- Roles and responsibilities of staff administering medicines
- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

Management of medical conditions

### 3. a) RESPONSIBILITIES

Parents / carers have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school nurse or other health professionals to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies.

It is the parent/carers responsibility to make sure that their child is well enough to attend school.

b) There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their pupils and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication.

This policy will be kept under review in the light of legal developments and best practice

Staff will have access to information on pupils' medical conditions and actions to take in an emergency. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.

c) The Carey Federation will administer medicines with written guidance from parents/carers. The head teacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day where it is absolutely necessary.

#### 4. PRESCRIBED MEDICINES

1. a) Prescribed medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day. Medicines prescribed 'three times a day' should be administered "before school, after school and at night". This school recognises in extreme cases (as stipulated by a doctor in writing), and agreed by the Executive Headteacher, that staff may administer medication following completion of designated paperwork. At the agreement of the Executive Headteacher, parents and carers may also be allowed into school to administer medication.

2. b) Exceptions to this are pupils on health care plans who have individual medical needs requiring emergency medication to treat specific conditions, such as anaphylaxis, diabetes or epilepsy.

3. c) This school will only accept prescribed medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include the pupil's name, prescriber's instructions for administration and dosage.

#### 5. NON-PRESCRIBED MEDICINES

Non-prescribed medicines will only be administered with prior written permission from parents in extreme circumstances such as residential trips or if a child has broken a bone or to support the child's school attendance, if not taking the medication would mean they would not feel well enough to remain e.g. headache. In such cases, a designated form must be completed by the parents and signed by the Executive Headteacher. Non-prescribed medicines must be in their original packaging.

The school follows the Guidance of Infection and Control in Schools and Other Childcare Settings (Public Health England September 2018 – updated July 23) which states that children who are clearly unwell with for example, vomiting, diarrhoea or high temperature should not be in school for a period of 48 hours.

#### 6. ADMINISTERING MEDICINES

a) This school recognises no child under 16 should be given medicines without their parent's written consent. Following written consent, any member of staff administering medicines to a pupil should check:

- The child's name

- Name of medication
- The prescribed dose
- Expiry date of the treatment
- Written instructions provided by the prescriber on the label or container. If in doubt about any procedure, staff will not administer the medicine before checking with parents or a health professional before taking further action.
- b) A written record must be kept following administration of medicines to pupils. A copy is to be kept in the office, another with the medication. The medication is to be labelled, and stored in the clear plastic Medicine Box in the child's classroom, together with the written record.
- c) If a child refuses to take a medicine, staff will not force them to do so, but will record this and parents/carers will be notified of the refusal.
- Children with conditions such as eczema should be supervised to apply cream to themselves

## 7. LONG-TERM MEDICAL NEEDS

Where a pupil has a chronic illness, medical or potentially life threatening condition, the school will initiate a health care plan to meet individual needs and support the pupil. This will be drawn up by health care professionals in consultation with the child's parents/ carers and will contain the following information:

- Definition and details of the condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Treatment and medication
- What action to take/not to take in an emergency
- Who to contact in an emergency
- Staff training where required
- The role the staff can play
- Consent and agreement

## 8. RECORD KEEPING

a) Parents should tell the school about the medicines their child needs to take and provide details of any changes to the prescription or the support required. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. Requests for staff to administer medication should be in written form. These should include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of medication
- Any side effects
- Expiry date

Completed forms are kept and referred to when administering medication. If a child refuses medication, this must be recorded and parents should be notified.

Requests for updated medical conditions including asthma, are distributed to parents at the beginning of each school year. These are collated by the office staff and registered and recorded in the office. A copy is kept at the front of each class Dinner Register. All staff have access to this information and actions to take in an emergency.

Children with food allergies have their photographs displayed in the kitchen to ensure that food products are safe for children.

Medicine expiry dates are checked by the class teacher. Updated medical conditions and reviews of policies and practice are monitored and disseminated by the Executive Headteacher and SENDCo.

## 9. STORING MEDICINES

1. a) Staff will only store, supervise and administer medicine that has been prescribed for an individual child or for non-prescribed, where a medicines form is completed. Medicines must be stored safely in the pharmacist's original container and clearly labelled with the child's name, the dosage and instructions for administration.
2. b) Non-emergency prescribed medication is stored in a safe location in the clear plastic medicine boxes in each classroom. Medication requiring refrigeration is stored in the fridge.
3. c) Emergency medications such as Epi-pens and asthma inhalers should be readily available in in the clear plastic medicine boxes in each classroom. Children should know where their medicines are stored; they should not be locked away. If needed at break times and during PE sessions, the person on duty / teaching, will send for an adult to bring the medication out.
4. d) Parents are ultimately responsible for checking expiry dates on their children's medicines and replacing as necessary. The class teacher will also check medication expiry dates.

## 10. DISPOSAL OF MEDICINES

1. a) Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each year. Any medicines that have not been collected should be taken to a local pharmacy for safe disposal.
2. b) Sharps boxes should always be used for the safe disposal of needles. Parents should obtain these from their child's GP and return to a pharmacy for safe disposal.

## 11. EMERGENCY PROCEDURES

1. a) All staff are aware of procedures when dealing with a medical emergency. These should be supervised by a trained First Aider.
2. b) All staff are aware of pupils on a health care plan and understand the need to follow agreed emergency support.

3. c) All staff know how to call the emergency services.

4. d) In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child to hospital by ambulance and stay until the parent arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available.

## 12. EDUCATIONAL VISITS

1. a) The Carey Federation actively encourages children with medical needs to participate in trips and visits. Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits. Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support pupils. Additional staff/adults will be considered for this purpose.

2. b) Prior to an overnight school trip, parents must complete an up-to-date medical form about pupil's current general health and medication. Prescribed medication will be administered, providing parents have completed paperwork. Parents are invited to provide written consent to enable staff to act 'in loco parentis' and administer Calpol analgesia if required. Where this is refused, parents are requested to discuss alternative support measures with staff.

3. c) Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of health care plans will be taken on all visits as well as emergency medication that may be required.

## 13) STAFF TRAINING

The Carey Federation will arrange training on specific medical conditions as and when required, such as to support the administration of emergency medications such as Epi-pens or insulin. The school keeps a register of staff who have undertaken the relevant training. Only staff who have received this training should administer such medications.

A decision was made by the SLT that all of The Carey Federation staff should be emergency First Aid trained and Foundation Stage staff Paediatric First Aid trained. Training is reviewed annually and updated every three years.

## 14) MEDICAL CONDITIONS

### ASTHMA

We recognise that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of school life.

1. Parents have a duty to inform school:

I. if their child is asthmatic

II. what medication they require and how it should be administered

III. of likely triggers e.g. exercise induced, seasonal

IV. and after school club leaders of their child's needs and medication.

2. An inhaler must be provided and labelled with the pupil and class by the parents to the school. The child must have immediate access to their inhaler when they need it and know where it is kept. A spacer device may be required and the pupil may need support to use this.

The class teacher will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given.

4. When inhalers (blue-salbutamol) are prescribed for chest conditions other than asthma points 2 & 3 above should be followed.

5. Staff have a duty to

I. Be familiar with the needs of an asthmatic child including guidance from their Health Plan where appropriate.

II. Store the child's medication accessibly in class at all times in the clear plastic medicine box in the classroom, ensuring that it is available during all out of class activities and when offsite

III. Leave clear direction for any alternative class staff

IV. Support a child in using their medication routinely or in the event of an attack

1. Stay calm, sit down and use a quiet reassuring voice

2. Child to use relief medication

V. Notify parents when a child has used an inhaler

6. Pupils with asthma are listed on the medical list, found in the school office and on the inside of the Dinner Registers.

## HEAD INJURIES

a) Pupils who sustain a head injury MUST be reviewed by a First Aider in school. If a pupil has a visible wound, swelling or adverse reaction, parents will be informed and are welcome to assess their child personally. Where there are no residual effects, the pupil can remain in school whilst being observed. A head injury advice sheet must be completed and sent home with the routine accident record slip.

## EPILEPSY, ANAPHYLAXIS AND DIABETES

Parents have a duty and responsibility to notify the school if their child has any of these conditions and should provide details of any treatment and support they may require in school. Two epipens should be provided and labelled with the pupil and class name). These should be kept in an assigned

container within the classroom and accompany the child if they are educated outside the school premises.

Relevant health care professionals will liaise between parents/guardians and school personnel to ensure staff are aware of, and trained to provide, any relevant or emergency support or treatment. An individual health care plan will be compiled, detailing the course of action to be taken.

#### **Updates to Policy**

September 2023	Section 5, non-prescribed medication administered to support pupil attendance added. Reference to latest version of guidance.
	Section 6, arrangements for storing written records updated.
	Section 9, arrangements for storing medicines updated.
	Section 14, arrangements to storing medicines updated. Location of medical lists updated