



Member of staff responsible: SENDCO

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ADMINISTRATION OF MEDICINES and MEDICAL CONDITIONS POLICY

The welfare of all pupils is of paramount importance at Fairfield Primary Academy. From September 2014, the *Children and Families Act 2014*, placed a duty on schools to make arrangements for children with medical conditions.

CONTEXT

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

The procedures we follow ensure that medication is given safely using the appropriate dose at the appropriate time.

We have staff trained and qualified in first aid and paediatric first aid, so that there is a first aider available at all times, whether children are being educated in school or off site (such as trips).

Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent and/or carer. A written record is kept each time a medicine is administered to a child, and parents/carers informed on the same day, or as soon as reasonably practicable.

Please note that a form/letter of permission to administer an Over The Counter (OTC) medicine should be dated, should include the parents name and address, the child's full name, the dosage and frequency of dosage to be administered, the period for which the medicine should be used, the period of use including the terminal date and be signed. Letters should also indicate the purpose for which the medicine is being used (i.e. 'For conjunctivitis'). We will not be able to accept any request for open-ended use (i.e. to administer hay-fever medication until the instruction is countermanded).

ADMINISTRATION PROCEDURES - SHORT TERM MEDICATION

- The school will **only** administer medicines in their original packaging
- We will administer eye and ear drops in their original packaging
- The parent/carer must take the medicine to the office at the start of the day
- Office staff will fill in an administration form which informs us of the type of medication, the dosage and the time for administration
- The form also requires parents/ carers to give written permission for a member of staff to administer the medicine
- The medicine is then kept in the lockable refrigerator/medicine cupboard (staff room).

- Where antibiotics are given by the GP, we ask if parents could request that these be given, where possible 3 times a day, so they do not need to be administered at school
- Teachers and TAs may administer medication; on trips, the accompanying first aider (TA) or teacher will administer it
- This is recorded on the consent form, giving the date, time, medication, dosage and the name of person who administered it.
- Parents/carers are requested to collect the medication from the office once it is deemed completed
- All medication which is classed as a controlled drug, such as Ritalin, Medikinet or has Methylphenidate as an ingredient will be stored in a lockable box, and kept in the locked medicine cupboard (staff room).

LONG TERM MEDICAL NEEDS

- Prior to admission to School, a new starter form is filled in which includes details of all medical conditions with each child's parents/carers.
- This information forms part of the child's personal record
- Procedures to meet the medical needs of pupils are then set up, according to their condition, in partnership with the parents/carers and health professionals as appropriate
- Staff training needs are also identified and training provided prior to the child's entry into school. Sufficient staff will be trained to support children with medical conditions and all staff are aware of a child's condition and understand the child's individual Healthcare Plan
- Individual Healthcare Plans for children with medical conditions are tailored to a child's particular needs and agreed by the school, parents, the child (if appropriate) and the relevant healthcare professionals
- No child with complex medical needs will be excluded from any part of school life such as off-site school visits, 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 abilities. The school will make arrangements for the inclusion of pupils in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible

ADMINISTRATION PROCEDURES - ASTHMA INHALERS

- If a child has a history of asthma, however mild, the parent is asked to inform the class teacher. They should outline triggers and treatments and give the school instructions for administering the medication. Permission to administer the medication is completed on our normal form
- Inhalers are kept by the class teacher or child if old enough, so that they are readily available for the child if needed. Class teachers also discuss how and when the inhaler should normally be used with the parent of the child
- Asthma inhalers are held by the first aider/teacher on school trips, however short (e.g. walk to the library)
- Teachers take care that inhalers are not left where other children can pick them up
- In cases of a severe asthma attack, one of the qualified First Aiders will be consulted, the parent contacted and the emergency services if that is deemed appropriate
 - When a child has used his/her inhaler unexpectedly, the class teacher will inform the parent/carer as soon as possible
- When the child transfers to another school, the personal record is sent to the receiving school

LONG TERM MEDICATION ADMINISTRATION PROCEDURES

This covers a variety of conditions and will vary according to the condition. It includes the medication for epilepsy and allergies.

The procedures for long term administration of medication are encapsulated in an individual Healthcare plan, which outlines

- the responsibilities of the parent, including maintaining the supply of up to date medication
- the responsibilities of the school, including the recording of administration the personnel involved and their training record
- Any out of date medicines will be disposed of immediately via a secure method

MONITORING AND ACCOUNTABILITY

The Governing Body

It is their responsibility

- to ensure that there is an up-to-date policy for administering medicines
- to ensure training is provided as necessary

The Principal

It is their responsibility

- to ensure that the agreed policy is implemented
- to liaise with health services
- to access training identified by staff and medical professionals

All staff

It is their responsibility of all staff

- to know and understand the school policy (refer also to Staff Handbook)
- to identify training needs

Entitlement

- The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils
- The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support
- The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:
 - choose whether or not they are prepared to be involved;
 - receive appropriate training;
 - work to clear guidelines;
 - have concerns about legal liability;
 - bring to the attention of management any concern or matter relating to supporting pupils with medical needs

Expectations

It is expected that:

- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in the original packaging. The prescription and dosage regime should be typed or printed clearly on the outside, unless OTC. The name of the pharmacist should be visible if prescribed by GP> any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent
- That employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school
- When the child transfers to another school, the personal record is sent to the receiving school.

Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.

For further information see the statutory guidance for *Governing Bodies of maintained schools and academies in England*, December 2015 (updated August 2017):

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medicalconditions>

Appendix 1

CONSENT FORM FOR THE ADMINISTRATION OF DRUGS

Child's Name _____ Class _____

I give my consent for a member of Fairfield Primary Academy staff to administer the following medicines/drugs to my child, according to the instructions below. I understand that the same member of staff may not be available at all times and the medicine/drugs may be administered by different members of staff. I acknowledge that any staff involved in the administering of medicines in school are not qualified medical practitioners, nor hold themselves out to be qualified medical practitioners.

I undertake to deliver the correct daily dose of medicine to the school office, in a child-proof container/bottle, at the beginning of the school day. If I cannot deliver the medicines/drugs myself, I will ensure that an adult deputising for me will do so. I will ensure that an adult collects at the end of the day.

I understand that the staff in school will take all reasonable care in the administration of medicines in school and will endeavour to respond appropriately should emergency treatment be required.

Signature _____ Parent/Carer

Print Name _____ Emergency Contact Number _____

Time of Day to be administered or circumstances

Dosage Name of Medicine/ Drug

Method of Administration

First Aider / Office use only Date Time Initials Date Time Initials

Appendix 2

ASTHMA PROCEDURES

The welfare of all pupils is of paramount importance at Fairfield Primary Academy.

The aims of this policy are:

- To ensure that children with asthma are treated appropriately when the need arises.
- To enable children with asthma to access the full range of school experiences.

In order to achieve these aims, the following procedures are followed by all staff.

- Prior to admission to Nursery or school, an admission form which includes details of medical conditions must be completed. This information forms part of the child's personal record.
- If a child has a history of asthma, however mild, the parent is asked to complete an Asthma Information sheet. This outlines triggers and treatments.
- Inhalers are kept by the class teacher so that they are readily available for the child if needed. Class teachers also discuss how and when the inhaler should normally be used with the parent of the child.
- Teachers take care that inhalers are not left where other children can pick them up.
- In cases of a severe asthma attack, one of the qualified First Aiders will be consulted, the parent contacted and the emergency services if that is deemed appropriate.
- When a child has used his/her inhaler unexpectedly, the class teacher will inform the parent at the end of the day.
- When the child transfers to another school, the personal record is sent to the receiving school.

Information, training and advice on asthma for staff and children is available from the School Health service.

Asthma Information Sheet Child's Name

DOB: _____

Parent Name _____ Phone _____

Doctor's Name _____ Phone: _____

Please rate the severity of your child's asthma: (Not severe) 1 2 3 4 5 6 7 8 9 10 (Severe)

Has your child been hospitalized for asthma in the past year? _____ Yes;
(Dates: _____) _____ No

Does your child use a peak flow meter? _____ Yes _____ No

How often _____ Best flow rate is _____

Does your child use a spacer? _____ Yes _____ No

Identify the items below that may start an asthma episode: _____ Respiratory infections
_____ Emotional stress _____ Strong odors or fumes: _____ Change in
temperature _____ Smoking _____ Exercise _____ Allergic reaction to: _____ Other:

Identify the symptoms that may be present in an asthma episode: _____ Coughing _____ Short of
breath _____ Bluish color of skin/nails _____ Wheezing _____ Feels frightened _____ Other

Identify what your child does at home to relieve wheezing in an asthma episode: _____ Breathing
exercises _____ Drink liquids _____ Use inhaler _____ Rest/relaxation _____ Take oral medication
_____ Use nebulizer _____ Other _____

Please list any medication your child takes for asthma: NOTE:

Medication Dosage and Time Taken at School?

1. _____ / _____
_____ / _____ Yes _____ No

2. _____ / _____
_____ / _____ Yes _____ No

3. _____ / _____
_____ / _____ Yes _____ No

Note: If medications are to be given during school hours you will need to complete The School
Medication Permission Form. Signature of
Parent/Guardian _____ Date _____

Appendix 3: individual healthcare plan (A)

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

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.

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, 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

Appendix 4 - Health Care Plan (B)

Name:

DOB:

Condition:

Class: School:

Fairfield Primary Academy, Toton Lane, Stapleford, Nottingham, NG9 7HB

Date plan was made:

Date for review:

Contact Information:

Parent/Carer 1:

Parent/Carer 2:

Clinic Hospital Contact:

GP Contact:

Describe Condition:

Individual Symptoms:

Daily Care (e.g. lunch or before sport):

Emergency Care for Pupil and Action:

Follow up care:

Who is responsible in an emergency?

Form Copied and Sent To: School Parents/Carers