



Supporting Pupils with Medical Conditions Policy

St Joseph's is a **happy**, welcoming **community**, enriched by our **diversity**, where we strive to be **better than our best**.

A place where we **love** one another, **love learning**, **love Jesus** and **love life**.

Date of Policy	Autumn Term 2021
Next Review	Autumn Term 2024

Introduction

The purpose of this policy is to ensure that best practice is followed in school and all staff are familiar with the procedures St Joseph's Catholic Primary School has in place to meet the duty of care we have for all of our pupils, present and in the future. This policy has been prepared to ensure appropriate action is taken to safely administer medication to our pupils, within the guidelines issued by the LA and the legal framework laid down to cover all aspects of pupil care and medication.

The Special Educational Needs and Disabilities Act 2001 requires schools to make "reasonable adjustments" to facilitate the entry and progress of pupils with disabilities and related needs. The National Curriculum Inclusion Statement 2000 emphasises the importance of providing effective learning opportunities for all pupils and offers key principles for inclusion. Among these principles are those related to overcoming barriers to learning, which takes account of those with medical needs. Pupils with special medical needs have the same right of admission as other children and cannot be excluded from school on medical grounds alone.

Administering medications in school is a voluntary role. Staff carrying out this role will have taken the course on "Supporting Pupils at School with Medical Conditions" so they can understand the legislation and guidelines around medical issues. In addition any additional training needs identified (such as the use of epipens) will need to be met as soon as it possible. The staff currently trained to administer medications in school are displayed in the First Aid Room.

They are known as the Identified Persons (IP) for administering medications in our school. The Headteacher accepts responsibility for the supervision and administration of medicines and is supported in this role by the five IPs.

In EYFS providers must have and implement a policy, and procedures for administering medicines. It must include systems for obtaining information about a child's needs for medicines and for keeping this information up to date. Training must be provided for staff where the administration of medicine required medical or technical knowledge.

RETURNING TO SCHOOL AFTER ILLNESS/MEDICINES BEING PRESCRIBED

To limit the spread of infection to other children or staff, our school policy is that no child should return to school until at least 48 hours have passed since the last time they vomited or had diarrhoea (if the child is suffering from an infection). This will limit the chance of an allergic reaction to the medication occurring in school and give the medication a chance to get into their system and start working.

WHAT MEDICINES WILL WE AGREE TO ADMINISTER?

We will only administer medication that has been prescribed by a medical practitioner and that, because of timing issues, would be impractical to administer outside of school hours. For instance if a medication must be given at 12 noon it would be acceptable for us to administer it but antibiotics that are taken three times a day could be given at home – before school, after school and before bedtime. Parents should ask their GP or medical practitioner to consider prescription regimes and alternative medications that enable pupils to take medication before and after school whenever possible. Only a small minority of pupils should need to access medication during the day.

The school insurance policy allows for administering of prescribed oral medication, medipens (following a care plan), prescribed creams, syrups and tablets. It does not allow for invasive medication and injections. If a pupil has medical needs that require invasive medications a risk assessment would need to be drawn up and guidance sought from the LA, health authority and child's parents and GP before agreeing to administer these medications.

If medicines are to be administered both at home and at school parents may need to ask their GP for a split prescription to avoid the need to decant medication into alternative containers, without the medical practitioner's specific directions being available. We are not authorised to administer any medication that is required for eye care.

PACKAGING OF MEDICATIONS

Medications will only be accepted in the pharmacist's original packaging, with the pharmacist's name and details clearly printed. The label should have the pupil's name, address and ideally date of birth clearly printed on it. Staff will check that medication is in date.

The Medicines Act 1968 stipulates that where a medical practitioner has prescribed medication, it must be administered in accordance with the specific instructions of that practitioner. Prescribed medications will only be accepted if full details of dosage regime and administering details are typed on the pharmacy label. Medicines will not be accepted if these details have been altered by hand. We will **not** accept prescribed medication that says "use as directed" or words to that effect. Instructions must be full and clear.

If a parent asks the school to vary the dosage either in terms of the amount or the timings we will not do so. Instead the medication will be returned to the parent with a request for a new prescription to be issued. If this means that the pupil is unable to cope in school while this takes place then the parents should keep the pupil at home for a day or two while this is resolved. This should be recorded as an authorised absence.

WHO WILL WE ACCEPT MEDICINES FROM?

Prescribed medicines will only be accepted from a parent or a known carer who parents have delegated parental responsibility to. If unsure always check. Refuse to accept medication if you are unsure of its source or purpose. Medication must never be taken directly from a pupil. When medication is brought into school the IP will check it is acceptable and ask the parent/carer to fill in a consent form (Appendix 1) to enable us to administer the medication. This form must also be signed by the IP and a witness. The Head (or Deputy Head in their absence) must also sign this form before medication can be administered.

Parents or those with parental responsibility must ensure they have supplied the school with sufficient information about the child's needs and difficulties to enable the school to make a decision about how they may help. They must also keep the school informed of any changes to treatment regimes or protocols. Parents must also ensure the school is aware of any cultural or religious beliefs that could affect the way a child is treated in an emergency situation, or in relation to their day to day medical needs.

STORAGE OF MEDICATION

To comply with the Misuse of Drugs Regulations 2001, and as a matter of good practice, all prescription medications kept on school premises will be stored in the secure, approved medicine cabinet located just off the MI room. In line with City of Sunderland guidelines keys to the cabinet will be kept securely in the MI room. They must never be left in the office.

The only exceptions to this will be emergency medications that need to be kept near the pupil and would be impractical to get quickly from the office in the event of an emergency. In our school this will cover inhalers, epipens and allergy medicine. These may be kept in class in the teachers' cupboard so that they are not freely available to all pupils. The child concerned and staff working with them should be made aware of the location of their medicines.

Alternatively, if the teacher feels the child in their class using an inhaler is responsible enough to take care of it themselves, they may keep it either in their desk tray or coat pocket, as appropriate. They must understand it is their responsibility to take care of their inhaler, use it sensibly and ensure no other pupil uses it.

For school trips or outdoor activities epipens should be stored in a "bum bag" worn by a member of staff accompanying the pupil, or in some other easily accessible container. Inhalers can be stored in any appropriate container carried by a member of staff accompanying the pupil.

If training is required for staff to administer emergency medication it must be provided as soon as is possible. All staff should feel able to act in an emergency situation where it is better to do something

than to do nothing. In such situations staff should use their best endeavours to help a child whilst ensuring that appropriate emergency assistance is sought.

These storage instructions will apply to staff as well as pupil medications.

THE EDUCATION (SCHOOL PREMISES) REGULATIONS 1999

These regulations require every school to have a room appropriate and readily available for use for medical or dental examination and treatment and for the caring of sick or injured pupils. It must contain a washbasin and be near a toilet. It should also contain a bed. The MI Room situated opposite the Nursery is designated as our medical room.

RECORDS OF MEDICATION

All medications accepted into school will have been verified by an IP and will have completed either a Medication Request Form (Appendix 1) or a Care Plan (Appendix 2). All dosages are accounted for and expiry dates are noted.

A Register of Medication Administered Form (Appendix 3) must also be filled in by the IP. When medications are administered the IP will also record the details on this form. As a matter of good practice the form should be countersigned by a witness. The witness should be a member of staff but does not have to be an IP for medications. The Local Authority/Bishop Chadwick Catholic Education Trust (BCCET) take the view that to fail to maintain accurate records could be construed as negligence.

If a pupil refuses to take their medication this should be recorded on the form and parents will be informed immediately. If necessary a liaison meeting with the pupil's parents and the professional dealing with their medical needs should be arranged.

In the event of an error in administration staff must immediately

- Seek advice from the child's GP or hospital
- Keep the child under observation
- Notify parents
- Contact the LEA/BCCET

CARE PLANS

Sunderland Local Authority (Circular 14/96) recommends that schools set up care plans for any pupil who has medical needs, including pupils who access prescription medication in school, and for any

pupil who could be at risk e.g. a child with a nut allergy, even if they do not need access to medication on a regular basis.

Pupils who need medication on a regular basis, those who have scheduled drugs e.g. Ritalin, or those who have short term but complex treatment regimes, must have a care plan. Care plans (Appendix 2) do not need to be made for pupils on short term medication that does not require a complex regime e.g. antibiotics, however, a Medication Request Form (Appendix 1) must be completed. These are available upon request at the school office. All care plans need to be individually tailored to meet the needs of the pupil in question. Care plans must be reviewed at least yearly and parents are made aware if any details change within this period of time, it is their responsibility to inform school.

When a pupil who has a care plan goes off site e.g. on a school trip, a copy of the care plan should be held by the supervising member of staff on the trip. This will help to ensure information is passed on in the event of an emergency.

Parents must work with the school to establish a care plan (Appendix 2). The IP will write the care plan with the parents input when medication is brought into school, and ask them to sign it on completion of all details to confirm it is accurate. If the IP or head feels input is needed from other sources e.g. pupil's doctor or nurse the IP or head will arrange a meeting as soon as is possible for those concerned, and the care plan will be written at that meeting and signed by all concerned. Pupils have a right to be involved in setting up their own care plans with staff, parents and any other appropriate personnel.

As all IPs are class based it is important not to disturb the learning and support of other pupils and teachers. It is for this reason we would ask parents to make an appointment to bring in medication and establish care plans outside of lesson times.

Should a child need creams applying for eczema then the member of staff in the child's class is able to apply this once a care plan has been completed.

SELF MANAGEMENT

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. The age at which children are ready to take care of, and be responsible for, their own medicines varies. When children can take their medicines themselves they still need to be supervised.

EMERGENCY PROCEDURES

All staff working with a vulnerable pupil should know what action to take in the event of an emergency. The Children's Act 1989 provides scope for teachers to take appropriate action in emergency situations including emergency medical situations. An ambulance or a member of staff with business insurance, should always be used for transporting a child to hospital. The

Headteacher/Deputy headteacher (if available) and another member of staff, should always accompany a child to hospital and remain there until the child's parents arrive. A copy of the child's care plan if available should also be sent. The head or a member of the senior management team must be informed of the emergency as soon as possible.

FOOD ALLERGIES

Some pupils and members of staff may suffer from food allergies e.g. nut allergies. These can be potentially very serious, leading to anaphylactic shock, which is life threatening. Other pupils may have special dietary needs because of a medical condition. The child's parent or those with parental responsibility have the responsibility of informing school staff of any food allergies or special dietary needs when they register their child, or as soon as it becomes known. Any children within school with a known allergy/special dietary need will wear a red lanyard that identifies them to the catering staff in the dining hall.

The school should pass on any requests for special diets to:

Catering Services Manager
Chadwicks Kitchen
Via St Joseph's Catholic Primary School
Rutland Street
Millfield
Sunderland
SR4 6HY

0191 5108484

Requests will only be passed on if a letter or other documentary evidence from a doctor or dietician supports them. A risk assessment should be undertaken for each child at risk, and measures put in place to minimise the risk as much as possible. Key staff should be trained to administer any required treatments e.g. an epipen.

If a child is identified as having a food allergy or special diet due to medical reasons and staying for school dinners the Cook in Charge will receive training and take appropriate action. The School Health Service can offer advice and information about diets, food allergies and implications for schools.

Some floor polishes and soaps contain nut products. Non-nut product types are available and can easily replace these. The caretaker should be aware of the cleaning materials used in schools.

Never make assumptions. It is better to check something out than to take a risk.



Medication Request Form

In conjunction with the school Medication policy, this Medication Request Form has been prepared to ensure appropriate action is taken to safely administer medication to our pupils, within the guidelines issued by Together for Children (LA) and the legal framework laid down to cover all aspects of pupil care and medication. Please refer or ask at the school office to view our Medication Policy in more detail if necessary.

The school does impose certain conditions before it will administer medicine to children in its care:

- The medication **MUST** be four doses per day and have been prescribed by a doctor.
- Non-prescription medicines are not allowed in school.
- No member of staff will administer eye drops or eye cream, as recommended.
- Parents must ensure that all medication is clearly labelled. All medicines must be in their original packaging as dispensed by the pharmacist.
- All medicines **MUST** be handed to a medically trained member of staff and **NOT** left in child's belongings.
- Parents must fill in and return the request form below to the school office, accepting full responsibility for the administration of medicines in school.

If you have any queries around your child needing medicine in school, please contact the school office.

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I request that my child _____ Currently in class _____

be given the following prescribed medication, and I accept full responsibility for the information and medicine given. **Medicines MUST be in original container as dispensed by the pharmacy.**

Name of medication _____

Dosage and times to be administered _____

Dates during which medicine is to be administered from _____ to _____

Please give any emergency contact telephone numbers: _____

Signed _____ Date _____

(Parent/Guardian)

It is agreed that the above medication will be administered within the terms of the school medication policy.

Signed _____ Date _____

(Headteacher)

Appendix 2



Child's Name _____

Medical Condition(s) _____

Date _____

Individual Healthcare Plan (IHP)

In conjunction with the school Medication policy, this Individual Healthcare Plan has been prepared to ensure appropriate action is taken to safely administer medication to our pupils, within the guidelines issued by Together for Children (LA) and the legal framework laid down to cover all aspects of pupil care and medication. Please refer or ask at the school office to view our Medication Policy in more detail if necessary. The school does impose certain conditions before it will administer medicine to children in its care:

- Non-prescription medicines are not allowed in school.
- No member of staff will administer eye drops or eye cream, as recommended.
- Parents must ensure that all medication is clearly labelled. All medicines must be in their original packaging as dispensed by the pharmacist.
- All medicines **MUST** be handed to a medically trained member of staff and **NOT** left in child's belongings.
- If any of the information that you provide today changes, this is your responsibility to contact the school to update the care plan.
- It is your responsibility to ensure that the medicine is collected on the last day of the school year and that you have created an appointment to create a new care plan, if needed for the following school year.

If you have any queries around your child needing medicine in school, please contact the school office.

Pupil's name _____

Date of Birth _____ Year Group _____

Address _____

GP Contact _____

Please give two emergency contacts:

Consent for the administration of medicine

To the Head teacher of St Joseph's RC Primary School

I request that _____ (full name of pupil) be given the following medication which has been prescribed by a medical practitioner.

_____ (name of medication) I confirm that I will supply this medication in the form in which it has been supplied to me by the pharmacist. The prescription will be clearly marked on the packaging by the pharmacist. I understand that the school will not accept any medications that are in unmarked packages and which do not contain the administration details as supplied by the pharmacist.

I understand that the medicines must be delivered personally by me to a medically trained member of staff and that this is a service which is subject to agreement with the school.

Signed: _____

Please give consent below on matters that concern your child and their medical condition.

In the event of my child displaying symptoms of an allergy, and their Cetirizine medication not being available or is unsuitable, I consent for my child to receive Cetirizine from an emergency supply which school holds for such emergencies. I can confirm that my child has been diagnosed with allergies/ has been prescribed Cetirizine medication.

Parents Signature _____

In the event of my child displaying symptoms of an asthma, and their inhaler is not available or is unsuitable, I consent for my child to receive Salbutamol from an emergency inhaler which school holds for such emergencies. I can confirm that my child has been diagnosed with asthma/ has been prescribed inhaler.

Parents Signature _____

I would like my son/ daughter to keep his/ her inhaler on him/ her at all times.

Parents Signature _____

I consent to a photo ID being used on the school's medication register. Yes/No

Medical Condition Details _____

Name of Medication _____

Dosage required method of administration and when to be taken:

Symptoms to look for if unwell _____

Side effects of medication _____

Daily Care Requirements _____

Arrangements for school visits/ trips _____

Other Information _____

I confirm that all information given today was correct and up to date. I have supplied the school with medication, dispensed by a pharmacist in its original packaging that is clearly labelled. I give my consent for this medication to be used when needed.

Parents Signature _____

Medically Trained Member of Staff _____

Class Teacher _____

Head teacher _____

