



MEDICINE POLICY

Support for children with medical needs

Parents have the prime responsibility for their child's health and should provide the School with information about any medical condition. They should obtain details from their child's General Practitioner (GP) or paediatrician, and inform the School Office with full information about their child's medical needs, including medicines.

Prescribed medicines

Medical advice is that where three doses daily have been prescribed for medicines, there is no reason why the doses cannot be administered before and after school and at bedtime. Where four daily doses are required, the school will administer a dose at lunchtime on behalf of parents.

Should it be necessary for a child to receive medication during school hours, medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. The School will not accept medicines that have been taken out of the containers as originally dispensed nor make any changes to dosages on parental instructions.

Non-prescription medicines

Non-prescription medicines will not be administered by school staff and should not be brought to School.

Administering medicines

No child under 16 can be given medicines without their parent's written consent and a completed medicine form (see Appendix 1). Any member of staff giving medicines to a child will check:

- child's name;
- prescribed dose;
- expiry date;
- written instructions provided by the prescriber on the label or container.

If in doubt about any procedure, staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the School or setting. The School accepts no liability for such items, and all members of staff have the right to refuse to administer the medicine. Forms must be obtained from the school office.

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 and the School encourages this. Children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition and advise the school accordingly.

For conditions such as diabetes and severe allergies children's medication is kept in the Medical Room. Reference should also be made to individual care plans the policy for auto injectors with regards guidelines on responsibility, storage and administration of adrenaline. Such medicines will be administered by or under the supervision of trained staff.

Refusing medicines

If a child refuses to take medicine, staff will not force them to do so. Parents will be informed of the refusal that day.

Record keeping

Parents should tell the School about the medicines that their child needs to take and provide written details of any changes to the prescription or the support required.

Where medicine is administered by a member of staff they will check that the written details include;

- name of child;
- name of medicine;
- dose;
- method of administration;
- time/frequency of administration;
- expiry date.

Trips and visits

Children with medical needs will be encouraged to participate in trips and visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany them. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising should always be made aware of any medical needs and relevant emergency procedures by the parent on the consent form. A copy of any care plans, automatic epinephrine injectors and inhalers will be taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, advice will be sought from parents and/or health professionals.

Roles and responsibilities

Parents should provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed. They should, jointly with the Headteacher, reach agreement on the School's role in supporting their child's medical needs, in accordance with the employer's policy. The Headteacher will seek parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child. For a child with medical needs, the Headteacher will need to agree with the parents exactly what support can be provided.

Parents should keep any child at home when they are acutely unwell in order to reduce the spread of infection. This is to protect other children with medical conditions such as asthma and diabetes, for whom illness can produce complications.

Teachers and Other Staff will have access to information on children's medical conditions and action to take in an emergency. Teachers will take all reasonable care to accommodate medical needs in their lesson planning.

Storing medicine

Large volumes of medicines should not be stored in school. School will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which it was dispensed. Where a child needs two or more prescribed medicines, each should be in a separate container.

Children will be made aware of where their own medicines are stored. The Headteacher is responsible for making sure that medicines are stored safely. An audit of expiry dates on medicines, automatic epinephrine injectors & inhalers will be carried out once per term by a member of the admin team.

Disposal of medicines

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 day/term. Parents will be reminded by the school and where medicine is not collected; it will be taken to a local pharmacy for safe disposal.

Emergency procedures

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 a parent is unable to get to School, a member of staff will accompany a child taken to hospital by ambulance, and will stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Co-ordinating information

Coordinating and sharing information on an individual pupil with medical needs will be done with parental consent to ensure child's safety. A medical register is kept with details of name, year group, medical conditions and treatment for all pupils with a medical condition.

Confidentiality

The Headteacher and staff will treat medical information confidentially. Where necessary, the Headteacher will agree with the parent, who else should have access to records and other information about a child.

Drawing up a Healthcare Plan

The main purpose of an individual care plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require an individual plan.

An individual health care plan clarifies for staff, parents and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician. Parents should arrange for the GP/Paediatrician to review the plan at least once a year and provide the school with an up to date version.

Managing medical conditions

Asthma

Children with asthma need to have immediate access to reliever inhalers when they need them. It is good practice to support children with asthma to take charge of and use their inhaler from an early age and St Paul's CE Junior School will encourage this.

Children who are able to use their inhalers independently will be encouraged to do so. If the child is too young, staff will make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name. Inhalers should always be available during physical education, sports activities and educational visits.

A child should have a regular asthma review with their GP or other relevant healthcare professional. Parents should arrange the review and make sure that a copy of their child's management plan is available to the School if required. Children should have a reliever inhaler with them when they are in School.

The School's environment endeavours to be asthma friendly, by removing as many potential triggers for children with asthma as possible, i.e. spray deodorants / perfumes etc.

Diabetes

Children with diabetes will be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Children with diabetes should bring an 'emergency snack box' containing glucose tablets, biscuits/chocolate or a sugary drink to School. This will be kept in the Medical Room.

A daily record will be completed for diabetic pupils detailing blood sugar count, time, amount of insulin administered & name of staff member giving/supervising injection.

Anaphylaxis & acute allergic reactions

"Epinephrine stops [anaphylaxis](#) very well. Anaphylaxis can be fatal if not treated quickly and properly, and epinephrine is the first line of defence. Many children who are prone to anaphylaxis carry automatic injectors of epinephrine".

Two adrenaline devices will be requested to be held in school for each child identified as having an acute allergic or anaphylactic reaction. These will be kept in the Medical Room, along with emergency procedures and a copy of each child's care plan. Procedures regarding this medication will be reviewed regularly.

In order to safeguard pupils with acute medical conditions, a photograph of each child will be displayed with name and brief details of the medical condition on a yellow alert card in the medical room and in other areas of the school, including the staffroom. The yellow cards act as a trigger for all school staff in the event of an emergency and is an important way of communicating your child's condition to others immediately in the case of such an emergency.

First aid training

Key staff are trained in first aid. Other members of staff such as learning mentors and lunchtime staff are also offered training in *Emergency Aid* every three years. Details of those staff holding a current are displayed in the medical room and training records are kept by the Office Manager.

Infection control

Disposable gloves and, if necessary, plastic aprons will be worn at all times when cleaning open wounds/dealing with bodily fluids to prevent cross contamination.

Disposal of waste

Clinical waste will be disposed of appropriately.

Appendix 1

Parental agreement for St Paul's CE Junior School to administer medicine

The school will not administer prescription medicine without a completed form.
A separate form is required for each type of medicine.

Name of child	
Date of birth	
Class	
Medical condition or illness	
Medicine	
Name/type of medicine (as described on the container)	
Date dispensed	
Expiry date	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about?	
Self administration Yes/No (delete as appropriate)	
Procedures to take in an emergency	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	

I understand that I must deliver the medicine personally to _____

I accept that this is a service that the school is not obliged to undertake and that I must notify the school of any changes in writing.

Date: _____

Signature: _____

Appendix 2

St Paul's CE Junior School
Record of medicine administered to an individual child

Name	Class
Name and strength of medicine	Expiry date
Dose and frequency of medicine	

Date	Time given	Dosage	Name of member of staff	Staff signature

At the end of the course this form should be signed off by a parent/carer.

Signature _____ Date _____

Dear xxxx

MEDICAL CONDITION – NEW INTAKE

Name of child **Class**

We understand that your child has a medical condition the school should be aware of and in order to safeguard him/her to the best of our ability it is important that key people in the School are made aware.

We would like to display your child's photograph, with their name and brief details of their medical condition on yellow alert cards in our medical room and other areas of the school, including the staffroom. There will also be a more detailed record of medical conditions for all pupils and this will be kept securely within the admin area.

The yellow card acts as a trigger for all school staff in the event of an emergency and is an important way of communicating your child's condition to others immediately in the case of such an emergency. However, we must advise you that the card is visible to anyone within school, including other children and staff members.

Details of an individual's physical or mental health or condition are considered to be sensitive personal data under s.2 of the **Data Protection Act 1998**. As such, in order to ensure that the School processes this data in accordance with the provisions of the Act, consent is needed for the School to display details of your child's health and medical details as outlined above.

Please complete the form below and return it to the school office as soon as possible. Should you have any questions or concerns please feel free to contact a member of the office team who will be happy to give you more information.

Thank you for your co-operation.
Yours sincerely,

Headteacher

MEDICAL CONDITION – NEW INTAKE

Name of child Class

I give my permission for my child's photograph, name and summary of their medical condition to be displayed on a yellow alert card in the school medical room, staff room and other areas of the school in order to ensure that their medical needs are immediately brought to the attention of the relevant staff member in the case of an emergency. I understand that this information is visible and could be read by other children.

I am giving my express consent on behalf of my child for the purposes of the Data Protection Act in accordance with Paragraph 1 of Schedule 3 of the Act.

Signed Dated

HISTORY

Version	Date	Amendments
1	May 2012	Slight spelling amendments
		Auto injectors are currently stored within the medical room and procedures regarding this medication will be reviewed regularly.
1	April 2014	Reviewed and slight changes to the wording but none which impact on policy or procedures.
2	September 2015	Reviewed and amendments made. Appendix 3 added – consent form for displaying photographs/information of pupils with acute medical conditions.
2	December 2016	Reviewed. Details of training records included.