



Supporting pupils at school with medical conditions

Autumn 2024



Aims of the Policy

To outline the procedures for managing medicines in school in a way that can be understood by staff, parents and children and so that all children receive proper care and support. This policy follows the DfE statutory guidance, Supporting pupils at school with medical conditions (December 2017)

Objectives

- To encourage and support inclusive practice
- To ensure regular attendance by all children

Important procedures

- Procedures for children with complex medical needs – Individual Healthcare Plans
- Procedures for emergency medication
- Procedures for managing prescription medicines which need to be taken during a school day
- Procedures for managing prescription medicines on trips and outings
- Statement of roles and responsibilities for staff managing and administering medicines
- Statement of parental responsibilities in respect of their child's medical needs
- The need for prior written agreement from parents/carers for any medicines to be given to a child
- Circumstances in which a child may take non-prescription medicines
- Procedures for children who refuse to take medication
- Staff training
- Record keeping
- Safe storage and disposal of medicines

On admission to school, all parents/carers are asked to complete a form giving full details of any medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care. Any changes in circumstances must be reported to the reception at the earliest opportunity.

As an inclusive setting, we recognise that there may be times when medication needs to be administered in school. We will therefore administer medication and/or supervise children taking their own medication according to the procedures in this policy.

We ask parents/carers to request that their doctor prescribes medication which can be taken outside of the school day wherever possible.

We only administer prescribed medication unless there are exceptional circumstances.

Children with complex medical needs – Individual Healthcare Plans

Any child in school with a complex medical need will have an Individual Healthcare Plan, which will be written by the SENCo and parents/carers. We will also involve other outside agencies where appropriate.

Individual Healthcare Plans will be easily accessible for all school staff with copies in classrooms, first aid area, with mid-day supervisors, main office/reception, staffroom and SENCo office.

Emergency medication

Specific specialised training is required for those staff prepared to act in emergency situations. Staff who agree to administer emergency medication will receive training from an appropriate health care professional. Emergency medication could include asthma reliever inhalers, emergency treatment for allergies eg. EpiPen, emergency treatment for epilepsy or emergency treatment for diabetes.

Administration of prescribed medication

Should a child need to receive medication during the school day parents/carers will be asked to hand the medication to Mrs Burrows on reception.

On receipt of medication, a 'Medicine Record Sheet' will be completed and signed by the Parent/Carer (Appendix 1) A separate form will be completed for each medication. Completed forms will be kept in the medication folder behind reception.

The medication should be in the original container as dispensed by the pharmacist and clearly labelled with administration instructions including:

- The child's name
- Name of medication
- Strength of medication
- How much to be given
- When to be given
- Date dispensed and/or expiry date. (If no date given, the medication should be replaced 6 months after date dispensed)
- Length of treatment
- Any other instructions

Please note: 'To be taken as directed' does not provide sufficient information. We require detailed information e.g. 1 x 5ml spoon to be taken 3 times a day.

In cases where medication is to be administered x3 times daily these should be given at home wherever possible e.g. morning before school, straight after school and before bedtime. In exceptional circumstances school will administer the second dosage.

Liquid medication will be measured accurately using a medicine spoon or syringe. Medication will not be added to food or drinks unless there is a specific reason.

A record of the administration of each dose will be kept and signed by school staff on the reverse of the Medicine Record Sheet (Appendix 2).

Should the medicine need to be changed or discontinued before the completion of the course or if the dosage changes, the school should be notified by the parent/carer. A new supply of medication – correctly labelled with the new dose – should be obtained and a new consent form completed.

Should the supply need to be replenished this should be done in person by the parent/carer.

Application of Creams and Lotions

Non-prescribed creams and lotions may be applied at the discretion of a member of the Senior Leadership Team in line with this policy but only with written consent from parents/carers.

Parents/carers are responsible for sending in the cream, labelled for the individual child, if they wish it to be applied.

Steroid creams are usually applied twice daily only – we would usually expect these to be applied at home.

Sun cream needs to be supplied by parents/carers. We ask parents/carers to apply sun block in the morning before coming to school. Children may bring in their own creams but parents/carers must ensure it is in date and of at least SPF 25 or above. It should be labelled clearly and the application will be the child's responsibility. In exceptional circumstances e.g. for children with SEND, sun cream may be applied by a member of staff with consent from a parent/carer.

Alternative medication, including homeopathic medication and herbal remedies, will not be administered unless prescribed or agreed by a GP/consultant.

Simple Analgesics (Pain Relief) will only be given if there is an on-going medical condition and it has been prescribed by a GP/consultant.

Refusing medication

If a child refuses medication staff will not force them to take it.

The refusal will be noted and parents/carers contacted by telephone.

In the event of a child refusing emergency medication, parents/carers will be contacted immediately by telephone. The emergency services will be contacted and a member of school staff will accompany the child to hospital until the parent/carer arrives.

Storage and disposal of medication

All medication will be kept in the school's locked medication fridge, which is situated behind reception.

Regular checks of all medicines in school will be made at least half termly and will be completed by Mrs Burrows.

Parents/carers will be asked to collect any medication which is no longer needed, is out of date or not clearly labelled.

Any medication which is not collected by parents/carers and is no longer required will be disposed of safely at a community pharmacy. No medication will be disposed of into the sewage system or refuse.

Emergency medication

Emergency medication will be stored in a box labelled Emergency Medication behind reception. All members of staff working in the school will be made aware of the location of the emergency medication.

Children prescribed with an Epipen will have TWO Epipens in school – one will be kept in the bottom drawer of the class teacher's desk and the second Epipen in the Emergency Medication box behind reception. In Foundation Stage, the Epipens will be kept in the teacher's cupboard.

Epipens will travel with the children at all times including to swimming lessons and off-site visits.

Parents are responsible for ensuring that Epipens supplied to school are 'in date'.

Offsite activities and educational visits

The lead member of staff will ensure that all children have their medication, including any emergency medication and/or inhalers. All medication will be carried by a member of staff. Older children may carry their own inhalers at the class teacher's discretion. Record forms will be taken to ensure normal administration procedures are followed.

For residential visits parents/carers are required to complete a consent form (Appendix A) for all types of medication. This includes over the counter medication such as travel sickness remedies.

Parents/carers are asked to sign a consent form to give permission for a small dosage (stated on the consent form) of paracetamol to be administered if needed during the trip. Administration of paracetamol will be recorded on a record form.

Training

Individual Healthcare Plans and training needs are reviewed annually. Training needs will be identified and arranged with the appropriate support agencies.

This policy is part of our staff induction programme and is reviewed every 2 years.

Asthma

School staff are not required to administer asthma medicines to pupils (except in an emergency). However, where staff are happy to administer asthma medicines the school will ensure that any necessary training is provided.

All staff understand that immediate access to reliever medicines (usually inhalers) is essential. Pupils with asthma will be encouraged to carry their own inhalers as soon as the parent/carer, doctor or asthma nurse agrees that they are mature enough.

During lunchtimes and playtimes inhalers are put into baskets and kept in the First Aid area which is supervised by a qualified First Aider.

All staff will:

- Know which of their pupils have asthma (inhaler registers are kept in class purple files);
- Allow pupils to take their own medicines when they need to;
- Know what to do in the event of an asthma attack in school;
- Ensure that an asthma inhaler is clearly labelled with the child's name and class and kept in a box in the classroom (this must travel with the children at all times including lunchtimes, playtimes, PE lessons and off-site visits).



Parental agreement for administering medication

The school will not give your child medicine unless you complete and sign this form. The school has a policy that allows staff to administer medication. **Medicines must be in the original container as dispensed by the pharmacy.**

Child's details

Name of school/setting:	Southglade Primary and Nursery School
Name of child:	
Date of birth:	
Class:	
Medical condition or illness:	

Medicine

Name/type of medicine: <i>(as described on the container)</i>	
Expiry date:	
Dosage and method:	
Timing:	
First date and last date of administration in school	From ____ / ____ / ____ to ____ / ____ / ____ Or Only give as needed
Special precautions/other instructions:	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency:	

Contact details

Parent/carer name:	
Daytime telephone number:	
Relationship to child:	
Address:	
I understand that I must deliver the medicine personally to:	School reception

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s): _____ Date: _____



Medication Record Sheet

Child's Name:

Date Medication Started:

Review Date:

Date			
Time Given			
Dose Given			
Name of staff			
Staff signature			
Comments			

Date			
Time Given			
Dose Given			
Name of staff			
Staff signature			
Comments			

Date			
Time Given			
Dose Given			
Name of staff			
Staff signature			
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