



Supporting Pupils with Medical Conditions and Administration of Medicines

Issue 4 Reviewed – October 2021

Issue No.	Date	Approved	Signature	Revision Notes	Date Next Review
1	July 2014			New	Autumn 2015
2	September 2015			Reviewed	Autumn 2017
3	November 2017			Reviewed in line with revised DfE guidance Aug. 2017. Addition of templates within Appendices.	Autumn 2019
4	August 2019			Reviewed	Autumn 2021
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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).

ADMINISTRATION PROCEDURES – SHORT TERM MEDICATION

- The school will administer **prescribed** medicines in their original packaging which is clearly labelled with the child's name.
- We will also administer **prescribed** eye and ear drops in their original packaging which is clearly labelled with the child's name.
- In line with Nottinghamshire LMC the school will administer over the counter **non prescribed** medication in their original packaging which is clearly labelled with the child's name.
- The parent/carer must clearly label the medicine with the child's name on it and bring to the office at the start of the day. The school will not accept any medication which does not clearly show the child's name.
- Office staff will fill in an administration form (see Appendix 1 & 2) 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 locked in the medical refrigerator/medical drawer in the school office.
- First aiders will administer the medication; on trips, the accompanying first aider will administer it.
- This is recorded on the consent form, giving the time and the initials of the person who administered it.

- Parents/carers are requested to collect the medication from the office at the end of each day.
- If necessary, a first aider will hold and administer medication on school trips.

LONG TERM MEDICAL NEEDS

- Prior to admission to either our nursery or academy, an admission form which includes details of all medical conditions of the child with the parent/carer must be completed. 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 academy or nursery. 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 complete an Asthma Information sheet (see Appendix 3). This outlines triggers and treatments and gives the school instructions for administering the medication. Permission to administer the medication according to those instructions is also given on the form.

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.

MONITORING AND ACCOUNTABILITY

The Governing Body - it is the responsibility of the Governing Body to:

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

The Head of School - it is the responsibility of the Head of School to:

- Ensure that the agreed policy is implemented.
- Liaise with health services.
- Access training identified by staff and medical professionals.

All staff - it is the responsibility of all staff to:

- Know and understand the school policy (refer also to Staff Handbook)
- 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 clearly label all medication with their child's name on.
- 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 a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 3 times a day. The name of the pharmacist should be visible. 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. The Head of School makes a summary sheet on all medical conditions for children transferring to another 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, April 2014 (updated August 2017):

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

Supporting pupils with medical conditions and administration of medicines policy/November 2017/Issue 3

Appendix 1 - CONSENT FORM FOR THE ADMINISTRATION OF MEDICATION

Child's Name.....

Class.....

Medical Condition or illness.....

I give my consent for a member of Sunnyside Spencer 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.....

Print Name.....

Emergency Contact Number.....

Name/Type of Medicine	
Expiry Date	
Dosage and Method	
Time of day to be administered	
Any other instructions	
Are there any side effects that we should be aware of?	

Appendix 2 - CONSENT FORM FOR THE ADMINISTRATION OF NON - PRESCRIBED MEDICATION

Child's Name.....

Class.....

Medical Condition or illness.....

I give my consent for a member of Sunnyside Spencer 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.....

Print Name.....

Emergency Contact Number.....

Name/Type of medication recommended by pharmacy/GP	
Expiry Date	
Dosage and Method	
Time of day to be administered	
Any other instructions	
Are there any side effects that we should be aware of?	

Appendix 3 – ASTHMA POLICY

The welfare of all pupils is of paramount importance at Sunnyside Spencer 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.
- One copy of the asthma information sheet is kept in the office and another is kept in the attendance register by the class teacher.
- 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. The Head of School makes a summary sheet on all medical conditions for children transferring as part of the transfer process.

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 odours 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 4: Health Care Plan

Name:

DOB:

Condition:

Class:

School: Sunnyside Spencer Academy, Great Hoggett Drive, Nottingham, NG9 4HQ.

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

Emergency Care for Pupil and Action:

Follow up care:

Who is responsible in an emergency:

Form Copied and Sent To:

School

Parents/Carers

Appendix 5: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone