



## **STOCK C of E PRIMARY SCHOOL**

# **Policy on Supporting Children with Medical Needs**

Date reviewed: June 2015

Date agreed by the Governing Body: June 9th 2015

Date of Next Review: June 2017

## **Responsibility of Parents and Carers**

Parents and carers have the principal responsibility for the administration of medication to their children who have the right to be educated with their peers, regardless of any short or long term medical needs. They have the right to a fully inclusive broad and balanced curriculum.

It is preferable for medication to be given at home whenever possible. If medicines are prescribed to be taken three or more times per day, parents should ask the prescribing doctor if the administration can occur outside normal school hours. Non-prescription medication should not normally be administered in school.

## **Responsibility of School Staff**

The main set of circumstances in which requests may be made to the Headteacher to deal with the administration of medicines to pupils at school is in the case of chronic illness or long term complaints such as asthma, diabetes or epilepsy. In addition requests may be necessary for school trips that extend beyond the school day and/or are residential.

Each request for medicine to be administered to a pupil in school should be considered on its merits. The head should give consideration to the best interests of the pupil and the implications for the school. Staff administering medication in accordance with appropriate training or the details supplied by the parent or carer may rest assured that they are covered by the County Council's insurance policy.

- It is generally accepted that school staff may administer prescribed medication whilst acting in loco parentis. However, it is important to note that this does not imply a duty upon school staff to administer medication and the following should be taken into account:
  - No member of staff should be compelled to administer medication to a pupil
  - No medication can be administered in school without the agreement of the Headteacher or their nominated representative
  - If it is agreed that medication can be administered a named person should be identified to administer it
  - Appropriate guidance and training where necessary has been given to the administering person
  - Parents or carers requesting administration of medication should be given a copy of this document and asked to complete a Parental Request for Medication to be Administered form which are kept in the school office. Completion of this form by safeguarding staff by allowing only prescribed medication to be administered

- School staff may consult with the Health Service to liaise with the person prescribing medication to enquire whether it can be given outside of school hours. This may reduce to a minimum the amount of medication being given in school. Staff may also consult with the School Health Service with regard to administration of any medication

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### **Procedures to be Followed**

1. If medication cannot be given outside of school hours, parents or carers should fill in a request form giving the dose, the method of administration, the time and frequency of administration, other treatment, any special precautions and signed consent.
2. All essential medication should be brought to school by the parent or carer and NOT the pupil. It should be delivered personally to the school office or designated member of staff. Only the smallest practicable amount should be kept in school.
3. All medication taken in school must be kept in a clearly labelled pharmacy bottle, preferably with a child safety top which must give the owner's name, contents and the dosage to be administered.
4. Whilst medication is in school it should be kept in a suitable cupboard away from the children, preferably in the staffroom or office and should be readily accessible to the named person administering. The **exception** to this is the use of an inhaler.
5. When medication is given the name, dose and the mode of administration, time of the dose and date of expiry should be checked. A written record should be kept of the time it was given and by whom to avoid more than one person giving a dose. This should be kept with the parental consent form.
6. Where any change of medication or dosage occurs, clear written instructions from the parent/carer must be provided. If a pupil brings to school any medication for which consent has not been given, the staff of the school can refuse to administer it. In such circumstances the parent should be contacted as soon as possible.
7. Renewal of medication which has passed its expiry date must be the responsibility of the parent or carer.
8. In all cases where, following the administration of medication, there are concerns regarding the reaction of the pupil, medical advice should be sought immediately.

If in doubt about any of the above procedures the member of staff should check with the parents or carers or a health professional before taking further action.

### **Refusal or Forgetting To Take Medication**

If pupils refuse or forget to take medication, the school should inform the pupil's parent or carer as a matter of urgency. If necessary, the school should call the emergency services.

## **Further Guidance Relating to Children with Specific Medical Needs**

A very small number of children need medication to be given by injection, epi-pen or other routes. This is an unusual circumstance and the arrangements are best worked out between the school, parents, school doctor/nurse and the doctor prescribing the medication.

Staff willing to administer medication should be made fully aware of the procedures and be properly trained. Usually this will be provided by the local Health Authority. An individual healthcare plan for each pupil with a medical need should be completed.

### **Anaphylaxis**

Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. The school need to make appropriate arrangements:

- The establishment of procedures on the use of epi-pens and injections
- The provision of appropriate instruction and training to nominated staff
- Awareness of all staff that a child has this particular need
- The symptoms associated with anaphylactic shock
- The epi-pen type
- The location of the epi-pen
- The labelling of epi-pens with the child's name
- Emergency contacts in the care plan

### **Asthma**

People with asthma have airways which narrow as a result of various triggers. The narrowing or obstruction of the airways causes difficulty in breathing and can be alleviated with treatment, usually in the form of an inhaler. If children have asthma and can take their medication themselves, they should have free access to their inhaler at all times. If pupils are not able to take their medication themselves the inhaler should be stored and issued by staff as and when needed by the child.

### **Epilepsy**

People with epilepsy have recurrent seizures, the great majority of which can be controlled by medication. All staff need to be aware of children who are known to have epilepsy and named staff will receive appropriate training to ensure the correct response to any seizure is carried out. Emergency procedures for any child presenting with a seizure will be displayed where all staff have access.

### **Diabetes**

People with diabetes are unable to control their blood sugar levels due to insufficient or defective insulin production. They will require their sugar levels to be monitored and medication administered accordingly, this may be in the form of food/drink or insulin

injections. A care plan will need to be drawn up between the school, parents and medical professionals to ensure that the condition is correctly controlled. Staff will need to be trained to both monitor the child and ensure that medication is administered correctly.

### **Other Medical Conditions**

Children may present at any time with a medical condition that requires support within school to ensure that they can access the full curriculum. In this situation support will be agreed with the Headteacher to ensure the child is successfully supported in school.

**Parental Request For Medication to be Administered**

To: Headteacher(name).....

School .....

I wish my child.....to have the following medicine administered by school staff as indicated:

1. Name of Medication.....

2. Time at which to be given.....

3. Amount to be given.....

4. Means of Administration.....

5. Special Precautions.....

.....

6. Procedures to take in case of emergency.....

.....

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I undertake to deliver the medicine personally to you and to replace it whenever necessary. I also undertake to advise you immediately of any change of treatment prescribed by the doctor or hospital.

Signed.....Relationship to child.....

Date.....

**HEALTHCARE PLAN FOR A PUPIL WITH MEDICAL NEEDS**

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Condition \_\_\_\_\_

\_\_\_\_\_

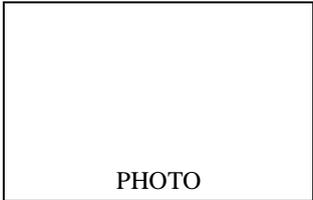
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Class/Form \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of School \_\_\_\_\_



Date \_\_\_\_\_

Review date \_\_\_\_\_

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**CONTACT INFORMATION**

**Family contact 1**

Name \_\_\_\_\_

Phone No (work) \_\_\_\_\_

(home) \_\_\_\_\_

Relationship \_\_\_\_\_

**Family contact 2**

Name \_\_\_\_\_

Phone No (work) \_\_\_\_\_

(home) \_\_\_\_\_

Relationship \_\_\_\_\_

**Clinic or Hospital contact**

Name \_\_\_\_\_

Phone No \_\_\_\_\_

**G.P.**

Name \_\_\_\_\_

Phone No \_\_\_\_\_

Describe condition and give details of pupil's individual symptoms:

\_\_\_\_\_

\_\_\_\_\_

