



Blackshaw Lane
Primary & Nursery School

Supporting Pupils with Medical Conditions
Administering Medicine in School

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1. OVERVIEW

Blackshaw Lane School is committed to reducing the barriers to sharing school life and learning for all pupils. This policy sets out the steps the school will take to ensure full access for all children who require medication.

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis.

This policy is written under the DfE guidance Supporting Pupils at School with Medical Conditions which reflects Section 100 of the Children and Families Act 2014 which places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. Please also see school's Single Equality Policy. All our work is defined in our Mission Statement and in our motto of "Belong, Learn, Shine".

2. MISSION STATEMENT

Our school is a place where the community, governors, staff, parents and pupils work together to ensure all children receive a rich, inspiring, dynamic education. At Blackshaw Lane we create a happy, secure and safe environment that encourages children to be effective learners. We ensure that every child has opportunities to learn what it takes to be an all-round good citizen and achieve the life skills to succeed in modern Britain and beyond.

3. OBJECTIVES

- To ensure that Pupils at school with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- To ensure that arrangements are in place in schools to support pupils at school with medical conditions.

- To ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- To outline our procedures for managing prescribed medicines which may need to be taken during the school day.
- To outline our procedures for managing prescribed medicines on school trips.

4. MEDICINES

Prescribed Medicines

- These will only be administered where an individual health care plan or an administering medicines form is in place. (see appendix 1 and 2)
- Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.
- Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines MUST be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- Medicines that need to be taken three times a day should be taken in the morning, after school and at bedtime so do not need to be administered in school.
- Parents should endeavour to schedule the dosage of medication so that it does not fall within school times.
- Medication such as paracetamol cannot be administered by staff or self-administered unless prescribed.
- All prescribed medicines should be delivered to the school office by the parent/carer. Under no circumstances should medicines be left in a child's possession. (This may differ for children requiring medicines on a long-term basis but will be detailed in their individual health care plan.)
- The parent/carer **must** fill in an administering medicines form giving staff written permission to give the correct dose.

Asthma Medicines

- Inhalers are kept in a safe, accessible place within the classroom. Children will be made aware of the location of their inhaler. For pupils with the ability to show good responsibility this may be within their belongings.
- They should be taken to all physical activities and off site trips.
- Inhalers must be labelled with the child's name and guidelines of administration.
- Children with asthma should be on our Asthma Register (parents are responsible for informing the school).
- All usage of the inhaler will be recorded on the child's individual asthma card by the child or a member of staff if necessary. Parents are welcome to have a copy of this record at any time should they wish to.
- It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out/expired.

Medicines for Allergies

Children who have severe allergies (such as a nut allergy) and need EpiPen medication, will have their medication close to hand at all times.

- Additional EpiPens will be stored in an unlocked cupboard in the school office.
- All staff will be made aware of the identity of children who suffer from anaphylaxis.

Off the shelf allergy medicines cannot be administered in school. If these are prescribed please see the section on prescribed medicines.

5. NON-PRESCRIBED MEDICINES

- Schools are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Parents/carers are welcome to come into school to administer these medicines to their child.
- **On no account must any child keep medicines/lozenges/creams etc. with them in bags or cloakrooms.**

6. STORAGE OF MEDICINES

- All medicines must be stored according to the dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
- Medicines will usually be kept in the fridge in the staffroom or the school office.
- All emergency medicines, such as inhalers or EpiPens, must be readily available to children and staff and kept in an agreed place.
- Children may carry their own inhalers where appropriate and identified on their asthma card.

7. DISPOSAL OF MEDICINES

- Staff should not dispose of medicines.
- Parents are responsible for making sure that the date-expired medicines are returned to the pharmacy for safe disposal.
- Parents must collect medicines at the end of the agreed administration time period.

8. VISITS AND OUTINGS

- Children with medical needs are given the same opportunities as all other children at Blackshaw Lane. Staff may need to consider what reasonable adjustments they might need to make to enable children with medical needs to participate fully and safely on visits.
- Risk assessments are carried out before any visit.

9. ROLES AND RESPONSIBILITIES

Parent/carer

- Should give sufficient information about their child's medical needs if treatment or special care is required.
- Must deliver all medicines to the school office.
- Must complete and sign the appropriate consent form. (see appendices)
- Must keep staff informed of changes to prescribed medicines.
- Keep medicines in date.
- Must collect all medicines from the school office at the end of the agreed period of administration.

Headteacher

- To ensure that the school's policy on administering medicines is implemented.
- To ensure there are members of staff in school willing to volunteer to administer medicines to specific pupils.
- To ensure staff receive support and appropriate training as necessary.
- To share the information, as appropriate, about a child's medical needs.
- To ensure that parents are aware of the school's medicine administration policy.
- To ensure that medicines are stored correctly.

Staff

- To check details are accurate and clear on prescription labels.
- To ensure that the parents/carer completes a consent form for the administration of medicines.
- To administer the medicine in accordance to the instructions and details as prescribed.
- To complete the appropriate record sheet when medicine is administered.
- **If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.**

10. RECORD KEEPING

Medicine must be provided in the original container. Staff will check that written details include;

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date
- Signed parental permission

- Signed by staff when administered (Use of pupil administered asthma inhalers recorded by the pupil)

11. CONFIDENTIALITY

The head and staff will always treat medical information confidentially. It will be agreed with parent who else should have access to records and other relevant information about the child.

12. STAFF TRAINING

Staff will be regularly trained to support children with high incident medical needs such as asthma. Specific training will be provided to meet the needs of individual pupils.

This policy has been approved by the members of the full Governing Body of Blackshaw Lane Primary School.

Date of meeting: Summer 2017

Signed: Joanne Rodgers (Chair of Behaviour and Safety Committee)

Review date: Spring Term 2020

APPENDIX 1

Healthcare Plan for Pupils with Medical Needs

Name:

Date of Birth:

Condition:

Class:

Date:

Review Date:

Contact information

Family Contact 1:

Name:

Phone no:

Mobile:

Relationship:

Family Contact 2:

Name:

Phone no:

Mobile:

Relationship:

Clinic/Hospital Contact

Name:

Phone No:

GP

Name:

Phone No:

**** Note email address for sending work:**

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

Daily care requirements:

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an emergency (state if different for off-site activities):

This form should be copied to:

Administering Medicine Form – part 1

The school will not give your child medicine unless you complete and sign this form. Please complete this section for each medicine to be administered.

| | |
|------------------------------------|----------------|
| Date for review to be initiated by | |
| Name of school/setting | Blackshaw lane |
| Name of child | |
| Date of birth | |
| Group/class/form | |
| Medical condition or illness | |

Medicine

| | |
|---|--|
| Name/type of medicine <i>(as described on the container)</i> | |
| Expiry date | |
| Dosage and method | |
| Timing | |
| Special precautions/other instructions | |
| Are there any side effects that the school/setting needs to know about? | |
| Self-administration – y/n | |
| Procedures to take in an emergency | |

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

| | |
|---|--------------------------|
| Name | |
| Daytime telephone no. | |
| Relationship to child | |
| Address | |
| I understand that I must deliver the medicine personally to | [agreed member of staff] |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school 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.

I accept that this is a service that the school is not obliged to undertake.

Signature(s) _____ Date _____

Record of medicine administered – part 2

Please complete this section for each medicine to be administered.

| | |
|----------------------------------|-------------------------------|
| Name of school | Blackshaw Lane Primary School |
| Name of child | |
| Date medicine provided by parent | |
| Class | |
| Name and strength of medicine | |
| Expiry date | |
| Dose and frequency of medicine | |

Staff signature _____

Signature of parent _____

FOR SCHOOL USE

| | | | |
|-------------------------|--|--|--|
| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of member of staff | | | |
| Signature | | | |

| | | | |
|-------------------------|--|--|--|
| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of member of staff | | | |
| Signature | | | |

| | | | |
|-------------------------|--|--|--|
| Date | | | |
| Time given | | | |
| Dose given | | | |
| Name of member of staff | | | |
| Signature | | | |

Appendix 3
Asthma Card

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone – home

Telephone – work

Telephone – mobile

Doctor/ nurse's name

Doctor/ Nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For wheeze, cough, shortness of breath or sudden tightness in the chest, give or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

| Medicine | Parent/carer's signature |
|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> |

Expiry dates of medicines checked

| Medicine | Date checked | Parent/carer's signature |
|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

What signs can indicate that your child is having an asthma attack?

Parent/carer's signature

Date

Does your child tell you when he/she needs medicine?

Yes No

Does your child need help taking his/her asthma medicines?

Yes No

What are your child's triggers (things that make their asthma worse)?

Does your child need to take medicines before exercise or play? Yes No

If yes, please describe below

| Medicine | How much and when taken |
|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/> |

Does your child need to take any other asthma medicines while in the school's care? Yes No

If yes please describe below

| Medicine | How much and when taken |
|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/> |

Dates card checked by doctor or nurse

| Date | Name | Job title | Signature |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

What to do in an asthma attack

- 1 Make sure the child takes one to two puffs of their reliever inhaler, (usually blue) preferably through a spacer
- 2 Sit the child up and encourage them to take slow steady breaths
- 3 If no immediate improvement, make sure the child takes two puffs of reliever inhaler, (one puff at a time) every two minutes. They can take up to ten puffs
- 4 If the child does not feel better after taking their inhaler as above, or if you are worried at any time, call 999 for an ambulance. If an ambulance does not arrive within ten minutes repeat step 3.

The Asthma UK Helpline - Here when you need us
0800 121 62 44 www.asthma.org.uk/helpline
9am–5pm, Monday–Friday

www.asthma.org.uk



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