



Woodlea Primary School
Medical Needs and the Administration of Medicines Policy

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Status & Review Cycle	Annually

Managing Medical Needs and the Administration of Medicines

At Woodlea Primary School, we believe that inclusion and equal opportunities for pupils with medical needs are an entitlement and we believe that as a school we have the responsibility to create the conditions for children to access their education and services provided. As a staff and governing body we will give regard to the required curriculum adjustments, necessary environmental aspects and desirable social support to minimise barriers for these most vulnerable members of our school community. We intend to foster a community which accepts others as they are and values the diversity of life.

Purpose of the Policy

This policy is written to compliment and expand upon the DFE's Guidance "[Supporting pupils at School with Medical Conditions](#)" and guidance provided by Surrey County Council [and in line with the duty detailed in section 100 of the Children and Families act 2014.](#)

Children with Medical Needs

Children with medical needs have the same rights of admission to school 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. Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, we recognise that staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk. An individual health care plan can be used to help staff identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk. (See Appendix A) For children with diabetes a separate plan will be agreed between parents and the school.

Access to Education and Associated Services

Some children with medical needs are protected from discrimination under the Disability Discrimination Act (DDA) 1995. The DDA defines a person as having a disability if he has a physical or mental impairment which has a substantial and long-term adverse effect on his abilities to carry out normal day to day activities. Under Part 4 of the DDA, responsible bodies for schools must not discriminate against disabled pupils in relation to their access to education and associated services – a broad term that covers all aspects of school life including school trips and school clubs and activities. We recognise and believe it right that we should be making reasonable adjustments for disabled children including those with medical needs at different levels of school life.

The governing body understands its duty to plan strategically to increase access, over time, to our school.

Support for Children with Medical Needs

Parents and those with Parental Responsibility have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school doctor or nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background information for staff. We recognise that the issue of managing administration of medicines and supporting children with more complex health needs must be planned as it will greatly

assist the smooth integration of children into the life of the school or setting.

Medicines in School

Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours, this includes 3 a day antibiotics. Where 4 doses are required the school will discuss with parents the requirements for this to be taken in school.

There is no legal duty that requires school or setting staff to administer medicines however, the governing body expects school staff to work within the ethos of this policy and so it is likely that staff will administer medicines.

As such, Surrey County Council fully indemnifies all of its staff against claims for alleged negligence providing that they are acting within the remit of their employment. As the administration of medicines is considered to be an act of “taking reasonable care” of the child, staff can be reassured that in the event that a claim for alleged negligence being successful Surrey County Council and not the employee would meet the cost of damages.

Prescribed Medicines

Medicines should only be sent into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Parents with children who are asthmatic and have inhalers which need to be kept in school are asked to complete a “School Healthcare Plan”.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children, e.g. methylphenidate. A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed. In the unlikely event that a child in our care has been prescribed controlled drugs and needs to take them during the school day they will be kept in a locked non-portable container and only named staff will have access. A record should be kept for audit and safety purposes.

Non-Prescription Medicine

County policy is that schools cannot be expected to take responsibility for any non-prescribed medicines that parents may wish to send into school to help with minor ailments. However we are aware that some parents follow pharmacist advice and may make a request for a non-prescribed medicine to be administered, for example, “Piriton” for hay fever and “Calpol” for a toothache. Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents and in addition, the head teacher must agree to administer a non-

prescribed medicine. (See Appendix B). (A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.)

In all cases parents must complete a medication request (see Appendix B) and a record is kept, detailing the child's name, medicine and dose given and time.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may either be set out in the policy or in an individual child's health care plan. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school or setting's emergency procedures should be followed.

Day to Day Procedures

Administration of medicines in school will usually be by school staff. Rarely children may self-administer, or parents may visit school to give their children medication. Issue a green First Aid Notification form to parents advising medication has been given.

All medicines should be bought into school by the parent, or other responsible adult and handed to a member of the office staff, or in their absence the head teacher or class teacher. Medicines will be stored in the school office, or where appropriate the fridge and must be accompanied by a medication request. (See Appendix B)

It is the responsibility of the parent to ensure that medicines are collected at the end of the day or school year, whichever is most appropriate. Medicines should not be given to children but collected from the school office and handed directly to the parent/carer.

It is expected that parents of children who require medication on a long term basis will secure supplies from their GP to enable sufficient to be stored in school. It is the parents' responsibility to ensure that medicines do not exceed their best before date. In all cases, a record will be kept of the date, child's name, medicine, dosage, time and name of person administering the medication. This record book is kept in the school office.

Procedures for the Administration of Medicines

The following standard practice should be followed by staff when administering medicines:-

- Check the written instructions received by the school and confirm with details on the medicine container, paying particular notice to dosage information.
- Check the child's name on the medicine
- Check the prescribed dosage
- Check the expiry date of the medicine
- Check timing/frequency details
- Check record book(to avoid double dosage)
- Measure out the prescribed dose
- Give the medicine
- Check pharmacist label and logo (if no logo do not accept)
- Complete the record book with name of medicine

Long Term Medical Needs

It is important that we have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school or a

setting. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family. We need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. We ask for information on the admissions form but for some children it is often helpful to develop a written health care plan for such children, involving the parents and relevant health professionals. (See Appendix A)

Educational Visits

We encourage all children to participate in all areas of the curriculum and this includes children with medical needs participating in safely managed visits. Where necessary we consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional teaching assistant, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. Risk assessments for the trip should contain reference to medical needs.

Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. We are flexible in our approach allowing for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan and all adults should be aware of issues of privacy and dignity for children with particular needs. Risk assessments for the trip should contain reference to medical needs.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Roles and Responsibilities

Child safety is paramount and so it is vital that roles and responsibilities are clearly defined.

Parents and Carers

Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby sitters, child minders, nannies and school staff.

It only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom we have day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school or setting should continue to administer the medicine in line with the consent given and in

accordance with the prescriber's instructions, unless and until a Court decides otherwise.

Parents are given the opportunity to provide the head teacher with sufficient information about their child's medical needs, treatment or special care needed via the application form and open-door policy. Where a health plan is deemed necessary parents and head teacher should reach agreement on the school's role in supporting their child's medical needs, in accordance with county policy. In accordance with information sharing protocols parental agreement should be sought before passing on information about a child's health to staff. It is recognised however that sharing information is important if staff and parents are to ensure the best care for a child.

Some parents may have difficulty understanding or supporting their child's medical condition themselves. Local health services can often provide additional assistance in these circumstances.

The Governing Body

The governing body is responsible for ensuring that there is a policy and that it is reviewed as appropriate.

The Head Teacher

The head teacher is responsible for putting Surrey policy into practice and for developing detailed procedures. Day to day decisions will fall to the head teacher or in her absence a member of the LMT or the child's class teacher. Policy must be made clear to staff and parents. The head teacher should ensure that staff receive appropriate training.

For a child with medical needs, the head will need to agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, the head teacher will seek advice from the school nurse or doctor, the child's GP or other medical advisers and, if appropriate, Surrey local authority.

Teachers and Other Staff

Some staff may be naturally concerned for the health and safety of a child with a medical condition, particularly if it is potentially life threatening. Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when and where the children may need extra attention. The child's parents and health professionals should provide this information to the school.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.

Dealing with Medicines Safely

All medicines may be harmful to anyone for whom they are not appropriate. As a school that agrees to administer medicines we must ensure that the risks to the health of others are properly controlled. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Storing Medicines

We do not store large volumes of medicines. We only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if

medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

Medicines are kept in the office, including those needing refrigeration. All emergency medicines, such as asthma inhalers and adrenaline pens, are readily available to children and not locked away, they are kept in the red medical bags in the classroom.

Access to Medicines

Children need to have immediate access to their medicines when required. All school staff know where the medicines are kept and are made aware of children with medical needs via photographs in the school office and class room.

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 school year. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Emergency Assistance

When a child becomes unwell at school or is injured in an accident (other than minor cuts or bruises) the parent or other nominated contact will be contacted and an arrangement made for the child to be collected as soon as possible. It will then be the responsibility of the parent to accompany the child to their GP surgery or hospital accident and emergency department, as appropriate.

In cases where professional medical care should be sought immediately e.g. suspected fractures, eye injuries, serious head injuries, acute illness or other serious medical conditions that will not respond to first aid treatment an ambulance should be summoned by dialing 999.

Where a child has to be transported to hospital and it has not been possible for a parent to accompany them, a member of staff will attend with the child and remain at the hospital with them until the parent arrives. The staff member cannot give consent for any medical treatment as he/she does not have parental responsibility for the child. However, consent is not generally required for any lifesaving emergency treatment and in the absence of the parents to give their consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures deemed appropriate.

- We will contact the child's parents/carers and if they are unavailable, we will call the other emergency contacts that we have on file for that child.
- If we are unable to contact a parent/carer and a child needs emergency treatment which requires them to go to hospital, a member of staff will accompany them and stay with them until a parent/carer arrives. If applicable the child's care plan will be sent with the member of staff who will refer information on as appropriate. A major incident will be referred to the MAT Health and Safety Department / Head Teacher/SLT to investigate and consider whether any changes need to be made to the school's policies or procedures. 17
- The office will upload the details for the OSHENS (www.oshens.com) a comprehensive health and safety management system) and a copy of the report is sent to the MAT Health and Safety Department to review.
- We will notify Ofsted and a report will be sent to the Health and Safety Executive using the format

for the reporting of Injuries, Diseases and Dangerous Occurrences following School procedures on the RIDDOR site.

- We will notify HSE under RIDDOR in case of a death or major injury on the premises (e.g.: broken limb, amputation, dislocation, etc. – see the HSE website for full list of reportable injuries) following School procedures.

Defibrillator

The school has an onsite Defibrillator and in the case of an emergency this can/will be used. This is readily available in the porch area of school. The school will ensure that training has been made available to staff.

Reporting Procedures and First Aid

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school

The school will report any incidents in the accident book and on arbor. Green forms will be sent home for notable injuries including head injuries. Emails will be sent to parents for all head injuries.

Arrangement for First Aid Materials, equipment and facilities

It is every supervising adult's responsibility to provide First Aid in case of a minor accident. Should an adult not have FA training, they then can request help/ second opinion from a qualified First Aider. In case of a major accident or a head injury a qualified First Aider should be asked to assist in giving First Aid.

The office ensure that First Aid materials are regularly checked and that the stations are fully stocked.

Each class have their own trip first aid bag in classes for use during playtimes and during class time/PE sessions etc. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low.

Staff Training

Initial training and regular updating must be given to staff who may administer medication for asthma, diabetes, epilepsy, anaphylaxis or any other needs. The head teacher will ensure that this is arranged via the School Health Service. A record will be kept of the following: trainers, subject, those trained, date trained and date of expected update training.

Liability and indemnity

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

Complaints

Should you have a complaint regarding the administration of medication or any complaints regarding health care plans these can be made to the governing body via the school.

Appendix A

WOODLEA PRIMARY SCHOOL Health Care Plan

PUPIL INFORMATION

DATE:

Childs Name:	
Date of Birth:	
Address:	
Home Tel:	
Current Class:	

Child's photo here

Please indicate below by ticking the correct box(es) the nature of your child's medical diagnosis or health needs and complete the relevant section(s) of this form.

Would it be useful for the school to meet with you and/or a relevant health professional to discuss your child's specific needs in more detail? YES / NO

It is your responsibility to check the expiry dates of any medicines we hold in school and replace them as necessary. Medicines will be taken with us when we leave the school premises. Please ensure all medicines are clearly labelled.

Please note, these details will be held both centrally in the school office and also within your child's classroom (in their class medicine/first aid bag). If appropriate we will also share this information with other relevant staff members to ensure the effective care of your child. Should a medical professional need to be called, we will also share this information with them. No other persons will be notified of the details on this form and any health and medical information will be treated sensitively and confidentially.

My child has the following Health Care Needs:-

Condition	Section of Form Completed	Please Tick
1. Asthma	Section 1	
2. Allergy/Anaphylaxis Risk (including food allergies)	Section 2	
3. Epilepsy	Section 3	
4. Other Medical Condition	Section 4	

FAMILY INFORMATION

Parents Name:		Parents Name:	
Relationship to Child:		Relationship to Child:	
Mobile Tel:		Mobile Tel:	
Day Tel:		Day Tel:	
Email Address:		Email Address:	
Parental Responsibility? (please circle)	Yes / No	Parental Responsibility? (please circle)	Yes / No

Other Parent Details: (if applicable)	Name:	Relationship to Child:
	Address:	
	Mob Tel:	Email Address:
	Parental Responsibility? Yes / No (please circle)	

OTHER EMERGENCY CONTACT - Please give below details of two other people who could be contacted easily in an emergency if we are unable to contact either parent/guardian.

Name:	Name:
Relationship to Child:	Relationship to Child:
Mob Tel:	Mob Tel:
Priority Contact Order (please circle) 1 2 3 4	Priority Contact Order (please circle) 1 2 3 4

MEDICAL INFORMATION

Name of Doctor:	Surgery Address & Phone No:
<p>On very rare occasions it may be necessary for a child to be taken to casualty or receive hospital treatment during school hours. Should we either be unable to contact you, or the time for you to reach school causes unnecessary or dangerous delay, may we act in "loco parentis"? Please tick the box if you are willing for the Headteacher or her representative to act on your behalf in these circumstances.</p>	
<input type="checkbox"/>	

I confirm that the information on this form is accurate and can be shared as detailed overleaf. I will notify the school immediately should any of the information change. I also consent to the school providing my child with medication.

Signed: _____

Date: _____

Name: _____

SECTION 1 – ASTHMA

Please give a brief description of your child's Asthmatic condition:

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

Does your child need to take any medication before exercise or play?

Will your child tell us when they need medication? YES / NO

Does your child need help taking their asthma medication? YES / NO

Does your child need a spacer to take their medication? YES / NO

Do you consent to the use of the schools inhaler in the case of an emergency?

YES / NO

Please give us full details of medication requirements

Medication required	How much and when?
Any medication side effects ?	

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

Other than calling you and if appropriate, an ambulance, what action do you want us to take in an emergency?

SECTION 2 – ALLERGY / ANAPHYLAXIS RISK

My child is allergic to:-

All reasonable steps will be taken to ensure that your child is not exposed to the allergens detailed above. You must also remind your child to refuse food to which they are allergic.

His/her usual allergic symptoms are:

Medication required	How much and when?
Any medication side effects	

In the event of an acute allergic reaction, staff will follow this procedure:-

- Call an ambulance
- Inform the Headteacher and First Aiders
- Inform the parents/emergency contacts
- Assess the severity of the symptoms and administer relevant medication as detailed above
- Follow emergency lifesaving procedures if necessary
- Hand over care to Ambulance technicians on arrival
- Record full details of all medication/interventions given

SECTION 3 – EPILEPSY

Type of Epilepsy:

Please give a full description of your child's condition and how it affects them, please include any details of anything that can happen just before a seizure if possible:

Please provided details of any trigger or risk activities:

Please advise us of the necessary actions we need to take to care for your child:

Please provide details of medication (these will be passed to ambulance staff in the event of an emergency)

<p>Medication required</p> <p>Any medication side effects?</p>	<p>How much and when? Please indicate if it will be taken at home or in school.</p>
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Is there anything else we need to know (including any other medical conditions, emotional issues and any other healthcare professionals involved in treatment and any adjustments that maybe needed within school) ?

SECTION 4 – OTHER MEDICAL CONDITION

Please give a full description of your child's condition and how it affects them:

Please advise us of the necessary actions we need to take to care for your child:

Please provide details of medication (these will be passed to ambulance staff in the event of an emergency)

Medication required	How much and when?	Taken at Home or in School?	Can your child self-administer?
Any medication side effects?			

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

Is there anything else we need to know? (please continue overleaf if necessary)

SECTION 5 – Review Sheet

School officials only

Staff Training Requirements:

Training Needs	Trained Staff

Review dates:

	YR	Y1	Y2	Y3	Y4	Y5	Y6
Office Manager							
First Aiders							
Class Teachers							
SLT							
TA's							
Shared in Staff Meeting							
Parents							

Location of plans :

- 1)
- 2)
- 3)

Location of medication:

Appendix B
Woodlea Primary School
 Parental Agreement to Administer Medicine

Child's name _____

Parent's name _____

DOB _____

Class _____

Home address _____

Condition or illness _____

Parent's Home Telephone No. Parent's _____

Work Telephone No. _____

Name and Telephone No. of GP _____

Please tick the appropriate box:

- I agree to members of staff administering medicines/providing treatment to my child as directed below.
- My child will be responsible for the self-administration of medicines with supervision as directed

Name of medicine	Dose	Time(s) to be Given	Completion date of course if known	Expiry date of medicine
Special instructions				
Allergies				
Other prescribed medicines child takes at home				
Headteachers Agreement To Administer Non - Prescribed Medicines (Exceptional Circumstances Only)				

below.

Note: Medicines must be the original container as dispensed by the pharmacy

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

Parent's signature: _____ Print Name: _____

