



Emerson Valley School

Aiming High, Caring For All

EMERSON VALLEY SCHOOL

MEETING THE NEEDS OF PUPILS WITH MEDICAL CONDITIONS POLICY



VERSION

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1 INTRODUCTION

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 have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies.

2 AIMS OF THE POLICY

The purpose of this policy is to:

- explain our procedures for managing prescription medicines which may need to be taken during the school day
- explain our procedures for managing prescription medicines on school trips
- outline the roles and responsibilities for the administration of prescription medicines

3 MEDICINES IN SCHOOL

The Headteacher and her staff do not administer medicines but are prepared to oversee children administering their own medicines providing a parent / carer has completed a permission form (see Appendix 1 – Parental Consent Form (Pink Form))

Please note the following

- Medicine must be delivered personally to the school. A member of staff will be on hand while the child takes their own medicine.
- Parents remain responsible for ensuring that their child receives the medication and that parents may have to make the necessary arrangement if the school is unable to.

3.1 Prescribed Medicines

Medicines should only be taken to 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. Prescribed medicines will only be accepted in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. If a parent wishes to adapt the timing of medicine administration, written confirmation of this must accompany the medication.

Prescribed medicine will **not** be accepted into school in the following situations:

- Where the timing of the dose is vital and where mistakes could lead to serious consequences
- Where medical or technical expertise is required
- Where intimate contact would be necessary

In these situations, parents / carers would need to arrange to come into school to administer the medication for their child.

3.2 Non-Prescription Medicines

We are able to supervise administration of medicines that have not been prescribed by a doctor, dentist in exceptional circumstances providing a Parental Consent form (Appendix 1) is completed by a parent in advance. However, parents / carers should be aware that if school staff administering the medication feel the child is not well enough to be in school, parents / carers will be asked to collect them.



3.3 Storage of Medicines

All medicines should be delivered to the school office by the parent or carer. Teachers and Teaching Assistants should not take receipt of any medicines, these must come directly to the school office. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in the medical rooms where a fridge is available if needed and should not be kept in classrooms, with the exception of adrenaline pens and inhalers if necessary. All medicines must be stored in the supplied container and be clearly labelled with the name of the child; the name and dose of the medicine and the frequency of administration. Adrenaline pens are kept in individual boxes with the child's name, class and photograph on them.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and staff and kept in an agreed place in the classroom or the Medical room cupboard. This place in the classroom will be indicated to staff via a yellow sunshine on the cupboard they are kept in. Children may carry their own inhalers, when appropriate.

3.4 Disposal of Medicines

Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. They should collect medicines at the end of the agreed administration time period. A letter or e-mail will be sent home to all parents who have left medicines in the school in July for collection.

3.5 School visits and journeys

Children with medical needs are given the same opportunities as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This may include carrying out a risk assessment for such children. The school visit co-ordinator will be responsible for tabulating medical information for each child and one member of staff will be nominated as having responsibility for the administration of all medication.

4 CHILDREN WITH MEDICAL CONDITIONS

It is important that the school has sufficient information about the medical condition of any child with long term medical needs. A health care plan (HCP) will be written for children with long term medical needs, involving the parents and relevant health professionals.

4.1 Health Care Plans

Parents meet with Sue White, First Aid Lead, to discuss the medical issues and a draft HCP is written and then approved and signed by the parents and Headteacher. When all parties are happy with the content, it is then circulated with a photo of the child to every adult who works in the year group, and to PE staff and Learning Mentors. The Learning Mentors are then responsible for sharing this information with the Midday Supervisors. Once the HCP has been signed by the parent or carer and the Headteacher, the First Aid Lead, is then responsible for distributing all copies. A copy is placed in the main HCP file, the medical file which is kept in the main school office, in the medical file kept in the staff room and in the child's personnel file. There is also a dedicated board in the staff room where the child's photograph and medical needs are displayed so that all staff are made aware. A copy of the HCP signed by the parent and Headteacher is also sent home for their records. The HCP's are updated as required and reviewed annually, prior to the new academic year in September where possible.



4.2 Inhalers

Children who have been prescribed an inhaler do not require a Health Care Plan unless the asthma is severe. All inhalers brought into school must be named. Children may carry inhalers with them and a spare may also be kept in the medical room. A list of children who have inhalers is on the staff board and in the medical room. All inhalers stored in the medical room are stored in individual boxes with the child's name, class and photograph on them. **It is the responsibility of parents to regularly check the condition of inhalers and ensure that they are working and have not been completely discharged.**

4.3 Nut Allergies

Staff are epi-pen trained annually. An up-to-date list of those staff trained to administer an epi-pen is displayed in the medical room and on the medical board in the staff room. Children with a nut allergy have two Health Care Plans, one from NHS and one from the school. These are circulated to all staff in the child's year group, PE staff and Learning Mentors. A copy is also placed in the staff room medical file, the office medical file and on the child's file. Children with epi-pens have two epi-pens in school, one is kept in their own classroom and the other is kept in the medical room. Both are stored in individual boxes with the child's name, class and photograph on them.

4.4 Serious Food Allergies

If children have serious food allergies and require hot school lunches a letter is required from their GP stating allergies. Specialist lunches are made in a separate kitchen and sent into school in sealed containers.

4.5 Confidentiality

The Headteacher and staff should always treat medical information confidentially. The Headteacher should agree with the parent / carer who else should have access to records and other information about a child.

5 ROLES AND RESPONSIBILITIES

5.1 Parents and Carers

Parent(s) / carer(s) will ensure that they:

- Give sufficient information about their child's medical needs if treatment or special care is required
- Deliver all medicines to the school office in person
- Complete and sign the parental agreement for any medicines being administered (see Appendix 1)
- Keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication, such as adrenaline pens.

5.2 Headteacher

The Headteacher will ensure that:

- The school's policy on the administration of medicines is implemented.
- There are members of staff within the school willing to administer medication to specific children if required
- Staff receive support and appropriate training where necessary, including refresher training
- Information is shared, as appropriate, about a child's medical needs.



- Parents are aware of the schools policy on the administration of medicines and that this policy is available via the school's website
- Medicines are stored correctly.

5.3 Staff

Staff will ensure that:

- On receipt of medicines, they check the child's name; prescribed dose; expiry date and written instructions provided by the prescriber
- The parent / carer completes a consent form for the administration of medicines following the prescriber's instruction (see Appendix 1)
- If they are the nominated person, they adequately supervise the child whilst they are administering their own medicine
- A second member of staff is present when medicines are administered
- They complete the 'administration of medicines' record sheet each time medication is given
- Medicines are returned to parents for safe disposal

6 RECORD KEEPING

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form (see Appendix 1) must be completed and signed by the parent, before medicines can be administered in school. At the time of administering medicines, the member of staff must complete the medicines record sheet. No medication should be given unless it has been checked by a second adult.

7 POLICY REVIEW

This Policy has been written with the understanding that it is reviewed every 2 years. However, the policy may need reviewing sooner should there be changes to the way that the school manages children with medical conditions, or if there are key changes in staff.



Appendix 1 - PARENTAL CONSENT FORM (PINK FORM)

REQUEST FOR SCHOOL TO SUPERVISE THE TAKING OF MEDICATION

The Headteacher and her staff do not administer medicines but are prepared to oversee children administering their own medicines providing this form has been signed.

Please note the following

- Medication must be delivered by an adult to the school office.
- Medication will be kept in the medical room.
- Parents remain responsible for ensuring that their child receives the medication and that parents may have to make the necessary arrangement if the school is unable to
- Children will be supervised by a member of staff while they administer their medication.

To be completed by the parent/guardian

I request that _____ (full name of child)

Class _____ be allowed to take the following medication:

At the following time/s during the day
_____ until _____

Dosage _____

Medicine to be kept in the fridge YES/NO (please circle as appropriate)

The medicine needs to be clearly labelled indicating contents, dosage and child's name in FULL.

Signed _____ parent/guardian _____ date

To be completed by the Office Manager:

I agree to arrange for the supervision of the child taking medicines, as requested by the parent and described above.

_____ School Business Manager _____ date