

Medical & Asthma POLICY 2018



Medical & Asthma POLICY 2018

Document Version	1.0
Reason for Issue	In line with changes to practice and LA policy
Document Author	Simon Woodbridge
Creation Date	April 2018
Approved by	SLT
Approval date	April 2018
Review frequency	In line with school procedure changes or LA guidance
Document location	Staff file / website
Governor with responsibility for Medical	
Further enquiries should be addressed to	office@wessexprimary.org

Version	Date	Author	Status (Draft, approved etc)	Version History (Creation, update, archive)

WESSEX PRIMARY SCHOOL

Policy for Supporting Pupils with Medical Needs and Managing Medicines

Principles

This policy reflects the values and philosophy of Wessex Primary School in relation to ensuring that all our children are able to access their education in a supportive environment, which is sensitive to any medical needs. It gives a framework within which staff, both teaching and non-teaching, work and it ensures that educational experiences and opportunities will be provided to enable all the children in our school to progress to the best of their ability. It identifies the roles and responsibilities of school, parents/carers and pupils, and promotes effective communication and co-operation between home and school.

A positive approach to a pupil's medical needs will not only benefit the pupil directly, but can also positively influence the attitude of everyone in school.

Aims and Objectives

- To identify the roles and responsibilities of parents/carers, staff and pupils.
- To identify how pupils with long-term or complex medical needs will be supported.
- To establish procedures for managing prescription medicines which need to be taken during the school day, including on trips and outings.
- To establish written agreements prior to any medication being given.
- To identify the circumstances in which children may take any non-prescription medicines.
- To identify situations and establish procedures for pupils to carry and take their own medication.
- To establish efficient and effective record keeping systems.
- To establish and communicate arrangements for the access, storage and disposal of medication.
- To establish and communicate emergency procedures.
- To identify the training needs of staff in supporting pupils with medical needs.
- To establish and make available systems for parents/carers to provide the school with up-to-date information about their child's medical needs.
- To establish risk assessment and management procedures.

Roles and Responsibilities

All staff caring for children have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site.

- Parents/carers should provide full information about their child's medical needs, including details on medicines their child needs.
- Day to day decisions about the administration of medication and treatment is the responsibility of the Head Teacher.
- The Head Teacher will ensure that all staff are aware of their responsibilities and are given appropriate training and support.
- Any member of staff who agrees to accept responsibility for administration of prescribed medicines to a child will have appropriate training and guidance.
- Teachers who have pupils with additional medical needs in the class will need to be informed in detail of the day-to-day implications of the condition and what procedures are in place in school.
- Staff will be informed of what constitutes an emergency for any pupil with additional medical needs.
- Back up cover will be arranged for the absence or unavailability of designated members of staff who are responsible for administering medication or treatment.
- In making provision for a child with medical needs the child's own views will be sought and taken into account wherever possible.
- Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions.
- Relevant health care professionals will advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully.
- All staff must be aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy.
- Where the child has a special educational need identified in a statement or EHC [Education, Health and Care] plan, the individual health care plan should be linked to or become part of that statement or EHC plan.

Short Term Medical Needs

- Pupils should be kept at home if unwell. If they have been sick or have diarrhea they should be kept off school for 48 hours after their last bout of illness.
- Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.
- Parents/carers should request that their Doctor prescribes medication to fit around the school day whenever possible.

- Parents/carers are welcome to come into school during the day to administer medication to their child if, for example, the child has returned to school and is required to complete a course of antibiotics.

Long Term Medical Needs

- It is important that school is informed of any medical needs before a child starts school or as soon as possible following concerns or diagnosis. It is the parent's responsibility to notify the school and arrange meeting with the SENDCO who will create the health care plan with the parents.
- It is important for school to have sufficient medical information to ensure that the pupil's medical needs can be met.
- A written health care plan will be drawn up by relevant health care professionals. Agreement will be reached about the nature and additional level of support and supervision that school can provide.
- Where there is concern about the ability of school to meet particular medical needs, or where expectations go beyond what school considers reasonable, the Head Teacher will seek advice from relevant professionals, which may include the school nurse and the pupil's GP.
- Special arrangements may be made for pupils who attend hospital regularly as in-patients. This may include the Hospital and Home Education Service.

Individual Pupil Health Care Plan

The main purpose of an individual health care plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require an individual plan.

The health care plan will be drawn up by relevant health care professionals and will include:

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- medication name(s), dosage(s) and timing
- any side effects of the medication
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role of school staff and other agencies, including documentation of training

Health care plans will be kept in the Medical Room and a copy in the staff PPA room for all staff to be aware of. Health care plans will be reviewed at least once a year, but more frequently if necessary.

Self-Management of Medication/Procedures

- Pupils will be supported and encouraged to manage their own medication whenever possible. Children in Year 6 are expected to manage where possible, their own asthma pumps in readiness for secondary schools.
- A member of staff will supervise a pupil administering his/her own medication/procedure.
- There may be circumstances where it is not appropriate for a child of any age to self-manage.
- Children should always administer their own creams or be taught to do so by the parents. We will not administer creams to a child. If this is needed then a parent should arrange for a family member to come into school to do this.

Refusing Medication

- School staff will not force pupils to take medication.
- If a pupil refuses to take medication, this will be noted in the records and any procedures in the child's health care plan will be followed. Parents/carers will be informed of the refusal on the same day.
- If refusal to take medicines results in an emergency, the emergency procedures will be followed.

Administration of Medication by School

- Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.
- **We will administer non prescription medicines if it is really necessary to do so and that the dose can't be spread out around school time. Eg before, after and before bedtime. We will not administer creams or lotions, this must be done by a child or the parent.**
- **The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber unless Medicines will only be administered to a pupil with their parent's/carer's written consent (see forms in appendix 1).**
- **Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The original prescription label must clearly be on the medicine provided. We are unable to administer prescription medication without the original label or container.**
- **The school will never make changes to dosages on parental instructions.**
- **The school reserve the right to refuse to administer medication to a child if they deem it unsafe or are concerned about the type of medication**
- Some support staff may have meeting the health care needs of pupils as part of their duties. The majority of teaching or support staff are **not** required to administer medication or treatment as part of their usual duties. It is a voluntary role and members of staff can alter their decision to administer medication or treatment at any time.
- Appropriate support and training will be arranged where necessary.

Non-Prescription Medicines

- Staff will never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carer (see form in appendix 1).

- Where the Head Teacher agrees to administer a non-prescribed medicine it must be in accordance with the employer's policy.
- Where the Head Teacher agrees to administer a non-prescribed medicine it must be in accordance with the employer's policy.
- **Aspirin should never be administered to any child under the age of 16.**

The school reserve the right to refuse to administer medication to a child if they deem it unsafe or are concerned about the type of medication

Confidentiality

Medical information will be treated confidentially. However, it will be essential to share some information with staff to support the pupil in the most appropriate way.

Record Keeping

Parents/carers are responsible for supplying information and for letting school know of any change in circumstances or regime, which may impact on school's ability to support their child.

The parent/carer or doctor should provide written details, which include:

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

Details of medicines will be recorded by parents/carers on the parental request or agreement form (see forms in appendix 1).

Staff will complete and sign a record each time they administer medicine to a child (see form in appendix 2).

School Trips

All pupils are encouraged to take part in school trips. Arrangements for taking medication will be taken into consideration. It is important to note that

- It may be necessary to carry out a risk assessment for a child with medical needs.
- School staff and Activity Centre Staff, if appropriate, must be made 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.
- Additional staff may be required to accompany the pupil.
- Where members of staff are concerned about issues relating to the pupil's safety and their ability to meet the needs of the pupil, advice will be sought from parents/carers and relevant agencies.
- School staff on trips should ensure they have taken their hi-viz bags with the relevant medication in them for a trip. This will usually be asthma pumps or Epi pens.

Sporting Activities

Most pupils with medical conditions can participate in physical activities and extra-curricular sport. The curriculum is flexible enough to accommodate a range of needs and abilities. Physical activity can be beneficial to social and

mental health and well being in addition to physical health.

- Advice on the suitability of particular activities will be sought and any restrictions set out in the individual health care plan.
- Staff supervising sporting activities must be made aware of relevant medical conditions and emergency procedures.
- Pupils who need to take medication before, during and/or directly after exercise are allowed to do so.

Safety Management

- All medicines may be harmful to anyone for whom they are not prescribed.
- The Head Teacher has a duty to ensure that the risks to the health of others in school are properly controlled.

Storing Medicines

- The school does not store large quantities of medication.
- Parents/carers are responsible for supplying medicines and for collecting them at the end of the course of treatment or school day.
- Asthma pumps and epi pens should go home at the end of the school year. Parents are responsible for ensuring the medications are in date.
- The school will only store, supervise and administer medicine that has been prescribed for an individual child. Non prescription medicines should be collected daily from the office.
- Medicines will be stored strictly in accordance with product instructions and in the original container in which dispensed.
- Staff will 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.
- Where a child needs more than one prescribed medication, each one should be in a separate container with the correct labelling.
- Non-health professionals should never transfer medicines from their original containers. Parents/carers should request that the GP prescribes medicines in appropriately sized containers to minimise this and enable original containers to be brought into school.
- Pupils will know where their own medication is stored and the arrangements for accessing their medication.
- The Head Teacher is responsible for ensuring that medicines are stored safely.
- Medicines will be kept in a secure place, usually the Medical Room or by the office, in a labelled cupboard, filing cabinet or similar. If necessary, some medicines may be kept in another secure place, which is not accessible to pupils.
- Medication that needs to be kept in a refrigerator will be kept in the office refrigerator, in clearly labelled airtight containers. There will be restricted access to a refrigerator containing medicines.
- Some emergency medication, such as asthma inhalers and epi-pens, are made readily available to pupils and are not locked away. Labelled asthma inhalers are stored in a box in the Medical room. Labelled epi-pens are kept in a basket above the wall-mounted medicine cabinet between reception and the main office.
- With prior arrangement with parents/carers, pupils are allowed to carry their own asthma inhalers around school with them (see form in

appendix 3). The inhalers must be labelled with the pupil's name.

Access to Medication

- Children will have immediate access to their medicines when required.
- Medicines will only be accessible to those for whom they are prescribed.
- Pupils are supervised by an adult when collecting/taking medication. An exception is made for inhalers, which may be carried and administered by individual pupils.
- Special access arrangements for emergency medicines may be made as necessary.

Disposal of Medicines

School staff will not dispose of medicines. Parents/carers are responsible for the disposal of surplus or date expired medication and should collect it from school at the end of every term or sooner if appropriate. If parents/carers do not collect all medicines they will be taken to a local pharmacy for safe disposal.

Sharps boxes will be used for the disposal of needles. Sharps boxes can be obtained by parents/carers on prescription from the child's GP or paediatrician. Arrangements for the collection and disposal of the boxes will be made with parents/carers, the School Nurse or the Local Authority's environmental services.

Hygiene and Infection Control

All staff will be familiar with normal precautions for avoiding infection and following basic hygiene procedures. Staff will have access to protective disposable gloves and take care when dealing with blood or body fluids and disposing of dressings or equipment.

Emergency Procedures

Arrangements for dealing with emergency situations are in place as part of the school's general risk management processes.

- All members of staff must familiarise themselves with procedures for calling the Emergency Services and should know who is responsible for carrying out emergency procedures in the event of need.
- Children should know what to do in the event of an emergency, such as telling a member of staff.
- A member of staff will accompany a child taken to hospital by ambulance, and stay there until the parent/carer arrives.
- Staff should never take children to hospital in their own car.
- Individual health care plans include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaint procedure. However we are not responsible for missed doses and if a parent is concerned about that then they should arrange to administer the medication themselves during the school day. All staff have the right to refuse

to administer the medication.

Review and Evaluation

This policy is to be made available to all school staff, governors and parents/carers. This policy will be reviewed regularly to take account of changing circumstances. The effectiveness of these procedures will be monitored by staff and governors. Local or national directives will be addressed.

Date: April 2018

Approved by Governing Body (date)

APPENDIX 1: ADDITIONAL INFORMATION RELATING TO SUPPORTING PUPILS WITH ASTHMA

Wessex Primary School

St Adrian's Close , SL6 3AT

Aims and Objectives

- Identify how pupils with asthma will be supported
- Identify the training needs of staff in supporting pupils with asthma.
- Establish and make available systems for parents/carers to provide the school with up-to-date information about their child's asthma.

Roles and Responsibilities

- Parents should inform school of any changes to usual routine (ie: night waking, reduction in "peak expiration flow rate", increase of "preventer" medication at home. These may all be signs of an imminent asthma attack)
- The designated person responsible for asthma management in school is the Medical coordinator.
- The designated person will ensure that all staff are aware of their responsibilities and are trained in the management of asthma. (This can be provided by the school nurse on a yearly basis on request.)
- Any member of staff who agrees to accept responsibility for administration of prescribed medicines to a child will have appropriate training and guidance.
- Teachers who have pupils with asthma in their class will need to be informed in detail of the day-to-day implications of the condition and what procedures are in place in school. Parents are encouraged to discuss these needs with the pupil's teacher or school office/Medical Admin.
- Temporary staff will be informed of pupils with asthma within their class.
- At different times of the day other staff may be responsible for pupils

(i.e.; Lunchtime supervisors). It is important that they are provided with training and advice.

- Staff will be informed of what constitutes an emergency for any pupil with asthma.
- Back up cover will be arranged for the absence or unavailability of designated members of staff who are responsible for administering medication or treatment.
- In making provision for a child with asthma the child's own views will be sought and taken into account wherever possible.
- The Governing Body will ensure that this policy is reviewed annually.

Long Term Needs

- It is important that school is informed of the asthma management procedure of a child before that child starts school or as soon as possible following concerns or diagnosis.
- It is important for the school to have relevant and up to date information to ensure that the pupil receives appropriate asthma management.
- A written health care plan will be drawn up by relevant health care professionals. Agreement will be reached about the nature and additional level of support and supervision that school can provide.
- Asthma UK encourages the self administration of inhalers. This will be considered in relation to the child's ability and following consultation with parents/guardians and prescriber. Adult supervision should always be provided.
- Where there is concern about the ability of school to meet particular asthma management needs, or where expectations go beyond what school considers reasonable, the Head Teacher will seek advice from relevant professionals, which may include the school nurse (01753 638435) and the pupil's GP.
- Special arrangements may be made for pupils who attend hospital regularly as in-patients. This may include the Hospital and Home Education Service.

Individual Pupil Health Care Plan

Some children with severe asthma may require an individual health care plan. The main purpose of an individual health care plan for a child with asthma is to identify the level of support that is needed. An individual health care plan can be obtained from www.medicalconditionsatschool.org.uk / managing medicines in schools and early years (DH, 2005), this will need to be completed in partnership with parent, school and the child's G.P. or medical representative. (Alternatively, a school asthma card should be provided for all pupils with asthma)

Administration of Inhalers by School staff

- School staff understand that immediate access to inhaler is vital. Inhalers should not be locked away, but every child's safety will be considered.
- The School recognises that Asthma UK encourages the child to carry their reliever inhaler and self administer where appropriate. This will be considered in relation to the child's ability and following consultation with parents/guardians and prescriber. Adult supervision should always be provided.

- Medicines will only be administered to a pupil with their parent's/carer's written consent (see forms in appendix 1). (School asthma card)
Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. It should be labelled with the child's name, name of medication, dose and expiry date. (Pharmacists often put on labels "give as directed", you should ask parents to explain to the pharmacist that this is to take to school and should be more explicit. Pharmacists' are happy to do this. It would help if they could also write about emergency situations i.e. keep giving until ambulance arrives. They would know how best to word it.)
- The school will never make changes to dosages on parental instructions **unless this is stipulated in the child's individual health care plan.**
- Teaching or support staff are not required by law to administer medication or treatment as part of their usual duties. However there are designated staff within the school who have the responsibility of meeting the health care needs of pupils as part of their duties. It is a voluntary role and members of staff can alter their decision to administer medication or treatment at any time.
- **Parents/Guardians have the responsibility to ensure that inhalers are in date.**

Record Keeping

Parents/carers are responsible for supplying information and for letting school know of any change in circumstances or regime, which may impact on school's ability to support their child.

The parent/carer or doctor should provide written details, which include:

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

Details of medicines will be recorded by parents/carers on the parental request or agreement form (see Supporting pupils with Medical Needs and Managing Medicines: policy appendix 2).

Staff will complete and sign a record each time they administer medicine to a child (see supporting pupils with Medical Needs and Managing Medicines: policy: appendix 2)

Staff will be vigilant of any deviations from the norm and inform parents of these at the end of the school day.

School Trips

All pupils are encouraged to take part in school trips. Arrangements for taking medication will be taken into consideration. It is important to note that

- It may be necessary to carry out a risk assessment for a child with asthma.
- The schools own asthma inhalers should always be taken by a responsible first aider on a trip in case of emergency.
- School staff and Activity Centre Staff, if appropriate, must be made aware of any child with asthma and relevant emergency procedures.
- A copy of any individual health care plans should be taken on visits in the event of the information being needed in an emergency.
- Additional staff may be required to accompany the pupil.

Where members of staff are concerned about issues relating to the pupil's safety and their ability to meet the needs of the pupil, advice will be sought from parents/carers and relevant agencies.

Sporting Activities

Most pupils with asthma can participate in physical activities and extra-curricular sport. This is encouraged. The curriculum is flexible enough to accommodate a range of needs and abilities. Physical activity can be beneficial to social and mental health and well being in addition to physical health.

- Advice on the suitability of particular activities will be sought and any restrictions set out in the individual health care plan.
- Staff supervising sporting activities must be made aware of children with asthma and emergency procedures.
- Pupils who need to take inhalers before, during and/or directly after exercise are allowed to do so.
- Where sporting activities are held "off site", provision of inhalers will be accessible. If an inhaler is not accessible, the child will have to refrain from the activity unless otherwise stipulated in the individual health plan.

Storing Medicines

- Immediate access to reliever inhalers is vital. Asthma UK advocates that children should carry their reliever inhaler as soon as the parents, doctor or nurse and class teacher agree they are mature enough.
- Parents/carers are responsible for supplying medicines and for collecting them at the end of the course of treatment.
- The school will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored strictly in accordance with product instructions and in the original container in which dispensed.

- Parent/carer 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, failure to do so may result in mismanagement.
 - Where a child needs more than one prescribed medication, each one should be in a separate container with the correct labelling.
 - Non-health professionals should never transfer medicines from their original containers. Parents/carers should request that the GP prescribes medicines in appropriately sized containers to minimise this and enable original containers to be brought into school.
 - Pupils and staff will know where medication is stored and the arrangements for accessing their medication.
 - The Head Teacher is responsible for ensuring that medicines are stored safely.
 - Asthma inhalers are made readily available to pupils and are not locked away. Labelled asthma inhalers are stored in a hi-viz bag in each classroom.
 - With prior arrangement with parents/carers, pupils are allowed to carry their own asthma inhalers around school with them (see Supporting pupils with Medical Needs and Managing Medicines: policy appendix If they do want this the **parent must put in writing to the school that they understand why we administer Asthma inhalers as we do and that they take full responsibility for allowing their child to manage their own inhaler.**)
- 3). The inhalers **must** be labelled with the pupil's name.
- **In the event of an asthma attack, the inhaler will be taken to the pupil, and not the pupil to the inhaler.**

School Environment

- **Asthma environmental trigger factors will be assessed within the school through risk assessment procedures. These will be minimised wherever possible.**

APPENDIX 1

Wessex Primary School
St Adrian's Close, Maidenhead, SL6
3AT

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

I request that _____ (Child's FULL name)
be given the following medication:

Name of medicine: _____

Dosage: _____

at the following times during the day:

The above medication has been prescribed by the family doctor and it is important that a mid-day dose is given. It is clearly labeled indicating contents, dosage and child's name in **FULL**.

We will not accept medicine that is not in the correct container and labelled, in the case of controlled medicines we will only accept if they are in the original box with prescription label on. ADHD medicine has to be counted in and stock controlled.

I understand that the medicine must be delivered personally to a member of staff and accept that this is a service which the school is not obliged to undertake.

I confirm my child has had no adverse effects with this medication previously.

Signed: _____
(parent/carer)

Date: _____

NB.

- a) **Whilst the school will endeavour to ensure that your child is given the above medication we cannot accept responsibility if it is forgotten or not administered on time. Therefore if it is vital that your child takes the medication during the day we suggest that you come into school to administer the medication personally.**
- b) Medication will not be accepted by the school until this letter has been completed and signed by the parent or legal guardian of the child.

The Governors and Headteacher reserve the right to withdraw this service.

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name of school	
Name of child	
Date of birth	
Class	
Medical condition or illness	
Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	
Expiry date	
Agreed review date to be initiated by	
Dosage and method	[name of member of staff]
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	
Procedures to take in an emergency	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	
	[agreed member of staff]

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

I understand that I must notify the school of any changes in writing.

Date _____

Signature(s) _____

Appendix 3

Request for child to carry his/her own medicine

This form must be completed by parents/guardian

If staff have any concerns discuss this request with healthcare professionals

Name of school	
Child's name	
Class	
Address	
Name of medicine	
Procedures to be taken in an emergency	
Contact Information	
Name	
Daytime phone no.	
Relationship to child	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed _____

Date _____

If more than one medicine is to be given a separate form should be completed for each one.