



# **Tadworth Primary School**

## **Supporting Children with Medical Conditions & Administration of Medicines Policy**

**Summer 2021**

# **Supporting Children with Medical Conditions & Administration of Medicines in School Policy**

In all Tadworth Primary School policies, where reference is made to “parent” or “parents” this should be taken to mean any parent, carer or guardian having responsibility for the child.

## **Introduction**

Surrey County Council has produced guidance on Supporting Children and Young People with medical conditions which has informed and formed the basis of this policy. A copy of this document is stored on the shared drive of school computer system. office\first aid)

LEAs, schools and governing bodies are responsible for the health and safety of all children in their care.

## **Aim**

It is the aim of this school to support any child who has medical needs or requires on-going medication during school hours or whenever the child is in our care.

Generally speaking, the administration of medicines is the responsibility of parents. There is no requirement for Headteachers or staff to undertake these responsibilities. The act of administering medicine is purely voluntary. However, in recent years, there has been a general increase in the number of children in school requiring medication and although the school believes that medicines should normally be given to children at home, the school understands that there is a need for the same to be administered during school hours on occasions. There is also a need to fully support pupils with more complex medical conditions.

## **Role of School Staff**

The Headteacher has overall responsibility for implementing the policy and procedures for dealing with medical needs. All parents have access to the policy via the school’s website or via the front office.

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention. The Headteacher will arrange if necessary for that teacher to meet with the parents or medical adviser of the child so that full understanding is reached. They will also be made aware what action should be taken if an emergency should arise.

All supply staff will be made aware of medical needs and back up cover will be provided when the member of staff responsible is absent or unavailable.

At different times of the school day, other staff may be responsible for these children (e.g. midday supervisors) and, accordingly, they too will be informed of any medical needs of the child in question.

Any member of staff providing support to a child with medical conditions will receive appropriate training.

### **Role of Parents**

Parents are child's main carers. **They are responsible for making sure that their child is well enough in the first place to attend school.** If a child is generally unwell, they should not be in school until they are fit to take part in the normal school day activities. If a child is unable to attend school because of illness, the school should always be informed as soon as possible.

For children with more complex medical requirements or conditions, as outlined above, schools may draw up a **Health Care Plan** in consultation with parents, staff and the child's medical practitioner, where possible. If medication is required to be administered a Pupil Medication Request form will need to be completed and signed by the parents. The school will maintain the Pupil Medication Record, noting the date, time and dose of medication given and initials of the staff member administering the medication. It is the responsibility of the parents to provide the child's school with any change of information about their medical condition and any treatment required. It is also the responsibility of parents to deal with the disposal of any medicines no longer required / left at the end of treatment. These will only be handed to a parent or carer. At no time should medicines be brought into school or taken home by a pupil.

### **Off-Site Activities and School Trips**

Pupils with medical/health needs are positively encouraged to participate in such activities wherever safety permits. The Welfare Assistant will liaise with the teacher in charge and the parent /guardian to develop a health plan to support the pupil's needs. Staff supervising off site activities and trips should ensure they are aware of the relevant health care or medical needs of the pupils in their care.

First aid provision should always be considered when planning a visit. The group leader should assess what level of first aid might be needed. On any visit, there should be a member of staff who has a good working knowledge of first aid, there should be a first aid kit adequate for the activities on every visit and a member of staff who is familiar with this kit.

### **Policy Implementation**

Many children will need to take medication at some point during their school life. Generally, this will be for a short time only e.g. to finish a course of antibiotics. Parents will be encouraged to ask the prescribing doctor or dentist to prescribe dose frequencies so that the medicine can be taken outside school hours. If this is not

achievable parents will be requested to come into school to administer the medicine themselves whenever practically possible.

Tadworth Primary School will not normally administer antibiotics and will only do so in exceptional circumstances, following discussion with the Headteacher and support staff. Tadworth Primary School will not take responsibility for any non-prescribed medicines (including "Calpol") and these should not be brought into school unless they form part of a Health Care Plan.

Children may be allowed to take responsibility for self-administration of medicines – most commonly inhalers for asthmatic conditions. If this is the case, there should be a written agreement from the child's parents. This Parental Consent should be reviewed annually. It is the parents duty to ensure that the child is competent in the self administering of the particular medicine. Medicines containing aspirin or ibuprofen will only be given if prescribed.

It is important for the school to have sufficient information about the medical condition of any child with long term medical needs. As stated, it is the responsibility of the parents to inform the school when the child starts at school or when a child develops a condition. The school will then in consultation with parents and staff draw up a Health Care Plan as described. Health Care Plans will address training needs and be reviewed at least annually to ensure training needs are met.

Any request for medication to be administered must be in writing in the form of a Pupil Medication Request form. Any changes in the medication requires the school to be informed immediately and a new Pupil Medication Request form, available from the Welfare Office and on the school's website, to be completed with the new medication details, dose and/or frequency included.

Tadworth Primary School has a locked non-portable cabinet in which to store necessary medicines. This will be kept locked unless accessing the medications. The only exceptions to this may be medicines/inhalers for asthma which will be kept in the medical office in an accessible cupboard, medicines which require refrigeration and medicines for anaphylaxis are found in the welfare office cupboard or in an orange draw string bag clearly labelled and kept in a visible location in the classroom for easy reach by an adult in an emergency situation when immediate access is essential. These bags should contain a copy of the child's Health Care Plan and be taken with the child when going to an area of the site which is not in easy reach of the classroom eg playground or field. All staff should be aware of the whereabouts of these medicines in relation to the particular child who may need access to the medicine. Under certain circumstances medicines may on occasions be stored out of children's reach in a classroom, this will be decided on a case by case basis. This is likely to be the case in situations such a medicines that require regular use, such as a moisturiser, or in situations such as a pandemic when contact between individuals is being restricted.

All medicines should be presented to the school in the original container as dispensed by the pharmacist and clearly show the pupils name and the prescriber's

instructions for administration. Medicines should be brought into the school by the parents, with the exception of inhalers self administered by children with asthma.

If a child refuses to take medication, staff will talk to the child and record his/her reason for refusal. The school will then inform the child's parents as soon as possible of the refusal and request that they attend school to deal with the situation.

The following standard practice will be followed by school staff if they volunteer and undertake administration of medicines:

- Medicines will only be accepted/administered by trained members of staff
- Check identity of the child
- Check written instructions received by the school and confirm with details on the medicine container
- Check the prescribed dosage
- Check the expiry date of the medicine
- Check the timing/frequency details
- Check record of last dosage given (to avoid double dosage)
- Measure out the prescribed dose
- Check the child's name on the medicine again
- Complete written record of dosage given, including date, time and signature

If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

Normally when a child/young person becomes unwell at a school or is injured in an accident, (other than minor cuts or bruises), the school will arrange for them to be looked after in a quiet, comfortable place and arrange for the parent to collect them as soon as possible. It will then be the responsibility of the parent to accompany the child to their GP surgery or hospital outpatients department as appropriate.

In some situations, however, it may be necessary for professional medical care to be sought immediately, e.g. suspected fractures, serious eye injuries, serious head injuries, acute illness or other serious medical conditions that will not respond to first aid treatment. The school will call an ambulance in such cases and communicate the situation to the parents.

Where a child has to be transported to hospital and it has not been possible to arrange for a parent to accompany them, a member of staff will attend with the child and remain at the hospital with them until a parent arrives. Consent is generally not required for any life-saving emergency treatment given in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions, which should be communicated to the medical staff for due consideration. In the absence of the parents to give their expressed consent for any other non-life threatening (but nevertheless urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate. The member of staff accompanying the child cannot give consent for any medical treatment, as he/she does not have parental responsibility for the child.

Should parents 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.

Agreed and adopted Summer 2021  
Review date Summer 2024

TADWORTH PRIMARY SCHOOL - PUPIL MEDICATION REQUEST

**Child's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**Condition or Illness:** \_\_\_\_\_

**Please tick the boxes below:**

- With supervision, my child will be responsible for the self-administration of medicines as directed below.
- I will ensure that the medicine held by the school has not exceeded its expiry date.
- Where deemed necessary by the school (e.g. in the case of severe allergies), I consent to a photo of my child being displayed in locations around the school (e.g. In the staffroom, kitchen, welfare office)
- Asthma sufferers: Copy Asthma Action Plan provided?

Name of medicine	Dose	Frequency / times	Completion date of course	Expiry date of medicine

**Asthma triggers:**

- Pollen/ Hayfever
- Stress
- Exercise
- Weather
- Viral – cold/flu
- Air pollution

**Allergies :**

- BSACI Form received

**Other prescribed medicines child takes at home :**

**Please note where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try and arrange the timing of doses accordingly.**

Signed: \_\_\_\_\_ (Parent/Guardian)

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Medicine received by: \_\_\_\_\_ (School Representative)

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use: RM Integris updated (if needed): _____ Medicine expiry date recorded: _____ Other action: _____
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**PUPIL MEDICATION RECORD**

<b>DATE</b>	<b>TIME</b>	<b>MEDICINE TAKEN AND DOSE</b>	<b>ADMINISTERED BY</b>	<b>SIGNATURE</b>

Medicine returned to parent: \_\_\_\_\_

Signed: \_\_\_\_\_ (Staff)

Signed: \_\_\_\_\_ (Parent)

\_\_\_\_\_ (Parent)