



# Adelaide Primary School **Medical Policy**

## **November 2016**

### ETHOS AND VALUES

Adelaide Primary School is an exciting inner-city school that provides a first class educational experience to its children. We aim to ensure all our children are safe, enjoy coming to school, achieve highly and are very well prepared for life in modern Britain. To achieve this, all members of the Adelaide school community are expected to take responsibility and make a valuable contribution. Our core values of respect, equality and effort underpin all aspects of our work.

School policies are reviewed to include racial equality, accessibility, inclusion and equal opportunities for all.

What IMPACT does the policy have on the lives of pupils at Adelaide Primary School with regards to the above statement?

The Governing Body of Adelaide Primary School recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

They are particularly keen to support the Headteacher and the staff in giving as many first hand experiences to the children at the school so that their education be rooted in real life learning experiences.

### **Aim**

The aim of this policy is to put in place effective and safe systems for the administration of medicines in school.

This policy must be read in conjunction with the Asthma Policy, Supporting Pupils with Medical Needs Policy, Intimate care Policy, Attendance Policy and Anti-Bullying Policy.

### **Overview**

- Parents are strongly encouraged to administer medicines to their children outside of the school day.
- Medicines will only be stored and administered on the school site when there is no other alternative, and when failure to do so would be of detriment to the child's health.
- School staff will never administer non-prescription medicines to pupils.
- Parents must complete the appropriate form before any medicines are administered on the school site.
- Staff must record on the appropriate form when they administer medicines.
- Medicines must be stored in the locked medical room (in the fridge if necessary).

### **Procedures for managing prescription medicines which need to be taken during the school day**

- The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines must be brought to school in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration.
- The school will never accept nor administer medicines that have been taken out of the original container. Nor will they make changes to dosages on parental instructions.
- It is to be noted that medicines which need to be taken three times a day should be taken before school, after school and at bedtime if possible.

### **Procedures for managing prescription medicines on school visits**

- We encourage pupils with medical needs to fully participate in safely managed visits. Reasonable adjustments to this policy will be considered in such cases and may include the necessity for a risk assessment for specific children.
- Staff supervising school visits will always be aware of any medical needs, medication and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of this information being needed in an emergency.
- Staff taking pupils on a school visit should always ask for an up to date class medical list in preparation for the visit.

Visit consent forms are filled in for each pupil annually. Parents are given the opportunity to provide details of any medical needs. These are updated on pupil records.

### **Procedures for managing prescription medicines during sporting activities**

- Any restrictions on a pupil's ability to participate in PE, including the need for medication, will be recorded in their health care plan. All adults will be aware of issues of privacy and dignity for pupils with particular needs.
- Some pupils may need to take precautionary measures before or during exercise. Children need immediate access to necessary specific medicines such as inhalers (see Asthma Policy).

### **Roles and responsibilities of staff administering medicines to pupils**

- Medicines will only be administered by the 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.
- No child will be given medicines without their parent's written consent (it is only necessary to seek consent from one parent). See Appendix B
- Any member of staff giving medicines to a pupil will check the name of the pupil, the prescribed dose, the expiry date and the written instruction provided by the prescriber on the label or container.
- If in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicines to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional related to the school e.g. school nurse.
- Staff administering the medicines will complete and sign the appropriate record each time they give medicine to the child. **(Both Appendix C and D)**

### **Parental responsibilities in respect of their child's medical needs/medication required**

- In order to assess a child's suitability for attendance at school, parents should refer to the attached leaflet.
- Parents must inform the school in writing about any particular needs before a child is admitted or when a child first develops a medical need.

- It must be a parent (or someone with parental responsibility) who gives consent for medicines to be administered.
- Parents should make every effort to arrange for medicines to be administered outside of the school day, or to come to school to administer themselves.
- Parents must complete the appropriate form before any medicines can be administered by a member of staff.
- Parents are responsible for handing the medicine to the relevant member of staff at the beginning of the school day and collecting the medication at the end of the day.

### **Designated Person's Responsibilities**

The designated people for the administration of medication are Lynn Cawood, Ann Lincoln and Joanna Wells (Administrative Staff). There are occasions where medicine is administered by a Paediatric First Aider (for example if linked to an Individual Health Care Plan). This will have previously been authorised by the appointed persons for First Aid. Their role is to:-

- Ensure that the medicine has been prescribed by a health professional.
- Receive the medicine and consent form from the parent and check the name of the pupil, the prescribed dose, the expiry date and the written instruction provided by the prescriber on the label or container.
- Pass on relevant information to those members of staff who are administering the medicine.

### **Staff training in dealing with medical needs/administration of medicines**

- New staff are made aware of the medicines policy and related procedures.
- Named staff who are willing to administer medication are appropriately trained to do so.
- In the event of a child with specific medical needs entering the school, the school will seek advice on staff training from the Local Authority and relevant health professionals. (See appendices F and G)

### **Safe storage of medicines**

- Large volumes of medicines will not be stored in school.
- Staff will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored as per the instructions, in the original container.
- Where a child needs more than one prescribed medicine, each should be stored in a separate container.
- All emergency medicines, such as asthma inhalers, should be readily available to children and not locked away (see Asthma Policy)
- Any medicines to be given in school must be given to the relevant member of staff at the start of the school day. Children are not allowed to carry medicines themselves. (See Asthma policy for guidance on inhalers)
- Storage of other emergency medication e.g. epipens will be included in individual care plans (See Appendix A) and will be decided in consultation with the child, class teacher, health professional and parents.

### **Disposal of Medication**

- School staff should not dispose of medicines. Parents should collect medicines held at the end of each term.
- If parents do not collect medicines held they should be taken to a pharmacy for safe disposal.
- Sharps boxes should always be used for the disposal of needles.

### **Record Keeping**

- All medication given to pupils will be recorded on the relevant form at the time of administration. (See Appendix C). A copy must be sent to the appointed person for First Aid (Anne Lincoln) who will scan a copy for storage purposes.
- Staff who complete specific medical training (with effect December 2016) will complete Appendix E and return the form to the appointed first aid leader.

### **Supporting children with medical conditions**

- Parents/carers will be invited to develop/review the individual healthcare needs for their child. They will be invited, in writing to attend a meeting (Appendix G) with the appointed person for First Aid, the class teacher, other members of staff (as appropriate) and healthcare professional (if appropriate).
- The appointed First Aid lead will ensure the invitation is made and the resulting plan (Appendix A) is developed/reviewed and shared with all staff (displayed in the staff room, emailed to all staff, communicated in meetings as appropriate).
- The administering of medicine for these pupils will be detailed on the Individual Healthcare Plan (Appendix A). The recording of subsequent administering of medication will follow the procedures set out in Appendix B, C and D.

### **Medical Emergencies**

- Appendix F details the school's procedures for contacting emergency services.

## Appendix A - Adelaide Primary School

### Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


#### **Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


#### **Clinic/Hospital Contact**

Name

Phone no.


#### **G.P.**

Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

## Appendix B Parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school/setting	Adelaide Primary School
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/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_



## Record of medicine administered to an individual child

Name of school/setting	<b>Adelaide Primary School</b>
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

	Signed In	Signed Out
Date		
Time given		
Dose given		
Names of two members of staff		
Staff initials		

Date		
Time given		
Dose given		
Names of two members of staff		
Staff initials		

**Record of medicine administered to an individual child (Continued)**

	<b>Signed In</b>	<b>Signed Out</b>
Date		
Time given		
Dose given		
Names of two members of staff		
Staff initials		

Date		
Time given		
Dose given		
Names of two members of staff		
Staff initials		

Date		
Time given		
Dose given		
Names of two members of staff		
Staff initials		

Date		
Time given		
Dose given		
Names of two members of staff		
Staff initials		



## Appendix E: Staff training record – administration of medicines

Name of school/setting

Adelaide Primary School

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## Appendix F: contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

## Appendix G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Carer

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided.

Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of **developing/reviewing** your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve **[the following people]**. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template (Appendix A) and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Anne Lincoln