

Supporting Pupils with Medical Conditions and administering medication



Reviewed: Jan 2018

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. Parents should not send a child to school if he/she is unwell. Where a child has a long term medical need a written Independent Health Care Plan (IHCP) will be drawn up by Health professionals with the school and parents. Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need.

Non Prescriptive Medicines

School does not encourage the use of non-prescribed medicines. The school will therefore not routinely stock pain relief such as paracetamol or calpol for symptom relief medicines such as cold and flu remedies. In the event that a parent/carer requests that their child takes a non-prescribed medicine during school time then the parent/carer will be asked to follow the same procedure as for prescribed medicines.

Prescribed Medicines

Parents will be encouraged to enquire with their Medical Practitioner whether it is essential that a dose of medication be taken during school hours. For example, if a medication is prescribed to be taken three times a day, it may be satisfactory to give it before school, after school and before bedtime. Parents must complete the form Administration of Medicines in Kirk Smeaton School (MED 1) before any medicine can be administered.

School staff have the right to refuse to administer any medication, prescribed or non-prescribed. To minimise the potential risk of an allergic reaction school staff should not administer the initial dose of any medication.

Medication must be brought to school in a medical container with a pharmacist's prescription label. The label must be clear and free from alterations or defacement and must show:

- the name of the medication
- the name of the patient
- the dosage
- the expiry date
- specific directions for the administration (e.g. not simply 'as directed' or 'as required')
- precautions relating to the medication (e.g. 'caution, may cause drowsiness' or 'store at given temperature')
- the name of the dispensing pharmacist/doctor.

Prior to administering any medication the member of staff should ensure that the medication prescribed is required by the child at that time and, where possible, a second adult should be present to check the dosage and method of administration against the checklist.

The administration must be carried out according to the instructions provided with the medication. The pupil must take the medication in the presence of the member of staff.

If there are any doubts or queries regarding the medication, the Parent/Carer will be contacted prior to administration.

Storage of Medication

It is recognised that certain medication such as asthma inhalers may need to be immediately available to a pupil. Other medications will be stored securely. First aid boxes will not be used to store medication. Medicines requiring refrigeration may be kept in a closed container within a domestic refrigerator, which must not be accessible to pupils. Under normal circumstances not more than one week's supply of medication should be brought into school at any one time, although pupils on long-term medication may, at the Headteacher's discretion, be provided with up to one month's supply.

Self-Management

School encourages pupils who are mature enough to administer their own medicines under staff supervision.

Refusing Medicine

When a child refuses medicine the parent will be informed the same day.

Disposal of Medicine

Medication that is no longer required will be returned to the child's parent/carer for disposal at the earliest opportunity and this will be recorded in the School's medicine record and witnessed. If this is not possible, unused medication will be returned to a pharmacist.

Educational Visits

School may need to take additional safety measures for outside visits and will work in partnership with parents/carers to do this. Arrangements for the storage, transportation and administration of medication will be taken into account. Staff supervising excursions will be made aware of any special medical needs and relevant emergency procedures; sometimes an adult supervisor or parent might accompany a particular pupil.

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school/centre for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school/centre can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school/centre, or as required

A copy will be given to parents/carers, class teachers/childcare practitioners and a copy will be retained in the medical needs file in the office and the child's individual file. The general medical information sheet given to all staff will indicate that the child has an IHCP. All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupil (see MED 2).

Request to administer medication (Form Med 1)

This information will be held securely and confidentially and will only be shared with those who have a role or responsibility in managing the administration of medication to your child.

This form must be completed by the parent before the request can be considered

Name of School/Setting	
Child's/Young Person's Details Name	DoB
Address	Parent/carer name and contact number
GP's name and contact number	Emergency contact name(s) and number(s)
Details of Medication Medical condition/illness	Medication name and strength
Medication formula (e.g. tablets) and amount given to school/setting (e.g. number of tablets supplied)	Dosage and frequency/time of administration.
Details for storage	Administering instructions
Any known side effects	Date first dose given
	Date last dose given
What would constitute an emergency?	
What to do in an emergency:	
What not to do in case of emergency:	

Parental statement of consent

I (printed name of parent/carer).....

- request and give my consent to school/setting administering this medication in accordance with the prescriber's instructions
- confirm that the information and instruction given is accurate and up- to- date
- will inform school/setting in writing of any changes to this information and instructions
- understand that the medication may be given by non-medically qualified staff
- agree to not hold staff responsible for loss, damage or injury when undertaking agreed administration of the medication unless resulting from their negligence
- will abide by the school's/setting's policy and procedure for the delivery and return of medication
- will ensure adequate supply of the medication that is within its expiry date

Signature of parent/carerDate.....

School/Setting-Statement of Agreement

(Name of school/setting) agrees to administer this medication

- in accordance with the prescriber's instructions
- until the end of the course of medication or until instructed otherwise in writing by the parent/carer

Name of ~~headteacher~~/manager (please print).....

Signature of ~~headteacher~~/managerDate.....

NB ~~Headteacher~~/Manager must establish that the appropriate knowledge, training and insurance requirements for the giving of this medication are met before agreement is given

If more than one medication is to be given then a separate form must be completed for each

IHCP (Form Med 2)

This information will be held securely and confidentially and will only be shared with those who have a role or responsibility in managing the administration of medication to your child.

Name	
Date of this assessment	
Allergies or condition	
Symptoms of initial reaction	
What constitutes as an emergency?	
What not to do in the event of an emergency	
Who to contact in an emergency?	
What medication should be given and when?	
Side effects of the medication?	
Special requirements e.g. dietary needs, pre-activity precautions	
Check;	
<ul style="list-style-type: none">• Contact details on sims• Check medication date	