



**SUPPORTING CHILDREN WITH MEDICAL
CONDITIONS**

**QUEEN BOUDICA
COMMUNITY PRIMARY SCHOOL**

Supporting children with medical conditions at Queen Boudica Primary School

Queen Boudica Primary School aims to provide an environment for all children that will enable them to access all areas of the curriculum. Therefore, appropriate adjustments and extra support is provided to ensure that pupils with medical conditions are able to participate fully in school activities. The school understands that there will be occasions when medicines will need to be administered by school staff in order that children may attend school.

We note that there is no legal requirement for schools to administer medicines; however the Governing Body have decided to offer this facility under the following conditions.

- A child that is unwell should be kept at home, and all medication administered by the parent/carer. Children experiencing episodes of sickness or diarrhoea should be kept at home for 48 hours after the last event.
- Parents are encouraged to attend school to dispense medicine during the school day where this is at all possible.
- Non-prescription medicines for chronic conditions such as regular hay-fever may be administered on receipt of the completed permission form (which are renewed annually each September – see Appendix 1), and after agreement by the Headteacher. Such medicines must be clearly labelled with the child's name, the correct dose, and any written instructions provided by the manufacturer. These medicines will only be accepted in their original container.

Roles and Responsibilities

The Governing Body

- Must ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The Governing body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- Will ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need.
- Must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.
- Will ensure that risk assessments are completed by a designated person for all children with medical conditions in school where relevant, and for school trips and activities outside the normal school day.
- Will ensure that Individual Healthcare Plans are in place for those children on long term, regular medication, and that these plans are reviewed at least annually. (see Appendix 2)

The School

- Will ensure that when staff receive medicines, they have been labelled correctly and that an appropriate form has been completed by the parent/carer and signed by the Headteacher. All medicines must be administered in accordance with the written instructions of the parent/carer.
- Will make sure that current permission forms are kept in the 'Managing Medicines in Schools' file in the school office, and doses are recorded where necessary. Expired permission forms are stored centrally in a file in the school office.
- Will make all staff working with children with medical needs aware of the child's condition, including supply teachers. Where necessary, all staff will be made aware of children with medical needs.
- Will ensure there are cover arrangements in place in case of staff absence/change of staff.

Parents/Carers will

- Provide medicines in the original container, labelled with the child's name and dosage.
- Inform the school about any medical conditions and medication required while at school,
- Collect medicines from the school office at the end of the day/course.
- Ensure all medicines are in date and are responsible for disposal of all expired medication.
- Notify school of any changes in their child's condition/medication needs.
- Complete all necessary paperwork relating to their child's medical needs.

The Children

- With written permission from their parents, will be able to administer their own medication under the supervision of an adult.
- With asthma inhalers will keep these in their class trays and self-administer when needed under the supervision of an adult.

Staff Training and Support

- All staff responsible for administering medication will be asked to familiarise themselves with the 'Managing Medicines in Schools' document (DFES March 2005) This document is held in the School Office.
- All staff working with children with medical conditions need to have relevant training to deal with specific conditions and be competent before they take on responsibility for supporting children with medical conditions.
- The school will provide relevant paediatric first aid training for specific members of staff.
- Training for specific medicines eg Epipen dispensing will be provided by the Health Improvement Team.
- Specialised training will be provided in conjunction with Healthcare Professionals where necessary.
- A designated person is responsible for ensuring staff training is kept up to date and relevant.

Record Keeping

- All children with a serious medical condition will need an Individual Healthcare Plan (IHP) drawn up with the school and parents/carers and where necessary a Healthcare Professional.
- Parents and Healthcare Professionals will agree when an IHP is appropriate. The Headteacher will make the final decision about whether an IHP is required.

- Individual Healthcare Plans will be reviewed termly to ensure they hold up to date information.
- All medication that is administered in school must be logged on the child's medicine record which is kept in the School Office. This must be signed by the member of staff administering the medication and counter-signed by the witnessing member of staff. In some cases individual logs will be kept for specific children.
- All first aid incidents are logged in the first aid book when treated.
- Parents/Carers should be informed if their child has been unwell at school.

Prescribed medications

- Prescription medicines that cannot be dispensed with dosage frequencies outside of school time will be administered by agreement of the Headteacher after completion of the necessary consent form by the parent/carer (see Appendix 3). The labelled medicine should be provided to the school in its original container, clearly labelled with the child's name, the correct dose, the expiry date and the written instructions provided by the subscriber.
- All medicines are held in a locked cupboard in the school office or, if required, in a secure school fridge.
- Written permission needs to be given by parents/carers in order for the school to administer prescribed medications, clearly stating the dose and when it should be given.
- Asthma inhalers need to be clearly labelled with the child's name, and stored safely, with any spacers, in the child's class tray. It is the responsibility of the parent/carer to ensure these remain in date. A register of inhaler users will be kept in the school office.
- Allergies - anaphylactic shock – Epi-pens should be provided to the school by the parent/carer, in a box with the child's name, date of birth and colour photograph clearly displayed. It is the responsibility of the parent/carer to ensure that these medicines remain in date. A copy of the child's NHS individual Management Plan together with the parent'/carers' consent form should be included within the box. The box will be kept in the school office.
- All medication that is administered in school must be logged on the child's medicine record which is kept in the School Office. This must be signed by the member of staff administering the medication and counter-signed by the witnessing member of staff. In some cases individual logs will be kept for specific children.
- All medications must be collected by the parents at the end of the day/course.

Emergency Procedures

- All staff will be aware of emergency procedures relating to specific children with medical conditions.
- Emergency procedures for children with Individual Healthcare Plans (IHP) will be shared with relevant staff, and displayed in an agreed area of the child's classroom.
- Other children in the class should be made aware in general terms of signs to look for in an emergency and to inform a member of staff if they feel help is needed.
- An ambulance will be called in all emergency situations.
- All parents/carers give permission for emergency medical treatment when children join the school.

- A member of staff will accompany a child to hospital in the event that a parent/carer is unable to do this. They will remain with the child until the parent/carer has arrived.

Day trips, residential visits and sporting activities

- Parents/carers of children with inhalers will need to ensure that their child has an inhaler with them if required.
- All other medicines will need to be held by a designated member of staff, who should have copies of the appropriate permission forms.
- Separate permission forms are provided for trips where the pupil is away from home overnight. These will include the administering of mild pain killers or 'travel-sickness' tablets and other medications required where necessary.
- It is the responsibility of the parent to provide adequate medication for all day and residential trips.
- Additional risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. Advice will be sought from parents/carers and relevant Healthcare Professionals to ensure pupils can participate safely.
- The school will consider what reasonable adjustments need to be made to enable children with medical needs to participate fully and safely on visits and sporting activities according to their own abilities.
- All children will be included in all visits and sporting activities with any reasonable adjustments being made, unless evidence from a clinician such as a GP states that this is not possible.

Appendix 1 -

Record of non-prescribed medicine administered to an individual child

Name of school/setting	QUEEN BOUDICA PRIMARY SCHOOL	
Name of child		
Date medicine provided by parent	/ /	
Class		
Name of medicine		
Expiry date	/ /	
Dose and timing of medicine	Dose:	Time:
	Dose:	Time:

Staff signature _____

Signature of parent _____

Signature of Headteacher _____

Record of non-prescribed medicine administered to child named above

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of staff prescribing:			
Name of staff witness:			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of staff prescribing:			
Name of staff witness:			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of staff prescribing:			
Name of staff witness:			

Appendix 2 -

Queen Boudica Primary School

Individual Healthcare Plan

Child's name

Class

Date of birth

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

Phone no (home)

(mobile)

(work)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Describe what constitutes an emergency

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What to do in case of emergency

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Emergency Contacts

Contact Name	Relationship to child	Phone number	Alternative Phone number

Other information

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Staff training needed/undertaken – who, what, when

What training is needed?	Who needs to do the training?	Who will deliver the training?	Training completed (date)	Refresher training needed

Plan developed with

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Appendix 3 - Parental agreement for school/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.

Name of school/setting	QUEEN BOUDICA PRIMARY 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	/ /
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No
Procedures to take in an emergency	

Contact Details

Parent/Carer Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	The School Office Staff

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

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

Signature(s) _____

Date _____

Headteacher _____

Date _____

Record of prescribed medicine administered to child named above

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of staff prescribing:			
Name of staff witness:			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of staff prescribing:			
Name of staff witness:			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of staff prescribing:			
Name of staff witness:			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of staff prescribing:			
Name of staff witness:			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of staff prescribing:			
Name of staff witness:			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of staff prescribing:			
Name of staff witness:			