POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

College Road
Primary School

April 2023

Policy for supporting students with medical conditions and for the administration of medicines

1. The staff of College Road Primary School wish to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.

2. College Road Primary Schools insurance will cover liability relating to the administration of medication.

3. The School Leadership Team and each teacher will be responsible for:

- Ensuring procedures are followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change).
- Ensuring procedures are followed when a student moves to the school mid-term or when a student has a new diagnosis
- Monitoring and reviewing these procedures The Head will ensure that in the above instances the SLT is informed and together they will liaise with the staff for appropriate training and support to be put in place.

4. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:

- The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons.
- Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional.
- Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff. Each class has a folder in which the individual health care plans for children in their class are kept. Kitchen staff are also made aware of any food allergies which may cause health problems e.g. nut allergy, dairy allergy Arrangements for written permission from parents for medication (Parental Agreement Form).
- Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable. Teachers take all emergency drugs with them on a trip and this info is recorded in the Risk Assessment.

- The designated individuals to be entrusted with the above information.

5. The Head will have the final decision on whether an Individual Health Care Plan is required taking into account the advice from the school nursing team or other healthcare professionals.

Students with asthma

6. Parents of children with asthma will be asked to complete an asthma plan and a parental agreement form all of which will be copied to the teacher. This information will be noted on the child's SIMS record and the original kept in the office. They will also be required to supply an asthma inhaler to be kept in the classroom.

7. College Road Primary School holds an emergency inhaler and spacer for the treatment of an asthma attack in the event that a child cannot access their own one.

8. Where it is appropriate to do so, students will be encouraged to administer their own asthma inhaler. Parents/carers will be asked to confirm in writing if they wish their student to carry their asthma medication with them, otherwise it will be kept in class. Pupils are not allowed to carry any medications with them except for their asthma inhaler.

9. The Head will be responsible for ensuring the following:
- Instructing all staff on the symptoms of an asthma attack.
- Instructing all staff on the existence of this policy.
- Instructing all staff on how to access the inhaler.
- Making all staff aware of who are the designated staff and how to access their help.

10. The Head will be responsible for ensuring that designated staff:
- Recognise the signs of an asthma attack and when emergency action is necessary.
- Know how to administer inhalers through a spacer.
- Make appropriate records of attacks.

11. A designated member of the First Aid Team will be responsible for the storage, care and disposal of asthma medication.

12. A designated member of the Admin Team will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's file.

13. A member of the Admin Team will be responsible for ensuring parents are informed when the emergency inhaler/spacer has been used.

Students with anaphylaxis

14. Parents of students with anaphylaxis will be asked to complete, a parental agreement form and a health care plan all of which will be copied to the teacher. This information will be noted on the child's SIMS record and the original kept in the office. They will also be required to supply an adrenaline auto-injector for the school office.

15. The Head will be responsible for ensuring the following:
- Training for all staff on the symptoms of an anaphylaxis attack.
- Instructing all staff on the existence of this policy.
- Instructing all staff on how to check the pupil medical.
- Instructing all staff on how to access the pupil's auto-injector.
- Making all staff aware of who are the designated staff and how to access their help

16. The Head will be responsible for ensuring that designated staff:
- Recognise the signs of an anaphylaxis attack and when emergency action is necessary.
- Know how to administer the auto-injectors.
- Make appropriate records of attacks.

17. A member of the Admin Team will be responsible for ensuring that there has been written consent from parents for the administration of the emergency auto-injector. The emergency auto-injector will only be available for students who have been diagnosed with anaphylaxis and have been prescribed an auto-injector and for whom parental consent has been given. This information shall be recorded in the student's file.

18. The Head will be responsible for ensuring parents are informed when the auto-injector has been used.

THE ADMINISTRATION OF MEDICINE

19. The Head will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.

20. Any parent/carer requesting the administration of medication will be signposted to the school website where a copy of this policy will be available.

21. Prescribed medication will be accepted and administered in the establishment if the prescription states that it is required 4 times a day. If it is only required 3 times a day, we ask parents to give morning, pick up time and bedtime doses unless they are booked for After School Club which finishes at 5.30pm.

22. Non-prescription medication will only be accepted and administered in the following circumstances: the pupil has an ongoing condition which is treated with non-prescribed medication, for pain relief, allergy relief, travel sickness, eye drops. Non prescribed

medications will only be administered once a day unless there are exceptional circumstances. Medication should be age appropriate e.g. no Aspirin for under 16's unless prescribed.

23. Prior written parental consent is required before any medication can be administered.

24. Only reasonable quantities of medication will be accepted (no more than one week's supply).

25. Each item of medication should be delivered in its original dispensed container and handed directly to the office staff.

26. The school will not accept items of medication which are in unlabelled containers or not in their original container.

27. Unless otherwise indicated, all medication to be administered in the school will be kept in the first aid cabinet or fridge.

28. Pupils can administer their own medication if appropriate under staff supervision e.g. eczema creams.

29. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.

30. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance.

31. When training is delivered to school staff, the school will ensure that a training record is completed for inclusion in the medical records. This is for both insurance and audit purposes. Full training and refresher training is offered to staff for Emergency and Paediatric first aid. Any specific training for individual conditions (anaphylaxis, epilepsy, diabetes, asthma, etc.) will be commissioned by the Head as appropriate.

32. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.

33. This policy will be reviewed at least every three years and will be monitored by the Head teacher on behalf of the governing body.

Attachments:

- ✓ Parental Agreement Form to administer medication

College Road
Primary School

College Road Primary School

College Road, Keyham, Plymouth, Devon . PL2 1NS .
Telephone: (01752) 567660 Fax: (01752) 605236
Headteacher: Mrs C Francis-McLeod
email: college.rd.primary.school@plymouth.gov.uk
www.collegeroadschool.co.uk

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

Name of Child: _____

Date of Birth: _____

Year: _____

Reason for medication: _____

Medicine

Name/Type/Quantity of Medicine (as described on the container):	
Date dispensed:	
Expiry date of medication:	
Number of days to be administered:	
Dosage and method:	
What time is medication to be given:	
Special Precautions: (before or after food?)	
Are there any side effects that the school/setting needs to know about?	
Self Administration:	Yes/No (delete as appropriate)
Procedures to take in an Emergency:	

Parents Contact Details

Name:	
Mobile No:	
Relationship to Child:	

I confirm that I give my permission for College Road Primary School First aid staff to administer the medicine to my son/daughter during the time he/she is at College Road Primary School and the medicine is required.

I will inform the school immediately, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of these supplies appropriately. The above information is, to the best of my knowledge, accurate at the time of writing.

Parent’s Signature _____ Date _____