Medical Conditions and Medicines in School Policy

All staff, governors, parents/carers and members of Birches Green Infant School community will be made aware of and have access to this policy.

Introduction
Section 100 of the Children and Families Act 2014 places a duty on governing boards of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The governing board of Birches Green Infant School will ensure that these arrangements fulfill their statutory duties and follow guidance outline in ‘Supporting pupils at school with medical conditions’ April 2014’.

Staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with long-term medical needs, promote regular attendance and minimise the impact on a pupil’s ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Organisation
The governing board will develop policies and procedures to ensure the medical needs of pupils at Birches Green Infant School are managed appropriately. They will be supported with the implementation of these arrangements by Head teacher and school staff.

The leads for the management of medicines at Birches Green Infant School are Barbara Humphries and Kate Wildman (Inclusion Lead). In their duties staff will be guided by their training, this policy and related procedures.

Insurance
Staff who follow the procedures outlined in this policy are covered under the LA insurance policy.

The BCC fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, have been provided with adequate training, and are following guidelines. For the purposes of indemnity, the administration of medicines falls within this definition and hence the staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice, indemnity means the Council and not the employee will meet the cost of damages should a claim for alleged negligence be successful.
Implementation monitoring and review
All staff, governors, parents/carers and members of the Birches Green Infant School community will be made aware of and have access to this policy. This policy will be reviewed annually.

Prescription Medicines
Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may call into the school and administer medicine to their child, or they may request that a family member or friend comes to school to administer the medicine if it is to be administered four times a day. Only medicines to be taken four times a day, and which are for a long-term or re-occurring illness will be administered by school staff.

The Headteacher or a member of the Leadership Team must first agree the administration of the medicine if it is for a re-occurring or long-term illness. The parent or guardian must supply the medicine in the original pharmacist’s packaging clearly labelled including the child’s name and details for administration and possible side effects to the school office. Parents must also complete a ‘Parental agreement to administer Medicine’ form (see Appendix 1).

Staff will use the “Record of Medicine administered to an Individual child” form (see Appendix 2) to record the details of any medication administered. Medication will always be administered by two members of staff.

The lead person for management of medicines in school will also use the “Record of Medicine administered to all children” form (see appendix 3) to keep an overall record of medicines administered within the school each year.

Inhalers
Inhalers are kept in the Year group stock cupboards in separate boxes for each class. If the child leaves the school premises, on a trip or visit, the inhaler is taken by the adult in charge or the First Aider. It is the parent’s responsibility to ensure the medication is within the ‘use by’ date and replaced when necessary.

Epi-pens
Each diagnosed child should have an Epi-pen which is kept in the Head Teacher’s office in a clearly labelled separate cupboard. Epi-pens are stored in boxes with a photo of the child on the outside. The majority of adults in school have received training by the school nurse to enable them to administer the epi-pen in emergencies. This training is updated every year.

Non-prescription Medicines
Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration.

Sunscreen is not a medicine and children are welcome to use this on sunny days to protect against sunburn. However the sunscreen should be clearly labelled with the child’s name and children must self-administer. Emollient creams for eczema can be self-administered, where possible. Where cream has been prescribed as part of a long term medical condition and children are not yet confident to apply it themselves staff may assist. Staff are not permitted to apply any cream unless it is prescribed as part of a long term medical condition.
Paracetamol
Paracetamol may be used as pain relief for children under the age of 10, if a GP/Consultant/Dentist/Nurse Practitioner/School Nurse has prescribed its use and parental consent is gained. Circumstances that might warrant the use of pain relief include where this forms part of the care for a longer term medical condition. Details of the pupil’s condition and the requirement for on demand pain relief must be documented on the pupils Care Plan. In addition to the protocol for the administration of paracetamol detailed above the school will:

- Regularly review the requirement for pain relief; pain relief should not be given routinely each day. The review will be detailed on the pupils Care Plan.
- Ensure the time of the last dose is recorded

Paracetamol may not be administered for ad-hoc unknown pain/fever etc. If the school is in any doubt if symptoms warrant pain relief the school nurse will be contacted for further advice.

The school will administer non-prescription travel sickness medication where the medication is clearly labelled with the child’s name and a medicine form with details of administration has been completed.
All other non-prescription medication will not be administered at school and pupils should not bring them to school for self-administration.
The majority of medication lasts 4-6 hours, therefore non-prescription medication can be administered at home prior to the start of the school day and it will last the duration of the school day.
A parent or guardian may attend school to administer additional doses if necessary.

If the pupil has an adrenaline auto-injector (Epi-pen) in school and their symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then their adrenaline auto injector will be administered without delay and an ambulance called. If the child does not have an adrenaline auto-injector and their symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms an ambulance will be called and parents will then be informed that an ambulance is on its way.

Mild Allergic Reaction
Every effort will be made by the school to identify and reduce the potential hazards/triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. Prescribed antihistamine will be administered for mild reactions as detailed above.

Severe Allergic Reaction
An adrenaline auto injector should be used immediately in a severe reaction (see Pupils Individual Health Care Plan for details). If in doubt about the severity of an allergy reaction, Administer the adrenaline auto injector and call an ambulance immediately and then contact parents.

Hayfever
Piriton for the treatment of hay fever, parents should administer antihistamine before the pupil starts school, it is not necessary for schools to administer antihistamine for the treatment of hay fever.
Admissions
When the school is notified of the admission of a pupil with medical needs the Class Teacher and the Lead for Managing Medicines will complete an assessment of the support required. This might include the development of a Care Plan and additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible. However the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

Impaired mobility
Providing the approval of the GP or consultant has been given there is no reason why children wearing plaster casts or using crutches should not attend school. Safeguards and restrictions will be necessary on PE, practical work or playtimes to protect the child or others. A risk assessment will need to be completed before the child returns to school. This will usually be completed within 24 hours of notification of the impaired mobility.

School staff
Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of a teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with medical condition needs help.

Birches Green Infant school will ensure that a sufficient number of staff have received the appropriate type and level of training and support (as advised by the appropriate Healthcare professional). The names and locations of all trained First Aiders in School are displayed around the building including the type of qualification and the expiry date of their qualification.

The training will be sufficient to ensure staff are competent and have confidence in their ability to support pupils with medical conditions and to fulfil the requirements as set out in individual care plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Birches Green Infant School will work in partnership with any relevant healthcare professionals, parents and pupils and where appropriate, social care professionals and local authorities.
Birches Green Infant School will also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials needed.

Parents should provide the school with sufficient and up-to-date information about their child’s medical needs. They may, in some cases, be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child’s individual care plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.
Storage and Access to Medicines
All medicines apart from emergency medicines (e.g. inhalers) are kept in a clearly labelled cupboard in the Head teachers office. Medicines are always stored in the original pharmacist’s container which is placed in an individual container labelled with a photo of the child and contact information. In the event that a pupil requires emergency medication that must be kept securely, staff will be fully briefed on the procedures for obtaining the medication in an emergency.
Emergency medicines such as inhalers are kept in the year group stock cupboards between classrooms. Staff must ensure that emergency medication is readily available at all times i.e. during outside PE lessons and educational visits.
Medicines that require refrigeration are kept in the Staffroom, clearly labelled in an airtight container.

Record Keeping
The school will ensure that a record is made of every dose of medicine administered in school. This record is completed by the person that administers the medicine on the reverse of the Medicine form. (See Appendix A)
A parent or guardian will be informed if their child has been unwell during the school day.

Emergency Procedures
In a medical emergency, first aid is given, and if the condition is deemed life-threatening, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephone in the school office.
If a child needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives. If a parent/carer does not arrive before the ambulance needs to leave then the member of staff will accompany the child in the ambulance to the hospital and wait until a parent/carer arrives.

Pupils taking their own medication
For certain long-term medical conditions, it is important for children to learn how to self-administer their medication, but this will always be supervised by a member of staff.
Appropriate arrangements for developing a pupil’s independence in self-medication should be agreed with medical professionals and recorded in the pupil’s Care Plan. Parents should complete the Medicine Form indicating the consent for pupil self-administration.

Medicines on Educational Visits
Staff will administer prescription medicines to pupils with long-term conditions when required during educational visits. Parents should ensure they complete a consent form and supply a sufficient supply of medication in its pharmacist’s container. Non-prescription medicines (apart from travel sickness medication) cannot be administered by staff and pupils must not carry them for self-administration.

Pupils with long-term medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

On residential trips it may be necessary to administer medication which is usually managed by the parent. The same procedures as outlined above will apply in terms of consent forms to be completed by the parent and any relevant training for staff provided. Again, pupils with
medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the residential visit.

**Employee Medicines**
An employee may need to bring their medicine into school. All staff have a responsibility to ensure that their medicines are kept securely and that pupils will not have access to them, e.g. locked desk drawer or staff room.

Staff who appear to be under the influence of alcohol or any other substance that is likely to affect their ability to care for children would be removed from the location. Please see Staff Handbook for further details.

Staff who are taking medication are only allowed to work directly with children if medical advice confirms the medication is unlikely to impair their ability to do so.

**Complaints**
Issues arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Head teacher. If the issue cannot easily be resolved the head teacher will inform the governing body to seek resolution.

Reviewed March 2017

Signed ..............................

Next review date March 2018