

St. Margaret's C.E.



# **St. Margaret's C of E. Primary School**

**Administration of medicines in  
school and supporting medical  
conditions in school**



## **Rationale**

It is our aim at St Margaret's to provide each and every child with 'A Place to Become'; developing as a centre of excellence, providing quality care and education for the children.

To achieve this, it is vital that we ensure that pupils with medical needs receive health related support to fully include them in school life.

This policy has been written using the latest DFE statutory guidance Supporting Pupils at School with Medical Conditions, September 2014 and advice from Oldham Health and Safety.

Good attendance is encouraged at St Margaret's, but illness related to ongoing health needs has a significant impact on this. This policy aims to encourage good attendance for all pupils.

There are many reasons why children may need to be administered medicine in school. This may be on a long or short term basis, for acute or chronic illness, or to control a medical condition. This policy and procedures will apply for any of these situations.

## **Procedures**

- Medicines will only be administered at St Margaret's where it is essential and detrimental to a child's health if the medicine were not administered during the school day.
- **School will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.**
- These medicines must be in the original container and labelled with the child's name, medicine name, dosage and date.
- School will encourage parents to ask for dose frequencies that allow the medication to be taken outside the school day, particularly in the case of short term medical needs such as a course of antibiotics, eg. antibiotics to be taken three times per day that can be taken outside of school hours where possible.
- When it has been agreed that it is necessary for a child to receive medication in school, it will only be administered if an Individual Healthcare Plan (IHCP) plan has been completed that is signed by the child's parent or guardian and countersigned by an SLT member.
- Individual Healthcare Plans (IHCP) will be updated as regularly as needed and at least annually in the case of long term medication.

- In relation to safeguarding children, school will support parents in monitoring the effects of any medication on the child to ensure that it is effective.

### **Authorised Persons**

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.

The Head Teacher, in consultation with the Governors, is responsible for the implementation of this policy. Either the Head Teacher or member of SLT will liaise with parents and staff about the administration of IHCPs. They are also able to make the decision about who is the most appropriate member of staff to administer the medication on a day to day basis. This is likely to be the child's key-worker or class TA.

The Head teacher will ensure that training is given to ensure that staff are able to implement the policy and administer medication effectively.

### **Responsibility of the parent/guardian**

The parent/guardian is responsible for:

- supplying the school with adequate information on the illness and medication in order to complete an Individual Healthcare Plan.
- completing and signing an IHCP and 'Consent to Administer Medicine' form
- ensuring the medication is handed to the office in the original container with the dispensing pharmacy's label and any instructions
- ensuring medicines that need to be taken home each day are collected by a responsible adult at the end of the school day.
- informing school, in writing of any changes to the medication or dosage
- disposing of medicines in a safe manner when no longer required or out of date.



## **Roles and Responsibility of school staff**

There is no requirement for staff to administer medication. However, if it is necessary for a child to take medicine in school, all staff have a duty of care and SLT should ensure that there is a completed IHCP and consent form and an agreed person to administer the medication.

It is responsibility of SLT to gain enough information about the illness and circumstances to judge whether it is necessary for the child to take medicines in school. This may involve requesting information from health professionals such as the school health advisor or pediatrician. This will be shared with relevant staff.

When administering medication staff are responsible for:

- following school policy and procedures
- ensuring an IHCP plan and consent to administer medicine form has been completed and signed by the parent/guardian prior to administering the medicine
- following the instructions on the IHCP
- recording details of when the medicine was administered, by whom and any adverse reactions
- informing parents when the medicine has been administered, in most instances this information will be passed on at the end of the school day.
- raising any concerns regarding the effects on the child of the medication

## **Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

## **Storage**

All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises eg school trips.

Each child should have a box (plastic, with lid and clearly labelled with child's name) for storing commonly used medicine such as inhalers and eczema creams along with completed individual healthcare plan (IHCP) plans. These will be kept safely in classrooms and easily accessible to children.

Occasionally it may be necessary for medicine to be stored in a refrigerator (situated in the key stage one locked kitchen). In these circumstances the medicine must be in the original container that is clearly labelled and stored in the refrigerator (situated in the key stage one locked kitchen). Any antibiotics that are required to be administered in school will also be stored in the key stage one locked kitchen to minimise the risk of a person with an allergy coming into contact with them. Other medicines eg (epipen) will be stored in class in a medical cupboard, placed high enough to be out of reach of the children, but not locked in line with statutory guidance.

At the end of each academic year, the teacher must ensure that all Individual Healthcare Plan (IHCP) are passed to the next teacher and that all medicines are sent home.

### **Record Keeping**

Records of each time a medicine is administered will be kept. There is a medication frequency chart on the back of each IHCP which must be completed as necessary. Parents will be informed when their child has received medication, unless this is a daily or very frequent occurrence as in the case of inhalers and eczema creams. If a child refuses to take their medicine parents will be informed at that time.

### **School Trips**

The appropriate medication and associated IHCP will be taken on school trips. This will be carried by a designated member of staff. The same procedures and responsibilities apply as on the school premises.

### **Injections and invasive procedures**

It is unlawful for staff to administer prescribed medication by injection unless for the purpose of saving life in an emergency, and invasive procedures will only be undertaken if included in an IHCP. Suitable training will be given if these procedures are likely to be required.

### **Asthma**

As in the case of any other additional need, pupils with asthma are encouraged to take a full part in school life, including physical activity. All teachers and support staff know which children in their class have asthma and there is a register of all medical needs held in the school office. This school follows the local authority asthma policy for schools and the administration of asthma individual healthcare plan follows the above guidelines and procedures.

All asthma inhalers should be correctly labelled with the child's name and class. Emergency medicines such as asthma inhalers should not be kept locked away but

always in the vicinity of the relevant pupils. At breaktime/lunchtime the child will have access to inhalers, supported by a member of staff.

### **Paracetamol Products**

Children are not permitted to bring paracetamol products into school. If a child requires paracetamol, parents or carers may visit school at the appropriate time to administer the medication. Even though a parent may come to administer medication, it is important that school are aware of dose given and any adverse reactions that may occur.

### **Staff Individual Health Care Needs**

Staff must keep all medication products, for their own individual healthcare needs, safely stored and away from children. They should inform SLT and staff they are working with, where medication is stored.

### **Emergency Procedures**

Where a child has an Individual Healthcare Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. School will need to make sure that the emergency services are clear of our whereabouts, as Satellite Navigation devices are not always reliable.

*This policy may change regularly and at short notice depending on current Health and Safety guidance.*

# **Templates**

**Supporting pupils with medical  
conditions**

**(taken from DfE guidance, Supporting  
Pupils with Medical Conditions, May 2015)**

**Individual Healthcare Plan**

Name of school/setting

ST MARGARET'S CE PRIMARY SCHOOL

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

**Family Contact Information**

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

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**Clinic/Hospital Contact**

Name

Phone no.

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|  |

**G.P.**

Name

Phone no.

|  |
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|  |
|  |

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

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

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Daily care requirements

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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

### 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

Name of child

Date of birth

Group/class/form

Medical condition or illness

|                                  |
|----------------------------------|
|                                  |
| St Margaret's C E Primary School |
|                                  |
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|                                  |
|                                  |

#### **Medicine**

Name/type of medicine

*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

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Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

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**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           | St Margaret's C E Primary School |
| 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

Date

Time given

Dose given

Name of member of staff

Staff initials

|   |   |   |
|---|---|---|
| ✓ | ✓ | ✓ |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

Date

Time given

Dose given

Name of member of staff

Staff initials

|   |   |   |
|---|---|---|
| ✓ | ✓ | ✓ |
|   |   |   |
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|   |   |   |
|   |   |   |

Date

Time given

Dose given

Name of member of staff

Staff initials

|   |   |   |
|---|---|---|
| ✓ | ✓ | ✓ |
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|   |   |   |

Date

Time given

Dose given

Name of member of  
staff

Staff initials

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## Record of medicine administered to all children

Name of school/setting St Margaret's CE Primary School

| <b>Date</b> | <b>Child's name</b> | <b>Time</b> | <b>Name of Medicine</b> | <b>Dose given</b> | <b>Any reactions</b> | <b>Signature of staff</b> |
|-------------|---------------------|-------------|-------------------------|-------------------|----------------------|---------------------------|
|             |                     |             |                         |                   |                      |                           |
|             |                     |             |                         |                   |                      |                           |
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|             |                     |             |                         |                   |                      |                           |

**Staff training record – administration of medicines**

|                            |                                  |
|----------------------------|----------------------------------|
| Name of school/setting     | St Margaret's C E 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

### 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

## **Letter inviting parents to contribute to individual healthcare plan development**

Dear Parent,

### 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 the 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 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 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

