



# **Flockton CE (C) First School**

## **Policy and statement of arrangements for supporting children with medical needs.**

Written by: E. Bulmer  
Reviewed by: Resources committee  
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# Policy and statement of arrangements for supporting children with medical needs

The governors, head teacher and staff of Flockton CE (C) First School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.

We have adopted the ChYPS policy and guidance Supporting Children and Young People with Medical Needs and outline below the detailed arrangements for implementing the policy in Flockton CE (C) First School

The administering of medicines by staff is voluntary. The head teacher will accept responsibility for members of staff giving or supervising pupils taking prescribed medication or carrying out prescribed procedures during the school day where those members of staff have volunteered to do so. She will ensure that members of staff receive adequate information, instruction and training to ensure their competency to carry out their roles safely and effectively.

The acceptance of this responsibility is within the context of the previously mentioned policy. The head teacher will consider, in each case, the nature of the medication to be administered, any potential risks and all other relevant information before deciding in a particular case that medicine can be administered. Where there is concern that the child's needs cannot be met, the head teacher will seek further advice from medical professionals and appropriate LA Officers.

The head teacher will ensure that appropriate aspects of this policy / guidance are communicated to all relevant parties including staff, parents, children and others.

## 1. Roles and responsibilities

Roles and responsibilities will be in accordance with the previously mentioned policy.

We have set out school / specific roles / duties briefly below:

a. The designated teacher with responsibility for children with medical needs is:

**Mrs Emmaline Bulmer (Head Teacher)**

Her role is outlined as follows:

- Oversee the giving of medication or supervision of a child taking it.
- Develop an understanding of the nature of the condition through consultation with parents and health professionals.
- Identify when and where extra attention is required to support the child.

b. Other staff members with specific duties are outlined below:

Name	Qualification	Date awarded	Date to be renewed
Andrea Carter	Paediatric First Aid	28.06.19	28.06.22
Michelle Craig	First Aid at Work	26.06.19	26.06.22
Lia Hough	Paediatric First Aid	31.01.18	31.01.21
Andrea Meichan	Paediatric First Aid	28.01.20	17.01.23
Davinder Sangha	First Aid at Work	19.01.18	16.01.21
Emily Hurst	Paediatric First Aid	03.10.19	03.10.22

## 2. Detailed organisation/arrangements

The arrangements and detailed procedures are set out in the main policy document. We have detailed the specific school/setting arrangements briefly below.

Administration of:

a) Non prescription medicines: Following LA guidelines, non prescription medicines are not to be brought in to school.

- b) **Prescription medicines:** Under normal circumstances only prescription medicine will be given to a child. Where four doses of a prescribed medication is required school will administer one dose provided the parent/carer signs the authorisation form (see Appendix 3) which is kept in the school office with the medical cabinet.

If a completed medicine form is not received the parent will be contacted, and medicine may administered on that day if parental consent given. A medicine form should be sent home that day. Medicine may only be given on the following day if a completed form is received. Completed forms are kept with the First Aid kit in the office.

All medication must be delivered to school by the parent/carer/ responsible adult and handed in to the office. It must be in a prescribed container labelled with the child's name. It must then be collected from school at the end of the school day.

Parents/carers will be made aware through the head teacher's newsletters and the school prospectus that medicines must be delivered to school by the parent/carer/ responsible adult and handed in to the office. Medicine must not be entrusted to a child

Medicine will be administered by a First Aider. In the absence of a First Aider the Head Teacher, or the teacher in charge will administer the medicine.

The member of staff giving the medicine must check:

- That the pupils name is on the medicine
- That written instructions have been received
- The prescribed dose required
- The expiry date of the medicine

If staff are in doubt the medication must not be given until all details have been checked and the full details known.

Each time a pupil is given medication the Medicine Form must be signed by the person administering the medicine.

If a child refuses to take medicine, or the administration is missed; and the information provided by the parents indicates that the child is at great risk then the parents must be contacted immediately.

If a child refuses to take medicine or the administration is missed; and the information provided by the parents indicates that the child is not at great risk then the parents must be contacted as soon as possible.

- c) **Self-administration by pupils**

Pupils may be allowed to take responsibility for self-administration of medicines. If this is the case it must be part of the written agreement with the child's parents/carer and the school. In addition to parental consent, medical advice with regard to self-administration by the child should be available and noted in the written agreement. This is not be considered as an alternative to parental consent ( Appendix 3) In some circumstances it will be necessary for children to keep their medicines on their person at all times e.g. reliever inhalers

### **3. Children with chronic or complex medical needs**

Some children suffer from chronic medical conditions, which may require urgent action to prevent a possible life-threatening situation from developing. The following chronic or potentially life threatening medical conditions are commonly found amongst the school age population:

- Anaphylaxis (severe allergic reaction)
- Epilepsy
- Asthma
- Diabetes.

In these cases it will usually be necessary to draw up an individual health care plan (see appendix)

#### **4. Employees training and record keeping:**

Staff are trained in the use of the epipen for anaphylaxis. Training is led by the school nurse and updated on an annual basis.

Date of last training: 02.09.19

Date of next training: September 2020

#### **5. Emergency procedures - detailed arrangements, roles and responsibilities:**

All staff know what action to take in the event of a medical emergency. Detailed arrangements in the case of anaphylaxis are included in the anaphylaxis healthcare plan and are available near both telephones in school.

#### **6. Food management - re food allergies and intolerances:**

Staff, the school kitchen and breakfast club are made aware of any children with food allergies. A meeting with parents is arranged to determine whether a school meal can be provided to children with allergies and/or food intolerances. Healthcare plans are shared with staff, the school kitchen and breakfast club staff. Healthcare plans identify any measures needed regarding food management in curriculum areas (science, food technology, craft etc...)

#### **7. Safe storage of medicines:**

Medicines are stored in the locked medicine cabinet outside Class 3. Medicines needing refrigeration are kept in the fridge in the staffroom. Asthma inhalers are kept by the children in their classrooms. Two epipens are kept on site; one in the classroom and one in the break-time rucksack. In both locations, the locations are clearly marked to aid quick access.

#### **8. Record keeping - consent, health care plans etc.:**

All prescription medicines requiring administration in school need a completed consent form. These are located in the medical needs file in the main office and can also be downloaded from the school website. All healthcare plans contain a record of medicines, dosage, delivery and timings. Healthcare plans are on display in the child's classroom, the staffroom and, in the case of food allergies/anaphylaxis, in the school kitchen. Healthcare plans are also stored in the Headteacher's office and in the medical needs file located in the main office.

#### **9. Off-site activities and home to school transport:**

Individual risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. We understand that there may be additional medication, equipment or other factors to consider when planning residential visits. We will consider additional medication and facilities that are normally available at school.

#### **10. Disposal, hygiene and infection control:**

Parents are asked to collect and dispose of out-of-date medication.

#### **11. Risk assessment and risk management procedures:**

Healthcare plans incorporate any risk assessments required for specific conditions such as food allergies / anaphylaxis.



# Template A: individual healthcare plan

Name of school/setting

Flockton CE (C) First School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

## Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

## Clinic/Hospital Contact

Name

Phone no.

## G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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

Daily care requirements

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

Form copied to

## Template B: 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	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Date to be administered from/to	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**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 staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that the administering of medicines by staff is voluntary. I understand that if medication is not administered I will be informed by school as per the policy.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_



# Template C: record of medicine administered to an individual child

Name of school/setting	
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			

**C: Record of medicine administered to an individual child (Continued)**

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



## Template E: staff training record – administration of medicines

Name of school/setting

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 \_\_\_\_\_