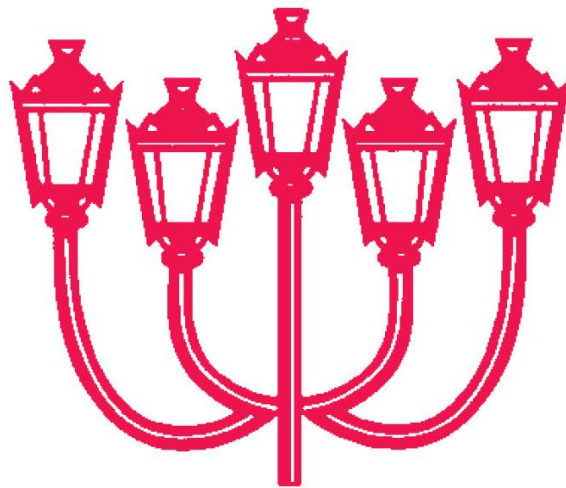


Stockton-on-Tees Borough Council

Thornaby CE Primary School

Medication in School Policy



Mission Statement:

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

With God's help we work together to enrich learning, enhance life, to build a future of hope for everyone.

Supporting Pupils at School with Medical Conditions Policy

Policy Statement

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported while at Thornaby Church of England Primary School so they can play a full and active role in school life, remain healthy and achieve their academic potential.

Relevant (need to know) staff will be aware of individual children's medical conditions and the plan that is in place to support them including what to do in an emergency.

The school understands the importance of medication and care being managed as directed by health care professionals and parents. Only *prescribed* medication will be administered.

Staff involved in the administration of medicines and provision of support to pupils with medical conditions will be suitably trained.

The named member of school staff responsible for this medical conditions policy and its implementation is Gill Grosvenor

On Admission to School

All parents / carers will be asked to complete an admissions form advising of any medical conditions for which their child may require support at school.

Individual Health Care Plans

Individual healthcare plans and their review may be initiated in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child.

Individual health care plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, eg school, specialist or children's community nurse who can best advise on the particular needs of the child.

Pupils may also be involved whenever appropriate. The aim is to capture the steps which Thornaby Church of England Primary School will take to help the child manage their condition and overcome any potential barriers to getting the most from their education.

Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

For the start of the new school year, or on receipt of a new diagnosis of a medical condition, every effort should be made to ensure that suitable arrangements are put in place within two weeks.

Schools do not need to wait for a formal diagnosis before providing support to pupils. In cases where a medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based upon the available evidence. This would normally involve some form of medical evidence and consultation with

parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support is put in place.

Relevant (need to know) members staff will be made aware of individual health care plans. A central register of individual health care plans will be held by the school and they shall be reviewed at least annually and more frequently if required.

A copy of the current individual health care plan will be held by the parent / carer / school and where relevant, a health care professional. The individual health care plans will accompany the child on any out of school activities.

Administration and Storage of Medication in School

Only medicines which have been prescribed for a child will be administered in school.

Parents should ensure that, wherever possible, medication is prescribed so that it can be taken outside the school day.

Should medication be required to be administered at school, parents / carers must complete an ***Administration of Prescribed Medicines in School Consent Form*** .

Medication cannot be administered without signed consent.

The completed Administration of Prescribed Medicines in School Consent Form and the prescribed medication should be handed by the parent/carer to (designated member of staff)

Medicines will only be administered if they are provided in its original container complete with a pharmacy label showing the child's name, dosage instructions and any relevant storage instructions. The product must be in date. The exception to this is insulin which must still be in date but will generally be provided to schools inside an insulin pen or pump, rather than in its original container.

The school will make sure all medication is stored safely and that pupils with medical conditions know how to access them. In the case of emergency medicines they will have access to them immediately.

Parents are asked to collect all medications / equipment at the end of the school term, and to provide new and in date medication at the start of each new term.

Parents must let the school know immediately if their child's healthcare needs change.

Parents/ carers are responsible for replenishing supplies of medicines and collecting no longer required / out of date medicines from school.

Children where competent can administer their own medicine. Parents will be requested to notify the school when this is the case (and request if this is to be supervised or not). Parents / carers will also be required to request in writing if they wish their child to carry their own medication with them in school.

The school will keep an accurate record of all medication they administer or supervise administering, including the dose, time, date and staff involved. If a medication is not administered the parent / carer will be notified.

Disposal of Medication

If parents do not collect out of date / no longer required medicines within 14 days of being requested to do so the medicine will be returned by the school to a pharmacy for destruction.

Out of School Activities / Extended School Day

The school will meet with parents, pupil and health care professional where relevant prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed to support a child with a medical condition to participate. This should be recorded in child's individual health care plan which should accompany them on the activity.

Risk assessments are carried out on all on all out of school activities taking into account the needs of pupils with medical needs. School will make sure a trained member of staff is available to accompany a pupil with a medical condition on an offsite visit.

APPENDIX 1

Form 1 - Individual Healthcare Plan

For pupils with medical conditions at school

(NB prescribed medicine in school consent form must also be completed)

Name of school / setting	
Child's name	<input checked="" type="checkbox"/> <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/>
Group / class / form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name 1	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	
Name 2	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	

Clinic / Hospital Contact

Name	
Address	
Phone no.	

G.P.

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

Daily care requirements

Specific support for the pupils 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

APPENDIX 2

Form 2 - Parental agreement for setting to administer medicine

The school or setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that 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 (as described on the container)	
Expiry date	
Dosage and method of administration	
Timing	
Special precautions / other instructions	
Are there any side effects that the school / setting needs to know about?	
Self-administration - y/n	
Procedures to be taken in an emergency	

Nb. Medicines must be brought 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]

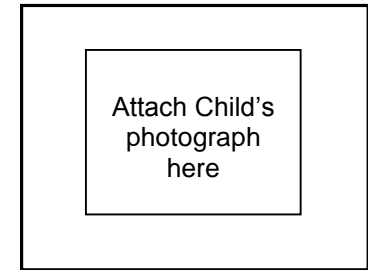
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school / setting staff administering medicine in accordance with the school / setting policy. I will inform the school / setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

Signature(s)

Date



Form 3.

Name of school / setting				
Name of child				
Group / class / form				
Medicine received				
Date medicine received from parent				
Quantity received				
Name and strength of medicine				
Dose and frequency of medicine				
Expiry date				
Staff signature				
Print name				
Medicine returned				
Quantity returned				
Returned to (signature)				
Print name				

Date										
Time Given										
Dose Given										
Staff Signature										
Print Name										

Date										
Time Given										
Dose Given										
Staff Signature										
Print Name										

Date										
Time Given										
Dose Given										
Staff Signature										
Print Name										

Date										
Time Given										
Dose Given										
Staff Signature										
Print Name										

Date										
Time Given										
Dose Given										
Staff Signature										
Print Name										

APPENDIX 4

Insurance Indemnity Treatment Table

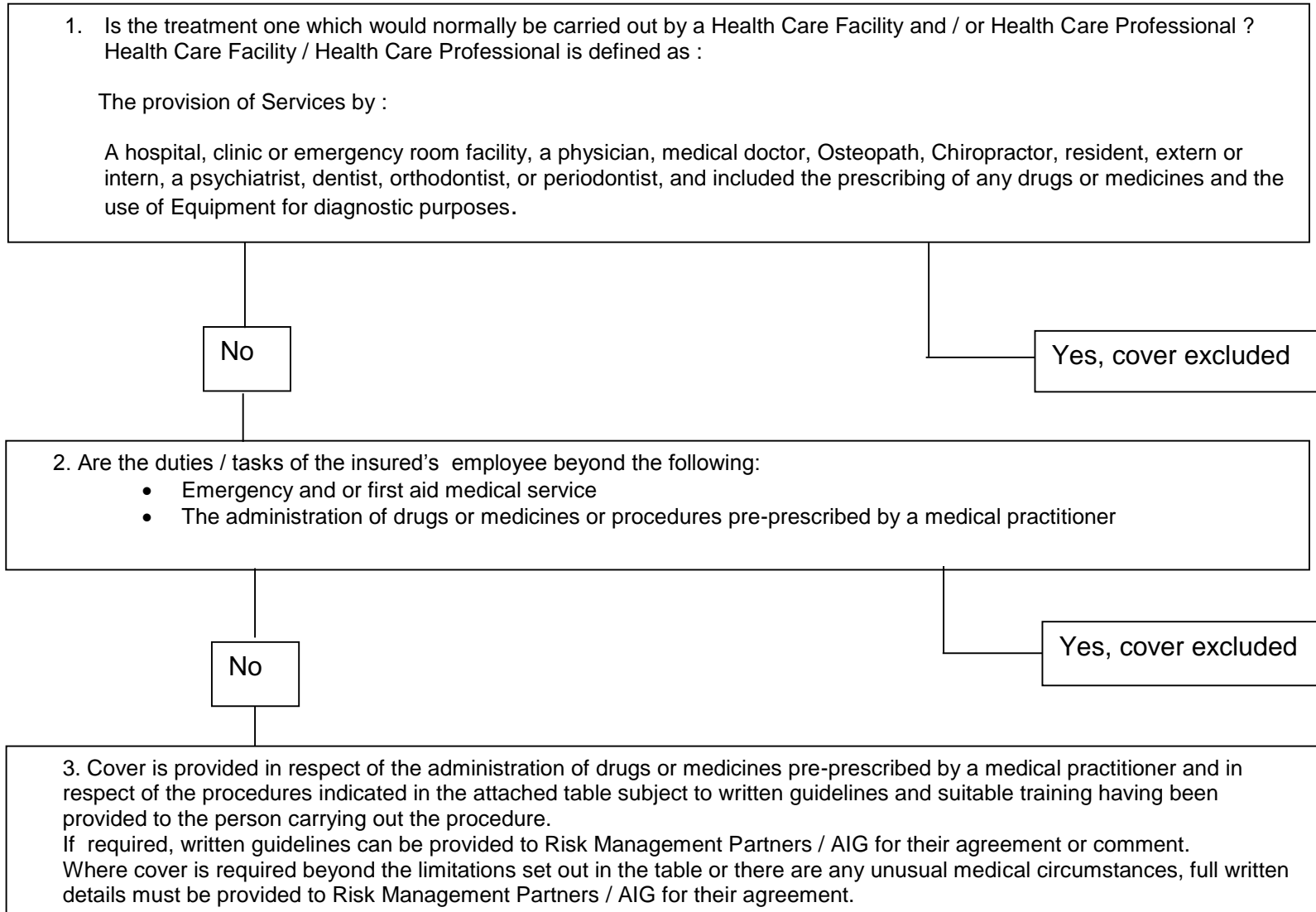
The treatment table details the procedures where cover is provided under Stockton Borough Council's Public Liability indemnity. Procedures not covered by this table would need to be referred to the Council's insurers for consideration. Cover would not apply to Health Care Professionals. Academys would need to ensure that their Public Liability Insurance covers this extension.

Procedure / activity / use of	Cover Available
Acupuncture	No
Anal plugs	No
Apnea monitoring	Yes, in respect of monitoring via a machine following written guidelines. There is no cover available in respect of visual monitoring
Bathing	Yes, following training and in accordance with written instructions
Blood samples	Yes, but only by Glucometer following written guidelines
Buccal Midazolam	Yes, following written guidelines
Bladder washout	No
Catheters	Yes, following written guidelines for the changing of bags and the cleaning of tubes. There is no cover available for the insertion of tubes
Colostomy / Stoma care	Yes, following written guidelines in respect of both cleaning and changing bags.
Chest drainage exercise	Yes, following written health care plan provided under the direction of a medical practitioner.
Dressings	Yes, following written health care plans for both application and replacement of dressings
Defibrillators / first aid only	Yes, following written instructions and appropriate training
Denture Cleansing	Yes, following appropriate training
Ear syringe	No
Ear / nose drops	Yes, following written guidance
Enema suppositories	No
Eye care	Yes, following written guidelines for persons unable to close eyes.
First aid	Yes, should be qualified first aiders and applies during the course of the business for the benefit of employees and others.
Gastronomy tube – peg feeding	Yes, cover available in respect of feeding and cleaning following written guidelines but no cover available for tube insertion
Hearing aids	Yes, for assistance in fitting / replacement of hearing aids following written guidelines
Inhalers and nebulisers	Yes, for both mechanical and held following written instructions
Injections	Yes, but only for the administering of pre-packaged dose on a regular basis pre-prescribed by a medical practitioner and written guidelines
Medipens	Yes, following written guidelines with a pre-assembled epipen
Mouth toilet	Yes
Naso-gastric tube feeding	Yes, following written guidelines but cover is only available for feeding and cleaning the tube. There is no cover available for tube insertion or re-insertion which should be carried out by a medical practitioner.

Insurance Indemnity Treatment Table

Procedure / activity / use of	Cover Available
Occupational therapy	No
Oral medication	Yes, subject to being pre-prescribed by a medical practitioner and written guidelines. Where this involves children, wherever possible, Parent / Guardians should provide the medication prior to the child leaving home. A written consent form will be required from the Parent / Guardian and this should be in accordance with LEA procedure on medicines in schools etc. Similar consideration should be given when asked to administer 'over the counter' medicines.
Oxygen - administration	Yes, but only in respect of assisting user following written guidelines, ie, applying the mask.
Pessaries	No
Reiki	Yes
Physiotherapy	No
Pressure bandages	Yes, following written guidelines
Rectal midazolam in pre-packaged dose.	Yes, following written guidelines and two members of staff must be present.
Rectal diazepam in pre-packaged dose	Yes, following written guidelines and two members of staff must be present
Rectal Paraldehyde	No
Splints	Yes, as directed by a medical practitioner.
Suction machine	No
Syringe drivers – programming of	No
Suppositories	No, other than rectal diazepam and midazolam
Swabs – external	Yes, following written guidelines
Swabs – internal	No, other than oral following written guidelines
Toe nail cutting	Yes, following written guidelines.
Tracheostomy	No, cover is only available for cleaning around the edge of the tube only following written guidelines.
Ventilators	Yes, following written guidelines

Risk Management and Medical Malpractice Decision Tree



1. Departmental guidance and advice

- [Special Educational Needs Code of Practice](#)
- [The Early Years Foundation Stage](#) - sets out specific requirements on early years settings in managing medicines for children under 5 years of age
- [Working together to safeguard children](#) - statutory guidance on inter-agency working
- [Safeguarding children: keeping children safe in education](#) - statutory guidance for schools and colleges
- [Ensuring a good education for children who cannot attend school because of health needs](#) - statutory guidance for local authorities
- [Drug advice for schools](#) - published by DfE/Association of Chief Police Officers, this document provides advice on controlled drugs
- [Home to school transport](#) - statutory guidance for local authorities
- [Equality Act 2010: advice for schools](#) - to help schools understand how the Act affects them
- [School Admissions Code 2012](#) - statutory guidance that schools must follow when carrying out duties relating to school admissions
- [Health and safety](#) - advice for schools covering activities that take place on or off school premises, including school trips
- [Alternative provision](#) - statutory guidance for local authorities and Headteachers and governing bodies of all educational settings providing alternative provision
- [First aid](#) - departmental advice on first aid provision in schools
- [School exclusion](#) - statutory guidance for maintained schools, academies and pupil referral units (PRUs)
- [School premises](#) - departmental advice to help schools and local authorities understand their obligations in relation to the School Premises Regulations 2012
- [Mental health and behaviour in schools](#) - departmental advice to help schools identify and support those pupils whose behaviour suggests they may have unmet mental health needs
- [Department for Education](#) - contact details

2. Associated resources and organisations - wider government

- [NHS Choices](#) - provides an A to Z of health conditions and medicines
- [Managing children with health care needs](#) - delegation of clinical procedures, training and accountability issues - published by the Royal College of Nursing in 2008, this document highlights the clinical procedures which could be safely taught and delegated to unregistered health and non-health qualified staff
- [Getting it right for children, young people and families](#) - provides information on the Department of Health vision for the role of the school nurse
- [The NHS Information Prescription Service](#) - part of NHS Choices, this service provides personalised information on health conditions that parents may wish to share with schools
- [Health and Safety Executive](#) - this website covers schools (state-funded and independent), further education establishments and higher education institutions.
- [School trips and outdoor learning activities: dealing with the health and safety myths](#) - provides information for managers and staff in local authorities and schools

- [Standards for medicines management \(2010\)](#) - produced by the Nursing and Midwifery Council this document sets standards for nurses, including over delegation of the administration of medicinal products
- [Healthy child programme 5 to 19](#) - this good practice guidance sets out the recommended framework of universal and progressive services for children and young people to promote health and wellbeing
- [Directors of children's services: roles and responsibilities](#) - statutory guidance for local authorities with responsibility for education and children's social services functions
- [Commissioning regional and local HIV sexual and reproductive health services](#) - guidance for commissioners of HIV, sexual and reproductive health services: includes prevention, treatment, information, advice and support
- [Protocol for emergency asthma inhalers in schools](#)
- [Department of Health](#) - contact details

3. Associated resources and organisations - external

- [Advice about emergency healthcare plans](#)
- [The School and Public Health Nurses Association](#) (SAPHNA) is dedicated to the health of children and young people in their communities
- [HeadMeds](#) - provides information about mental health medication for young people and to answer the difficult questions that young people may have about their medication but may not feel comfortable asking an adult or professional about
- [Medical conditions at school partnership](#) - includes an example school policy, a form for a healthcare plan, other forms for record keeping, and information on specific health conditions
- [The Council for Disabled Children \(2014\)](#) has published 2 practical handbooks to help local authorities, schools, early years settings and health providers develop policies and procedures to ensure that children with complex health and behavioural needs can access education, healthcare and childcare:
 - [Dignity and Inclusion](#): making it work for children with complex health care needs
 - [Dignity and Inclusion](#): making it work for children with behaviour that challenges
- [The Health Education Trust](#) (HET) - promotes the development of health education for young people
- [Mencap](#) provides support to people with learning disabilities, their families and carers
- [Contact a Family](#) provides support to the families of disabled children whatever their condition or disability
- [UNISON](#) - offers advice, support and help for school support staff at work, as well as providing training opportunities and welfare services

4. Associated resources and organisations – medical conditions

- [Diabetes UK](#) – supports and campaigns for those affected by or at risk of diabetes
- [Children’s Heart Federation](#) - a children’s heart charity dedicated to helping children with congenital or acquired heart disease and their families in Great Britain and Northern Ireland
- [ERIC](#) (Education and Resources for Improving Childhood Continence) supports children with bladder and bowel problems and campaigns for better childhood continence care
- [Anaphylaxis Campaign](#) - supports people at risk from severe allergic reactions (anaphylaxis)
- [British Heart Foundation](#) - supporting those suffering from heart conditions
- [Little Hearts Matter](#) - offers support and information to children, and their families, with complex, non-correctable congenital heart conditions
- [CLIC Sargent](#) - a cancer charity for children and young people, and their families, which provides clinical, practical and emotional support to help them cope with cancer
- [Sickle cell and Young Stroke Survivors](#) - supports children and young people who have suffered a stroke or at risk of stroke as a result of sickle cell anaemia
- [Coeliac UK](#) - supports those with coeliac disease for which the only treatment is a gluten-free diet for life. The Coeliac UK website offers guidance and advice to everyone involved with supporting a child with coeliac disease in school, including training and tips for caterers as well as parents
- [The Association of Young People with ME](#) - supports and informs children and young people with ME (myalgic encephalomyelitis)/CFS (chronic fatigue syndrome), as well as their families, and professionals in health, education and social care
- [The Migraine Trust](#) - a health and medical research charity which supports people living with migraine
- [Migraine Action](#) - an advisory and support charity for children and adults with migraine and their families
- [Stroke Association](#) - supports families and young people affected by stroke in childhood
- [Young Epilepsy](#) - supports young people with epilepsy and associated conditions
- [Asthma UK](#) - supports the health and wellbeing of those affected by asthma
- [Epilepsy Action](#) - seeks to improve the lives of everyone affected by epilepsy
- [East of England Children and Young People Diabetes Network](#) - provide diabetes guidelines for schools, colleges and early years settings

To access DfE guidance, click [here](#)

This document has been produced by Stockton Borough Council’s Health and Safety Unit, following a multi disciplinary collaboration.
If any faults occur with the links provided, please
Contact the Health and Safety Unit at
HealthandSafetyUnit@stockton.gov.uk
or Tel 01642 - 528197

