



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Committee Responsible:	Teaching and Learning Committee
Person Responsible:	Headteacher
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Signed.....

Date.....



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1. Introduction

Staff in schools do not have a statutory duty to give medicines or medical treatment. However, so that pupils needing regular medication throughout the day don't miss any schooling and to alleviate pain, staff will administer medicines if certain conditions are met. (Para. 2). Also, if there is an emergency, all staff have a common law duty to act for the health and safety of a child in their care by giving medicine or medical treatment.

2. Prescription Medicines

In the majority of cases, doses can be administered by parents before and after school hours. Prescription medicine should only be bought to school when it is essential to administer it during school hours. In this case parents may either call into the school to administer the medicine or staff can do it if the following conditions are observed:

- A '*Medicine Consent*' form (See Appendix) must be filled in and provided to the school by parents or guardians.
- Another form must be submitted each time there is a change in the pattern or dosage of the medicine.
- The medicines must be in the original container and be clearly labelled with the name of the medicine, the child's name, the dosage and other relevant instructions.
- Parents are responsible for making sure the medicine is not out of date.
- The medicine must be handed to a designated person. Only that designated person can administer the medicine to avoid the possibility of a double dose.



Asthma – It is good practice to allow children with asthma to look after and use their inhalers as soon as they are mature enough to do so.

Antibiotics – When three doses a day are required, this can be fitted around the school day by parents. However, when four doses necessary, the designated person is permitted to give one of the doses, if the conditions detailed above are followed.

3. Non-prescription Medicines

Painkillers (e.g. Paracetamol)

Children may have an on-going condition whereby they intermittently suffer pain during the school day (e.g. migraine). Parents can give prior written consent (consent form at Appendix) at the start of the condition, for their child to be administered a specified painkiller by the school staff when necessary. The school will contact parents before the consent is due to run out.

- Pupils are not allowed to bring pain-killers to school for self administration.
- Staff may only administer one dose of painkillers a day and then only if the child is 10 years and over. Children under 10 are either sent home or the parent can come into school to administer a 'Calpol' type of medication
- The member of staff responsible for giving medicines must witness the child taking the medication, make a record of it and inform the parents on the day, stating time and amount of dose.
- Paracetamol must be locked in a cupboard and not in first aid boxes.

Travel sickness medicine - This may be given with parents or guardians written consent, provided it is in its original packaging with manufacturer's instructions included.

Sun block - Not a medicine and must be self-administered by the child after a member of staff has checked that the contents do not contain substances that the child may have an allergic reaction to, e.g. almond.

4. Particular Medical Needs

Parents of pupils with long term or complex medical needs must discuss the matter with the staff who mostly care for the child whilst at school, so that their needs are fully understood. For pupils with significant needs, a 'Health Care Plan' records their requirements and how they will be cared for. This plan must be referred to if the pupil needs first aid. Should an ambulance have to be summoned for the pupil, the crew should be given the plan. (Guidance on chronic conditions is provided in 'Managing Medicines in Schools and Early Years Settings')



5. Storage of Medicines

All medicines, apart from emergency medicines e.g. inhalers, epipens etc. are to be kept in a locked cupboard and stored in their original pharmacist's containers. Relevant pupils must be told where their medication is stored and which member of staff holds the key. When that person is away, a system must be in place and known by other staff for immediately accessing the key. When medicines need to be kept in the fridge, its location in the staff room is considered to be acceptably far enough removed from the pupil environment. The location of stored inhalers and epipens must be known and immediately accessible by all staff.

6. Residential Visits

A designated member of staff is to be identified for residential trips and they are responsible for the secure storage and administration of any medicines whilst away.

7. Record Keeping

When a child is given medicine at school, a record will be kept and will include: type of medicine, amount of dose, name of child, time and date it was given, the person giving it. For legal and medical reasons, records of all medicines (and medical procedures) given to a pupil are kept throughout their stay at the school.

8. Sickness Guidelines for Parents

- Fever – children should not be brought to school.
- Sickness / diarrhoea – children should stay away from school at least 24 hours after being without any further bouts of sickness or diarrhoea.
- Contagious skin infections – children should only return to school 24 hours after their last treatment.
- Infectious diseases – guidelines can be obtained from the GP, Practice Nurse or school office.

END



Appendix

Medicine Consent Form

(Parental consent for school to administer medicine)

The school cannot give your child medicine unless you complete and sign this form, and give it to a designated member of staff.

Name of School:

Date:

Child's Name:

Class:

Name and strength of medicine:

Expiry date:

When to be given and any other instructions:

Number of tablets/quantity to be given:

Daytime phone no. of parent or adult contact:

Name and phone no. of GP:

Review date:

I give consent for school staff to administer the medicine described above to my child 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.

Parent's signature: _____ Print Name: _____

Notes:

- Medicines must be the original container as dispensed by the pharmacy.
- If more than one medicine is to be given, a form needs to be completed for each one.