

Coleham Primary School



Supporting Children with Medical Conditions

Date of policy: June 2016

Review of policy: June 2018

Medical Procedures

There are two main sets of circumstances in which requests may be made to a Head for medicines to be administered to pupils at schools:-

- Cases of chronic illness or long-term complaints, such as asthma, diabetes, epilepsy, cystic fibrosis, anaphylaxis.
- Cases where pupils recovering from a short term illness are well enough to return to school but are receiving a course of antibiotics, other medicine, etc.

A third circumstance is cases where pupils who suffer occasional discomfort such as toothache or period pain may require analgesics (pain relievers).

Principles/criteria relevant to the administration of medicines in schools

Whenever possible, parents should be asked to make arrangements to come into school for arrangements.

Where it is not feasible and/or practicable for parents to administer and the Head is requested to consider administration by the school the following principles apply:-

- A proper written request is made by the parent, by completion of the school's **Record of Medicine Administered to an Individual Child form**.
- It is clearly necessary for the medicine to be administered during school time. This assumes:
 - that the pupil concerned is properly fit to attend school and if not, he/she should be at home (Heads have the power to return home a pupil they consider not to be well enough to be in school).
 - that the prescribed dosage must be given during the school day. If it is sufficient to dose before and after school then the school should not be being asked to administer additional doses during the school day. Parents should be encouraged to ask the prescribing doctor (or dentist) if it is possible for medication to be prescribed in dose frequencies which enable it to be taken outside school hours.
- The administration required is simple and straightforward to undertake.
- All teaching staff (and any other staff the Head considers need to be informed) in contact with the pupil must be sufficiently informed about the pupil's illness to enable them to assist in dealing with health maintenance and emergency situations. Details about the need to administer **medication (what medicines the children are taking and when they are meant to take it) are passed to the teacher via a Medicine Reminder slip placed in the registers**. These are completed by office staff following receipt of a completed written request by the parent. All staff concerned must treat this information as confidential. Particularly for KS1 children, responsibility falls to the teacher to ensure the child has their medication each day, as required.

The parent's written request should be received, preferably delivered by the parents, confirming that it is necessary for the pupil to take medicine during school hours. Oral requests from the pupil or parents should only be acted upon in the most extreme cases.

The request form should also specify:-

- the name of the medication;
- the dosage and time of administration (stating clearly whether timing is critical) and any other specific instructions (e.g. whether medication should be given on an empty stomach).

Where it is agreed to administer, the school should provide the parent with the Parental agreement for school to administer medicine form for completion. The medicine, in the smallest practicable amount should then be brought to school by the parent, not the pupil, and delivered personally to the office staff or appropriate member of staff. These medicines must:-

- be clearly labelled with the pupil's name) the medicine must be in the
- be clearly labelled with the contents) original bottle/packaging in
- be clearly labelled with the dosage) which it was prescribed.

Medicine is administered in the Administration Manager's office. 2 members of staff must be present when having to administer the medication and must sign the 'Record of medicine administered to an individual child' form to verify this.

Administering pain relievers to children:

The school would be acting in loco parentis in providing pain relievers to pupils who suffer discomforts such as headaches, toothache or menstrual pains. To ensure the practice is controlled parents should be contacted prior to any administration of pain relievers.

It should be noted that:-

- Dosage must always be in accord with the instructions specified on the product container.
- It is good practice for the member of staff administering the pain reliever to ensure the pupil swallows any tablets to prevent their accumulation. The pupil should also be asked if they have taken paracetamol or any other medication within the last 4 hours.
- A written record should be kept of the dates and times of each administration on the Medicine Administered to Individual Pupils form.
- In accordance with Shropshire Council guidance, staff are not permitted to administer aspirin to children under 12 years of age, or administer Ibuprofen.

Further procedures affecting all administration of medicines

- Records should be active until a pupil no longer requires the medication, at which point the records would be archived. The parents request form can then be placed in the pupil's personal file. Good record keeping helps to demonstrate that staff have exercised their duty of care and will also help protect staff against litigation if difficulties arise.

- School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date expired medicines. In circumstances where parents fail to remove medicines, they can be taken to a pharmacy for safe disposal.
- When parents collect medicine on a daily basis from the office or staff room, the member of staff handing over the medication should check the medicine record form and notify the parent if the medicine has not been administered that day. This will enable the parent to take steps to catch up missed medication as soon as they are able.

Medicines should be:

- clearly labelled with the date
- With the exception of inhalers and Epi-pens, medicines should be kept in a suitably locked room. Medicines which need to be kept in a refrigerator may be kept in a closed and labelled airtight container within a domestic refrigerator again not accessible to pupils. **Inhalers are kept in the classrooms. Medicines are kept in the locked cupboard within the Reception school office or can be found in the fridge in the staffroom if required to be refrigerated. All medicines will be stored in Tupperware containers and a photograph of the child will be affixed to the container to ensure that the correct medicine is given to the correct child.**
- If there is doubt about how a medicine should be stored the local pharmacist will usually advise.
- A written record should be kept of the dates and times of each administration. It is further recommended that parent signed request forms be kept within the administration record file until such time as the period of medication has finished for reference purposes when necessary. Thereafter the request form should be transferred to the pupil's personal file.
- An individual record of administration sheet should be kept for each pupil on long term medication. This again should be filed on the pupil personal file on completion of the medication.
- Such medicine administration records should be transferred as part of the pupil's personal file to any other schools attended.
- Medicine can be administered by any of the school's trained First Aiders.
- Parents are responsible for informing the school, in writing, if there is any change of dosage.
- Parents are responsible **for making sure the medicine is kept within date** and obtaining fresh supplies of medication.
- Parents are responsible for informing the school if the medication has been stopped by the doctor.
- It should not normally be necessary for non-prescription, or over the counter medication to be brought to school for administration by the school. In rare situations where the school have agreed to administer such medication it must be in

the original container which will have the name of the medicine, the manufacturer's name, the manufacturer's guide on dosage by age range and the expiry date.

- The school should never give medication which is not properly labelled and/or has no clear guidelines on dosage.
- Pupils with asthma who are normally responsible for their medication at home should be responsible for this at school as well.

Individual healthcare plan Coleham Primary School

This form can be used for residential trips and for any children with asthma(who require their medicine in school) or any child who needs to take medication for an extended period. One copy should be kept in the relevant class SEN folder and one copy in the relevant Medical folder.

Name of school/setting	
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	
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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, contra-indications, 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

--

Parental agreement for setting to administer medicine Coleham Primary School

Coleham School 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	
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/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 Child and class	
Date medicine provided by parent	/ / 2016
Name of medicine	
Quantity received and expiry date	
Dosage and time that medicine is to be administered	
Is the timing critical?	
Reason for the medication?	
Reason/time when medicine may not be administered (e.g. when there is not an asthma attack)	
Name and telephone number of the doctor responsible for prescribing the medication	
Possible interaction with any other any other medicines or other pain relievers such as paracetamol	
Emergency contact name and day time telephone number	

Signature of Parent:Staff signature:

Date	/ / 2016	/ / 2016	/ / 2016
Time given			
Dose given			
Name of staff			
Staff Signature			
Child's ID checked			
Witnessed by:			

Date	/ / 2016	/ / 2016	/ / 2016
Time given			
Dose given			
Name of staff			
Staff Signature			
Child's ID checked			
Witnessed by:			

✂.....

Medicine Reminder

Childs name:

.....Class:.....

This child needs to take some medicine at the following time, please remind them

Date: Time:

Thank you

Staff training record – administration of medicines
Coleham Primary School

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [_____] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [_____].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Contacting emergency services Coleham Primary School

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. 01743 362668
2. Coleham Primary School
3. Our Address: Coleham Primary School, Greyfriars Road, Shrewsbury
4. Our postcode: SY3 7EN
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

Coleham Primary School





**Coleham Primary School
Greyfriars Road
Shrewsbury
Shropshire
SY3 7EN**

Ms Claire Jones
Headteacher

**Tel: 01743 362668
Fax: 01743 340442
head@colehamprimary.co.uk**

Date :

Dear Parent/Carer

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. You may have seen a copy of the school's policy for supporting pupils at school with medical conditions. If not, please do look on our website for a copy.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support 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.

Please complete the attached individual Healthcare Plan with as much information as you can provide us with and return it to school as soon as possible.

Remember:

1. It is your responsibility to tell the school about any changes in your child's asthma and/or their asthma medications.
2. It is your responsibility to ensure that your child has their 'relieving' medication with them in school and that it is clearly labelled with their name. You should confirm this with your child's class teacher.
3. It is your responsibility to ensure that your child's asthma medication has not expired.
4. Your child should not be exposed to cigarette smoke.



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