



Brodetsky Primary School
Governing Body Documents



Brodetsky Primary School Policies

Policy Name:
Supporting Pupils with Medical Conditions

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Committee Responsible: PS

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Brodetsky Primary School

Policy for Supporting Pupils in school with Medical Conditions

1. Introduction– An inclusive community

The purpose of this policy is to set out the approach the school will take to the management of medicines, to ensure that no person is placed at risk from the storage, administration and disposal of medication and that pupils with medical needs are able to attend school with as little disruption as possible.

Brodetsky Primary School is an inclusive school that aims to support and welcome pupils with medical conditions and aims to provide all pupils with medical conditions the same opportunities as others at school.

We understand that medical conditions should not be a barrier to learning, so we will ensure that all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency.

Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this. The school aims to include all pupils with medical conditions in all school activities, unless a Risk Assessment cannot mitigate risks linked to the activity. There will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils.

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. In order to provide effective support, we will work co-operatively with other agencies. Partnership working between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, and parents/guardians and pupils is critical. Collaborative working arrangements and partnerships between all those involved will ensure that the needs of pupils with medical conditions are met effectively at our school.

2. School policy and procedures

Brodetsky Primary School accepts responsibility for members of staff who volunteer to administer medicine, supervise children administering their own medicine where appropriate and assist with treatment during the school day and recognises that they do so on a voluntary basis.

The Headteacher is responsible for implementing the school's policy and procedures and should ensure that all parents are aware of these.

This policy sets out the requirements on staff in relation to the administration of medicines, and those medicines which staff will administer, or which pupils may self administer. It confirms the need for prior written agreement from a parent or guardian for any medication, prescription or non-prescription, to be given to a pupil.

Staff who receive medicines from parents or administer them to pupils or oversee a pupil who can self-administer will have appropriate training where required which will be recorded (see Appendix 1) and kept up to date. This training may be through the School Nursing Team or a Healthcare Professional e.g Pharmacist, Nurse or GP.

This will include:

- How to manage a syringe, epipen, inhaler, use creams
- Know when and where pupils can carry and take their own medication;
- Know what records are required
- Understanding the importance of checking: the pupil's name; that there are written instructions provided by the parent or doctor; the prescribed dose and the expiry date of the medicine
- Know where and how to store medication
- Emergency procedures.

Staff who volunteer to assist with the administering of medication and have been authorised by the Headteacher to undertake this task and trained to do so will be covered under the school's employer's liability insurance.

Medicine will be *stored securely in the Campus School Office or Early Years Office. The only exception being self-administered inhalers or medication for emergency use (eg severe allergy medication), which will be stored in the pupils' own classrooms in Years 1-6 or the Early Years Staffroom.

*During COVID restrictions it may be necessary to store some medications in a locked draw in the pupil's classroom due to minimising contacts in Bubbles and avoid travelling through school.

The school will not be held responsible for failure to administer medications.

3. Responsibilities of parents and carers

Parents or guardians should provide the school with full information regarding their child's medical needs, medication requirements and emergency procedures. This should be undertaken in conjunction with the child's GP or paediatrician, as appropriate. Any instructions to the school should be in writing and should be clear, specific and include as much detail as necessary. The prime responsibility for a child's health rests with the parent or guardian; they are responsible for making sure their child is well enough to attend school.

If pupils become unwell at school parents must be contacted as soon as possible as the pupil may need to be collected. It is vital to have relevant home and emergency contact telephone numbers. These details must be regularly updated.

4. Health Care Plans

Schools should always establish a written record of the details of any pupil with special medical requirements at the earliest opportunity; if possible this should be done before the pupil starts or returns to school. This should be in the form of a Health Care Plan (see Appendix 2). In cases where pupils have short term and relatively straight forward medical needs it might be sufficient to record the information in an abbreviated form of the Health Care Plan.

The parent or guardian's agreement to the Health Care Plan should be signed and they should be provided with a copy of the plan if requested. Any changes must be agreed with the parent or guardian and should be recorded in writing. In some instances a parent or child may not wish the GP to provide a school with any information in respect of their child's condition. In these cases the GP will observe such confidentiality and must comply with the parent's or child's wishes.

The Headteacher should ensure that a written Health Care Plan for each child with medical needs is drawn up in conjunction with the parent and SENDCO and Health Care Professional. We may seek further advice from the school nurse, child's GP, Local Authority and other medical professionals where required. Where we need to share information with other staff within a school we will seek permission from the child's parent or guardian or the child. Parents' cultural and religious views will be respected at all times. Input into the Health Care Plan should be sought from everyone with whom the pupil is likely to have contact – e.g. class teacher and school staff who have agreed to administer medication, school health service, escorts/schools transport service where relevant. The plan should be provided to all staff that will have contact with the pupil including, for example, lunchtime supervisory assistants. As the medical information contained within the plan is confidential, the level of information provided to various staff should be carefully shared on a need to know basis.

The plan should also identify what particular training needs will be required for anyone volunteering to administer medicine or care.

5. Teachers and other school staff

A teacher who has a pupil with medical needs in his/her class should understand the nature of the child's condition and when and where that pupil requires additional attention. In particular, staff should be aware if any emergency is likely to occur and what measures they need to take if one does. These measures should be in writing and be readily accessible.

Other school staff such as lunchtime assistants or support staff who may, at certain times, be responsible for children with medical conditions should be provided with sufficient support and advice.

Information and advice should also be provided to the school's first aiders if the pupil's medical condition has implications for any first aid treatment which may be given.

6.0 Provision of medication

6.1 Short term needs:- prescribed medicines

The school will consider requests made by Parents in respect of the administration of medicines when:

- A child suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy.
- A child is recovering from a short term illness but requires a course of medication prescribed by their GP.

- A child requires over the counter medication, for a short term illness or for a minor long term condition (eg hay fever).

Medicines should only be taken to school when essential; where it would be detrimental to a pupil's health if the medicine was not administered during the 'school day'. This would include finishing a course of antibiotics or lotions to minimise the amount of time a pupil is away from school. It is advised that the parent requests that the prescription is such that the pupil does not need to take any medication whilst at school e.g. a dose-frequency of 3 times per day rather than 4 times per day dose. Where this is not possible, the school will try to support the child in maintaining their medication.

Medicines must be provided in an original container (as dispensed by the pharmacist) and include the prescriber's instructions for administration. Prescribers should be encouraged to provide two prescriptions for a child's medication, where appropriate and practicable: one for home and one for use in the school, avoiding the need for the repacking or re labelling of medicines by parents. Any medication brought into school must be clearly marked with the name of the pupil and the recommended dosage. It must be kept secure, unless there are valid reasons for the pupil to keep that medication with them (e.g. asthma inhaler). The Headteacher is responsible for making sure that medicines are stored safely.

School will not accept medicines that have been removed from their original container nor make changes to dosage on parental instructions and/or packaging instructions.

For all medications including those which do not have a medical prescription, there must be a specific prior written permission from the parent/carer (see Appendix 3). Such written consent will need to state the medicine and the dose to be taken. The parent/carer must supply the medicine in the original packaging. Records will be kept which confirm the dose, time and who gave it.

If the school has concerns about the nature of non-prescribed medication or prescribed medication that requires specialist training, the staff may not be able to give the medication until this training is received and bespoke arrangements may have to be discussed. Parents / Guardians will be advised of this immediately and will be consulted on alternative arrangements.

If a pupil suffers regularly from frequent or acute pain the parent/carers should be encouraged to refer the matter to the pupil's GP. School will only administer 3 consecutive days of non-prescribed paracetamol and laxatives and then a doctor's note/prescription will be required.

NO pupil under the age of 16 will be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

6.2 Long-term medical needs

School must have sufficient information about the medical condition of any pupil with long-term medical needs. The parent or guardian should supply such information either prior to a pupil attending school or as soon as the condition becomes known.

School will allow pupils who can be trusted, to manage their own medication from an early age, although parents must give their consent and the pupil must be supervised when taking it and medication must be stored securely.

Pupils do not carry their own medicines however this may be adapted based on individual needs and guidance from medical professionals. Any staff who may come into contact with such a pupil should be provided with suitable and sufficient information regarding the pupil's condition and the medicine they are taking.

Any instructions given to schools in relation to a pupil's medical requirements should be specific and clear enough to avoid the need of requiring school staff to make any judgements about what medication to administer. If necessary the school should arrange a multi-agency meeting with appropriate health care professionals where clear instructions can be obtained and a pupil Risk Assessment can be determined.

If a child's medical needs are such that the dosage, or method of administration of any medication might vary depending on other factors, schools should be provided with explanative charts, diagrams or other printed guidance wherever possible.

If any medical problems arise which are not covered by a pupil's Health Care Plan, or any instances where the details on the Health Care Plan are found to be unclear, the school should contact the pupil's parent or guardian, or seek medical advice before taking any further action unless doing so would put the child at risk.

6.3 Administering medicine

Staff may volunteer to give medicine and assist with treatment. In this case they will be provided with suitable and sufficient training where required, to enable them to carry out their voluntary duties safely and responsibly and should include training on the administering of items such as eye and nose drops. The school will maintain a written record of which member of staff has volunteered to administer which medication and what training each member of staff has received.

Any member of staff giving medicine must check

- the pupil's name;
- that there are written instructions provided by the parent/carer or Health Care Professional,
- the prescribed dose and the expiry date of the medicine.
- That there is written consent from the parent/carer on file

If there is any doubt about these details, or they are not provided, then medication should not be given until the full details are known. Medication should not be administered until full information is provided.

Each time a pupil is given medication, a record will be made, including the date, time, what was administered and, if necessary, details of any problems, which the person administering the medication and a witness must sign. If the child refuses to take the medication, parents will be contacted. There will always be 2 members of staff present when medication is administered.

Where invasive or intimate treatments are required then the person carrying out such a treatment should be of the same gender as the pupil receiving the treatment. One additional adult should be present whilst the treatment is carried out unless intimate care procedures indicate otherwise. Those persons who volunteer to provide intimate or invasive treatments must be suitably trained. Please refer to the intimate care guidance available on Leeds City Council "Infobase" (Quicklink D199).

Where invasive or intimate treatments are required but no member of staff volunteers to provide it, the Headteacher and parents must respect the staff's wishes not to do so and not put any pressure on them to assist in such treatment.

Under no circumstances will any person employed by the school administer medication if they have not received requisite training or authorisation from the Headteacher. If a pupil is at severe risk because their medication cannot be given, the Headteacher must ensure that there are suitable emergency arrangements in place.

6.4 Self Management

Schools should encourage young people to take control of their medication and illness from a young age. The ages that children are able to take control of their medicines varies enormously. It should however be considered that in some circumstances a young person might not ever mature enough to take medical responsibility for themselves at school. As young people grow, develop and mature they should be encouraged to participate in decisions about their medications and to take responsibility.

If pupils are able to take medication themselves, then staff may only need to supervise. Brodetsky's policy is that the only medicines a child would routinely self-administer would be an inhaler or creams. Staff will ensure that oral tablets have been swallowed before the child leaves the office.

Where pupils are prescribed controlled drugs, staff need to be aware that these need to be kept in safe custody. Pupils should be able to access these for self-medication if it is agreed that it is appropriate.

7.0 Refusal to take medicine

If a pupil refuses to take medicine and the information provided by the pupil's parent and/or GP suggests that the pupil is at great risk if they do not take their medication, the parents should be contacted immediately. If a parent cannot be contacted seek medical advice and/or call the emergency services should be called.

Where the information provided indicates that the pupil will not be at great risk if they do not take their medication, but the parent has informed the school that their child should receive their medication, the parent should be contacted as soon as possible.

Parents/ guardians must be communicated with directly and not via a note sent home with the pupil. Records of the conversations should be kept and the school may wish to follow this up with a letter.

8.0 EpiPens and asthma inhalers

Brodetsky Primary School will provide for the emergency treatment of anaphylaxis. Relevant staff will be trained in the use of the epipen and these will be stored (not locked away) in the classroom or close to the classroom where there is easy access if required. Epipens will be taken to PE and on School Trips.

Epipens need to be stored in a dry area with a constant temperature. They are fragile and can become ineffective if they are knocked or become too cold. Where possible a minimum of two

epipens should be kept on site in the event that one fails. The use by date of each pen must also be monitored to ensure they are within the effective date for use.

Parents / guardians must inform the school if their child requires an inhaler. Older pupils are able to self administer their own medication and parents / guardians should be part of this process. Inhalers will be labelled with the child's name and kept in classrooms where the children can easily access them and will be taken to PE and school trips.

Inhalers for younger pupils who are unable to administer their own medication should be kept in a safe place in the classroom and labelled in the same manner as any other medication. In the case of an asthma attack the inhaler would need to be administered urgently so all staff working with the child must be aware of the location of all inhalers. The storage of inhalers need to be well managed and the distance between where the pupil is situated and where the inhalers are stored must also be considered. Parents / guardians should request an extra inhaler from their family doctor so that this can be left at the school premises. School will not allow inhalers for one pupil to be used by another and must only allow each inhaler to be used by the pupil it is prescribed for.

9 School trips and sporting activities

9.1 School trips

Pupils with medical needs will be encouraged to participate in school trips as long as the safety of the pupil, other pupils and/or staff is not placed at significant risk.

It may be necessary for a school to take additional measures for outside visits. This may include:

- additional staff supervision;
- adaptations for bus or coach seats and entrances;
- provision of secure cool-bags to store medicine;
- provision of properly labelled single dose sets.

When planning trips and visits which will include a pupil or pupils with medical needs, all persons supervising the trip should be made aware of the pupils' medical needs and any emergency procedures that may be needed (unless the parent/guardian does not give their prior consent to do this).

The location to be visited should be made aware that persons with medical needs are included in the party, if this is practicable and if the parents have consented (e.g. on a visit to a museum an appropriate member of the museum staff be made aware of any potential difficulties that may arise – such as a member of the party being epileptic). Where it is unlikely that any difficulties will occur there is no need to inform the place to be visited.

If a pupil's medical condition will be aggravated by the place being visited they should not be permitted to go – or take them to an alternative place.

If there is any doubt regarding a school trip the school should discuss the trip with the parent and also, if necessary, seek medical advice.

9.2 Sporting activities

Most pupils with medical needs should be able to participate in sporting activities either as part of the curriculum or as an extra-curriculum activity.

However, some children will need to take precautionary measures prior to and/or during exercise and may need immediate access to medication afterwards.

Any members of staff supervising pupils involved in P.E. and sporting activities must be aware of the relevant medical conditions and emergency procedures for any pupil with a medical condition who is participating in the lesson or activity either actively or as an observer. For extra-curriculum activity or after hour P.E. lessons, where a pupil with a medical need is participating, the level of supervision should be assessed, and it may need to be increased.

10.0 Storage & disposal of medicines

10.1 Storage of medicines

Medicines may cause harm to anyone for whom they were not prescribed. They may also be harmful for the person for whom they were prescribed if that person takes an incorrect dose. Some medicines are poisons, others can become poisons when they react with other substances.

The Control of Substances Hazardous to Health (COSHH) Regulations require that no person is placed at risk from the use of any hazardous substances. A medicine is a hazardous substance, to those administering the medication and those who may inadvertently be exposed to it. Where a medicine may be thought to be non toxic or non poisonous, it should still be classed as being toxic to avoid any confusion.

All controlled drugs will be kept in an approved (meet with the requirements of the misuse of drugs regulations) lockable receptacle . This must be locked at all times except when being accessed for the storage of medication or the administration to the named recipient.

Lockable receptacles must be:

- Of robust construction
- Made of steel
- Securely bolted to the floor or wall
- Kept in a room or building that is alarm protected.

Ideally it should be locked by a key and a combination lock together. This will allow a master key to be fastened to the inside of the receptacle and only the head teacher or nominated person to have the combination code to unlock in an emergency. The integrity of using only a combination lock cannot be guaranteed.

Keys, should be kept to a minimum and only held by individuals who have legitimate authority to access the medicine cabinet. These will never be given to an unauthorised person, left on hooks, in desks or out on display.

- Large volumes of medicines will not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual pupil.
- Medicines should be stored strictly in accordance with product instructions
- Pupils should know where their own medicines are stored and who holds the key.
- All emergency medicines, such as asthma inhalers and epipens, should be readily available to pupils and not be locked away.
- Few medicines need to be refrigerated. These can be kept in a refrigerator with food but they must be in an air tight container and clearly labelled. There should

be restricted access to a refrigerator holding medication. When the staff room is not occupied – depending on the risk assessment undertaken by the Headteacher – the room or the fridge may be locked so that access is denied to everyone except those authorised by the Headteacher.

- Medicine will be stored in original containers which are labelled with:
 - the name of the person for whom the medicine is prescribed;
 - the name and constituents (if known) of the medicine;
 - the prescribed dose;
 - the time the prescribed dose is to be taken;
 - who to contact in an emergency;
 - the expiry date of the medicine;
 - the name of the person or organisation responsible for prescribing the medicine;
 - any likely side effects for the person taking the medicine (e.g. harmful or toxic if swallowed, harmful by inhalation, harmful if in contact with the skin or eyes).

Some medicines can have serious ill health effects on those giving the medicine, produce harmful vapours, some can be corrosive or produce dermatitis; some can sensitise those giving the medicine, some people may already be sensitive to the medication – particularly those who suffer from eczema or asthma. Staff who volunteer to administer medicine which has been assessed as being a sensitiser should be asked if they have respiratory or skin problems. If they have, the Headteacher should seek an alternative volunteer. Volunteers should be provided with suitable personal protection such as disposable gloves, face mask, etc. Should a volunteer become sensitised to a particular medication they should cease to administer it and again the Headteacher should seek an alternative volunteer. Such reactions, however, are rare.

11.2 Disposal of medicines

Under no circumstances should a school dispose of any prescribed medicine or the container from which it came. The parent of the pupil for whom the medicine was provided must collect all empty containers, surplus medicines and out-of-date medicines. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

11.3. Disposal of sharps

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the pupil's GP or paediatrician. Collection and disposal of the boxes should be arranged with Leeds City Council's Environmental Waste Disposal Unit.

DEFIBRILLATOR LOCATION – sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. A defibrillator is located in the Site Manager's Office.

Appendix 1

Staff training record – Medicines administration – Brodetsky Primary School

Staff 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 (please state how often)

Trainer's signature: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Date: _____

Suggested Review Date: _____

Appendix 2 - Healthcare Plan

Name of School/Setting _____

Pupil's name _____

Group/Class/Form _____

Date of Birth _____

Pupil's Address _____

Medical Diagnosis or Condition _____

Date _____

Review date _____

CONTACT INFORMATION

Family contact 1		Family contact 2	
Name		Name	
Phone No. (work)		Phone No. (work)	
(home)		(home)	
(mobile)		(mobile)	

Clinic/Hospital contact	GP
Name _____	Name _____
Phone No. _____	Phone No. _____

Staff Training Needs & Details of Training Provided:

Describe medical needs and give details of pupil's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (State if different for off-site activities)

Form copied to:

Appendix 3: Brodetsky Primary School: Request for school to administer short-term medication (one form for each medicine)

Staff at Brodetsky Primary School will not be able to take medicines from you or give your child medicine unless you complete and sign this form.

Surname.....Forename.....
.....

Address.....
.....

Condition.....
.....

Date.....Class.....

Medication

PRESCRIBED

Name/type of medication (as described on the container with child's name)

.....

If there is not a stated dose ie if it is prescribed 'As Required' this must also be signed for daily.

Signed Day 1.....

Signed Day 2.....

Signed Day 3.....

NON –PRESCRIBED - Will only be given for 3 consecutive days. Parent or Carer must sign each morning

Name/type of medication (as described on the container)

.....

Signed Day 1.....

Signed Day 2.....

Signed Day 3.....

Full directions for use:

Dosage and method

.....

Timing

.....

Special precautions

.....

Side effects

.....

Contact details

Name Relationship to pupil

.....

Daytime telephone number Mobile number

.....

Address (if different to above)

.....

I understand that I must deliver the medicine personally to the office and accept that this is a service that the school is not obliged to undertake. The school will not be held liable for any injury or death arising directly or indirectly from or out of the administration of the requested medication by appointed staff members, other than through the Council's negligence.

Signature.....Date.....

Appendix 4: Brodetsky Primary School: Confirmation of the school's agreement to administer medicine /medication record (one sheet for each medicine except inhalers)

Date	Pupil's name	Parents informed?	Time	Name of medication	Dose given	Any reactions	Staff initials								

Appendix 5

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number
2. Give your location as follows: (insert school/setting address)
3. State that the postcode is
4. Give exact location in the school/setting (insert brief description)
5. Give your name
6. Give name of pupil and a brief description of pupil's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone