



BRIGHTLINGSEA SCHOOLS

SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS GUIDANCE (Incorporating the Medicine Policy)

Brightlingsea Infant School and Nursery and Brightlingsea Junior School are committed to ensuring that children with medical needs receive proper care and support in our school settings (including Kids Club).

We understand that parents with children with medical needs may need additional assurances to feel confident that our schools can provide effective support for their child's medical needs and safety. We will work closely with parents and relevant medical professionals to ensure that we receive appropriate advice and listen to and value the contribution made by parents.

We aim to enable regular attendance in our school. Our systems and procedures are designed to ensure children's safety and wellbeing.

Responsibilities

- Our Governing Bodies have responsibility for policy and have regard for guidance outlined in the Department for Education's guidance 'Supporting pupils at school with Medical Conditions' and in the Local Authority Health Safety and Wellbeing Policy. (This policy has been adopted by our schools.)
- The Governing Bodies must ensure that arrangements are in place in school to support pupils with medical conditions and to ensure that such children can access and enjoy the same opportunities at school as any other child.
- The Headteacher is responsible for putting the policy into practice. Day to day decisions will fall to the Head or, in her absence, to the Deputy Head Teacher or senior member of staff.

Training

Our schools have a rolling programme of training to ensure that relevant staff receive regular training to respond effectively to children's medical needs. The Headteacher has overall responsibility to ensure staff receive appropriate training at appropriate intervals. Schools must ensure that there are sufficient members of support staff employed and trained to administer prescribed medicines.

Teachers' conditions of service do not include giving or supervising a pupil taking medicines, however teachers can offer to undertake training to respond to emergency situations e.g. epi-pen, asthma.

- Individual staff members who have agreed to administer medication should follow documented procedures.

Communication

It is the responsibility of Parents/Carers to notify our school about their child's medical condition, changes to the plan and/or if the medical condition ceases. Parents will be required to supply the school with evidence of the medical condition together with information from a medical practitioner about the required school response e.g. allergy plan, asthma card or physiotherapy report.

It is the responsibility of the Headteacher in conjunction with the School Administrator to ensure that children's medical needs are identified, a plan created and that all relevant parties are aware of the plan and their role within it.

Long-term Medical Needs

- Our schools recognise that some children have long-term medical needs that require special arrangements to be made.
- School needs to be aware of a child's medical history before admission or when the child first develops a medical need.
- Children who attend hospital regularly may need special arrangements, i.e. a written health care plan written by parents and health care professional (**Appendix 2**).
- School needs to know:
 1. details of the condition
 2. special requirements, e.g. dietary needs, pre-activity precautions
 3. side effects of medication
 4. what constitutes an emergency
 5. what action to take/not to take in an emergency
 6. who to contact in an emergency
 7. the role staff can play
- Children with asthma who require medication are required to complete an asthma card with their GP.

Prescribed Medicine

- Medicine should only be brought into school when essential, i.e. where if not administered it would be detrimental to a child's health. We will only accept medication prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines must be in the original container with full prescriber's instructions. Any liquid medications must be accompanied by a measuring syringe.

- Staff administering medicine should do so in accordance with the prescriber's instructions. For controlled medication two members of staff will be required to check the dosage of the medication and the name of the child.
- Medicine will only be administered if the parent/carer has completed and signed a consent form (**Appendix 1**).
- If a child needs to complete a course of antibiotics to minimise absence from school it may be administered in school time **only if** it cannot be administered outside school hours without adverse effect on the child's health. It should be noted that medicine prescribed to be taken 3 times per day can be taken out of school hours (morning, after school and bedtime).

Non Prescription Medicine

- Staff should never give a non-prescribed medicine.

Storing Medicine

- The Head Teacher is responsible for safe storage of medicines.
- Children should be aware of where their medicine is stored.
- Staff should only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines should be stored according to product instruction, i.e. temperature.
- There should be restricted access to a refrigerator holding medicines.
- Inhalers and epipens are stored in the child's classroom – a second epipen is stored in the office.

Disposal of Medicine

- Staff should not dispose of medicines, they should be returned to parents for safe disposal.
- All medicines should be collected at the end of the term.

Hygiene and Infection Control

- Staff should be familiar with precautions for avoiding infection, i.e. basic hygiene procedures.
- Staff should have access to disposable gloves.
- Staff should take care when:
 1. dealing with blood and bodily fluids
 2. disposing of dressings

Self Management

- It is good practice to support/encourage children to take responsibility for managing their own medicine.
- If children can take medicines themselves, staff may only need to supervise, (requests will be considered on an individual basis for children to carry their

medication. Requests should be made on the appropriate form (**Appendix 3**).

Refusing Medicine

- Staff should not force children to take medicine. Parents/Carers should be informed of any refusal. If the refusal results in an emergency, the procedures outlined in **Appendix 4** re contacting emergency services should be followed.

Record Keeping

- Parents/Carers must inform the school about any medication their child needs and if this needs to be administered during school time the school must have prior written agreement from the parent/carer for any medication to be given to the child.
- Staff should make sure this information is the same as the information provided by the prescriber, i.e. staff need to check:
 1. name of child
 2. name of medicine
 3. dose
 4. method of administration
 5. time/frequency of administration
 6. side effects
 7. expiry date
- Staff should record medicine administered as this is good practice and ensures no double dosing and offers protection that staff have followed agreed procedures
See **Appendix 1** - Parental agreement for school to administer medicine
Appendix 5 - Head Teacher agreement to administer medicine which relates to a long term medical condition or health care plan.
Appendix 7 - record of medicine administered

Emergency Procedures

- In the event of an emergency staff will follow the emergency procedure. **Appendix 4** will be available at each telephone point in the school.
- In the event of an emergency at the Out of School Club the on call staff member will be contacted to support the care of the other children in the club.

Return to School Arrangements

Occasionally children require transitional arrangements to be put in place following discharge from hospital or following illness. It is important that we know what additional temporary arrangements need to be in place so that we can ensure the

safety and well-being of children in our schools. Parents are required to complete **Appendix 6** detailing special arrangements that need to be made.

Educational Visits

- Reasonable adjustments must be made to enable all pupils to access educational trips safely (i.e. it might necessitate an individual risk assessment).
- Arrangements should be made for taking necessary medicine.
- Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures.
- Copies of any health care plans should be taken on visits.

Sporting Activities

- Most children can participate in sporting activities/extra curricular sport. There must be flexibility to allow children to participate in line with physical capabilities.
- Any restrictions should be recorded in their individual health plan.
- Adults should be aware of issues of privacy and personal dignity for children with particular needs.
- Precautionary measures may be needed before or during exercise (children's inhalers).

Appendix 1

Parental agreement for Brightlingsea Infant School/Brightlingsea Junior School to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine

Name of Child:	
Date of Birth:	
Class:	
Medical condition/illness:	

Medicine

Name/Type of Medicine (as described on the container):	
Date dispensed:	
Expiry date:	
Agreed review date to be initiated by [<i>name of member of staff</i>]:	
Dosage and method:	
Timing:	
Special Precautions:	
Are there any side effects that the school/setting needs to know about?	
Self Administration:	Yes/No (delete as appropriate)
Procedures to take in an Emergency:	

Contact Details

Name:	
Daytime Telephone No:	
Relationship to Child:	
Address:	

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.

Date: Signature

Relationship to child:

Appendix 2 - Healthcare Plan

Name of School:	Brightlingsea Infant School
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Child's name:	
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Class:	
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Date of Birth:	
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Child's Address:	
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Medical Diagnosis or Condition:	
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Date:	
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Review date:	
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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.	

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

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

Describe what constitutes an emergency for the child, 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

Request for child to carry his/her medicine

THIS FORM MUST BE COMPLETED BY PARENT/CARER

If staff have any concerns discuss request with school healthcare professionals

Name of School:	
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Child's Name:	
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Class:	
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Address:	
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Name of Medicine:	
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Procedures to be taken in an emergency:	
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Contact Information

Name:	
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Daytime Phone No:	
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Relationship to child:	
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I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed:	Date:
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If more than one medicine is to be given a separate form should be completed for each one.

Appendix 4 - Contacting Emergency Services

Request for an Ambulance

Dial 9999, ask for ambulance and be ready with the following information

1. Your telephone number: **01206 302719**

2. Give your location as follows:

**Brightlingsea Infant/Junior School, Eastern Road, Brightlingsea, Essex
CO7 0HU.**

3. State that the postcode is: **CO7 0HU**

4. Give exact location in the school:

Report to Brightlingsea Infant/Junior School Office.

5. Give your name

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control to use the Eastern Road entrance and state that the crew will be met in the car park and directed to the Infant/Junior School Office.

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

Put a completed copy of this form by the telephone

Appendix 5

Confirmation of the Head's agreement to administer medicine

Name of School:	
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It is agreed that _____ *[name of child]* will receive _____
[quantity and name of medicine] every day at _____ *[time medicine to be administered e.g. Lunchtime or afternoon break]*.

_____ *[name of child]* will be given/supervised whilst he/she takes their medication by _____ *[name of member of staff]*.

This arrangement will continue until _____ *[either end date of course of medicine or until instructed by parents]*.

Date:	
Signed:	

[The Head teacher/Named Member of Staff]

Appendix 6

RETURN TO SCHOOL ARRANGEMENTS

THIS FORM MUST BE COMPLETED BY THE PARENT/CARER ON THEIR CHILD'S RETURN TO SCHOOL AFTER THEY HAVE RECEIVED TREATMENT FOR A MINOR INJURY, RECEIVED SPECIALIST MEDICAL ADVICE OR BEEN DISCHARGED FROM HOSPITAL.

Name of School:	Brightlingsea Infant/Junior School
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Child's Name:	
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Class:	
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Details of injury/medical procedure:	
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Special arrangements to be made:	
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Length of time special arrangements to be in place:	
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Contact Information

Name:	
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Daytime Phone No:	
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Relationship to child:	
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Signed:	Date:
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Appendix 7

Record of medicines administered in school to all children

Name of School Brightlingsea Infant School

Date	Child's Name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff	Print Name
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Brightlingsea Schools - Medical Conditions Guidance
Approved by Governors – September 2017
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