



The  
**Rise**  
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## **Children with Medical Conditions Policy (including the administration of medicines and firstaid)**

Approved	March 2021
Review date	September 2022

With reference to: Keeping Children Safe in Education 2020  
Children and Families Act 2014 Covid risk assessment guidance  
Working together to safeguard children 2018  
Supporting Pupils at school with Medical Conditions – DFE Statutory Guidance  
December 2015  
Statutory Framework for the Early Years Foundation Stage 2017

RPT schools are inclusive schools that welcome and support pupils with medical conditions.

We understand that some pupils can suffer from long term, short term, chronic and acute illnesses and RPT will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

RPT provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure all pupils can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

RPT makes sure:

- all staff understand their duty of care to children and young people in the event of an emergency.
- all staff feel confident in knowing what to do in an emergency.

RPT understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

RPT understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with acute medical conditions (including epilepsy or severe allergies) will have an individual emergency care plan, written as soon as possible after diagnosis and reviewed by the school nurse.

All staff understand the medical conditions that affect pupils at school. Staff receive training on the impact medical conditions can have on pupils.

RPT ensures all staff receive appropriate first aid training and have easy access to first aid equipment. The main first aid boxes are located in the 1<sup>st</sup> Aid Room and the Admin Office. All classrooms have a basic first aid kit; these are portable first aid kits and are taken on any off site visits.

RPT ensures this policy is applied across the curriculum, including PE and Educational Visits.

***The named member of RPT staff responsible for this policy, including the administering of medicines and first aid and its implementation is Joanne Bircham (Manor School) and Danuta Kurkowski (The Avenue School). Support and guidance is provided by our school nurse, Donna Deehan.***

## **Introduction**

This policy sets out how RPT intends to manage the arrangements for supporting children with medical needs in school. Most children with medical needs are able to attend school regularly and, with support, take part in most routine activities, whilst others with more significant medical needs require a Care Plan (CP) to be drawn up. The policy also provides information on the administration of medicines in schools.

## **School Responsibility**

- The Headteacher accepts responsibility, for arranging and ensuring the administration of prescribed medication and medical care by appointed persons during the school day. The acceptance of responsibility may depend, however, upon the nature of any individual needs.
- Where the Headteacher decides that he/she cannot meet medical needs in individual cases, this decision will be notified to the parents/carers promptly.
- The designated member of staff at Manor School with key responsibility for medicines/medical care is Joanne Bircham who will liaise with the school nurse Donna Deehan where necessary. Joanne Bircham will initiate Care Plans in consultation with the school nurse and parents/ carers. Any arrangements for children with medical needs participating in off-site school activities will be overseen by the Group Leader/ Teacher. Dani Kurkowski holds key responsibility for medicines/ medical care at The Avenue School.
- Notes from parents/carers concerning the administration of medicines will be received by the each school office who will pass them to **Joanne Bircham/ Dani Kurkowski**. A record of medicines administered will be maintained and medicines will be stored appropriately. All medicines sent into school by parents will be recorded by the member of staff receiving the medication. Joanne Bircham and Danuta Kurkowski will record when medications are received by them into the medical room. Joanne Bircham/ Danuta Kurkowski will notify parents/carers where their child refuses to take medication prescribed. They will inform parents/carers of any expired/unwanted medicine and arrange safe return via transport. In practice, where Joanne Bircham is not available, these responsibilities will belong to/ be overseen by the Headteacher, Steven Thompson.
- In some circumstances, e.g. severe allergic reaction, which may require the immediate administration of medicines, school staff will receive training.
- All our pupils will not knowingly be given medication containing Aspirin unless it is prescribed by a doctor, as it may cause severe illness in young people.
- To ensure that there are enough members of staff in EYFS who have received paediatric First Aid training.

### **Storage of Medication**

All medicines should be handed in to the receptionist at school, who will supervise the transferring to the school nurse /appointed person. This would include:

- **Rescue Medication**
- **Inhalers to be stored in Medical Room, accessible to school staff.**
- **All other medication**

All medications will be locked in a medication cupboard, secured in the medical room, unless alternative arrangements are needed. The exception to this rule applies to storage of inhalers which will not be stored in the locked medication cupboard, but will be stored in the medical room for ease of access in an emergency.

All rules regarding safe transfer of medications also apply to pupils who attend respite provisions. Records of transfer of medications will be maintained upon receipt.

Only medications prescribed will be administered by the appointed person for medication; these must be provided in their original dispensing packaging.

**During administration, the lockable medicine cabinet will be supervised by a staff member.**

### **The Responsibilities of Parents/Carers**

- Whilst we encourage regular school attendance, children who are acutely unwell should not be sent to school.
- Parents/carers should try to ensure that their child's medication is taken out of school hours wherever possible and note that without prescription labelling, medication cannot be given in school.
- Where children are required to take medicines during school time, and travel to school on designated transport, parents/carers MUST hand the medication to the transport staff to be passed by that adult to the school staff. The parent/ carer should send a consent form with the medication providing the details of the dose and frequency.
- Parents/carers should ensure that their child's school is informed of any allergies (including allergies to plasters).

#### **Please note:**

**Medicines can only be given from their original packaging in accordance with the original pharmacy dispensing label. Loose medicines will not be given.**

- Parents/carers should ensure that they provide the school with emergency contact(s) where they or a nominated person can be contacted should their child become ill.
- Joanne Bircham/ Danuta Kurkowski will periodically check medicines held at the school for expiry. Parents/carers will be contacted, unused medications returned to parents/ carers for disposal.
- Where a pupil has a significant medical need and health professionals advise that a Care Plan is required, parents/carers will be expected to fully participate in providing information in relation to the medical condition, agreeing and signing the plan for their child.
- Both The Avenue School and Manor School have competent, qualified first aiders, there is no reason at all why they should not remove splinters, if they are partly exposed and easily removed with tweezers. If splinters are deeply embedded then parents will be consulted and professional medical help sought. Tweezers should always be cleaned prior to removing a splinter with a sterile wipe. (HSE – Case 299)
- Qualified First Aiders are required to check whether a child is allergic to plasters before applying a plaster to a minor cut/ injury. A list of pupil allergies can be located on the inside of the medicine cabinet in the medical room.
- Parents/carers should inform the school and school nurse as soon as possible of any changes in their child's condition or treatment.
- Whilst we will endeavour to maintain confidentiality, in some cases in the interests of the pupil's safety, information about their condition and treatment will be made available to staff to ensure continuity of support etc.

### **The Responsibilities of Pupils**

- Whilst we encourage regular school attendance, children who feel very poorly before leaving home in the morning, if possible, should ensure that they tell their parent/carer, who can then decide whether they are well enough to attend school.
- **The School nurse/ Joanne Bircham/ Danuta Kurkowski** will supervise the taking of medications. Children should **never** give their medicine to anyone else or leave it in their school bag/coat pocket.
- Where a child of sufficient understanding has a significant medical need which requires an Individual Care Plan, the child will be invited to participate, whenever possible, in drawing up and agreeing the plan.
- Children should never ask other children to take care of their medication.

### **The School's Emergency Procedures**

- For non-emergency situations advice will be sought from the school nurse.
- Pupils who have rescue medication (Buccal Midazolam) in school have individual Epilepsy Care Plans, which must be signed by both the parent/ carer and doctor. This will be followed in the event of a seizure.
- Where it is clear that a child requires urgent medical attention, an ambulance will be called.
- The caller will refer to the Care Plan and provide details of the child's known condition and symptoms. Where possible, they will give the name and date of birth of the child etc.
- Where urgent medication is required, and staff have received training, e.g. Epipen, the school will endeavour to administer the medication and call for an ambulance simultaneously.

When an emergency call is made, the caller will give their name and provide details of the school's location to aid the Ambulance Service.

- **Manor School, Chamberlayne Road, London, NW10 3NT**
- **The Avenue School, Aylestone Avenue, London NW6 7BQ**

- Parents/carers will be contacted as soon as possible when emergencies arise.
- If off site, staff should contact the school office as soon as possible.
- A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the parents/carers arrive.

### **Updates to policy in relation to Covid-19 Risk assessment**

- Staff should wear PPE when administering medication.
- Staff are permitted to break pod in the event that a pupil requires emergency or rescue medication including inhalers.
- Staff will undertake temperature checks to enable identification of those children or staff who may need to self-isolate. Staff should wear PPE when taking temperatures within their pod.

- Staff should wear PPE when supervising children who are isolating in school awaiting collection.

### **School Visits**

- In accordance with guidance from the school nurse, medication will be taken on school trips and administered by a trained member of staff.
- Records will be kept of medication leaving and returning to school.
- When out of school medication will be carried by the member of staff with responsibility for the child requiring the medication.
- Medication should be taken on school trips in original packaging with a dispensing prescription label.

### **Routine Medication Administration**

- The vast majority of our staff have received emergency First Aid training. Some staff have completed more advanced training and are also available to respond to incidents as required.
- Class teachers / TAs/ LSAs should pass any information regarding pupils health and medication issues to Joanne Bircham/ Danuta Kurkowski.
- Emergency procedures should be dealt with as normal practice. Please feel free to seek advice for any issue at any time.
- Key members of staff have been appointed and are willing to administer medications in accordance with information provided by the school nurse.
- Signatures of persons administering medication (see DFE guidance) must be recorded and copies kept in the medication record file, located in the medical room.

### **Disposal of medication**

- Surplus or expired medication will be returned to parents directly or to bus escorts at the end of the day. All medication leaving school premises for return to parents/ carers will be recorded.

### **Paracetamol Administration**

- The school nurse / appointed persons are responsible for the giving of Paracetamol. Paracetamol will only be given where parental consent has been provided. It is the responsibility of school to obtain yearly parental consent.
- Paracetamol will not be given before 12:30pm unless there is confirmation that an earlier dose has not been given by parents/carers.
- Where Paracetamol has been given, parents/ carers will be informed via a telephone call unless specific directions have been provided by the parent.

## **Homeopathic/ home remedies**

Where parents/ carers choose to administer homeopathic/ home remedies to their child these cannot be administered in school without consent from the child's GP.

## **Training**

- Requests for First Aid training will be notified to Joanne Bircham who will advise how training is to be pursued.
- A record of who delivered the training and who received the training will be kept by the school. RPT aims to ensure all staff receive emergency first aid training and that this training is updated as frequently as possible.
- If a serious medical incident occurs in school, a debriefing session will be arranged.

## **Record Keeping**

The school will keep records of the following:-

- Medication administered
- Individual Care Plan
- Notification from parents/carers giving consent regarding medication
- Training records
- The school nurse will ensure that records will be transferred with the child to subsequent schools throughout their school career and archived a further 5 years from their leaving.

## **Confidentiality**

- In accordance with guidance, medicine cabinet keys **MUST** be securely stored in a locked key safe in the medical room. This area has restricted access.
- Medical Room key to be stored in school office.
- Medical room is secure as it is fitted with a coded lock.
- It is the responsibility of anyone leaving the medical room to ensure it is securely locked behind them.

## **Staff medical conditions requiring medication**

All staff are required to sign a self-declaration to state whether they are taking any medications on a regular basis. Where staff state that they do take medication on a regular basis this will be discussed confidentially with the Head of School and provision for the safe storage of this medication will be made.

All medication brought into school by members of staff must be securely locked away.

## **Monitoring and Reviewing the Policy**

- The CEO will ensure that this policy is implemented and monitored and is made known to parents/carers, staff and pupils.