



Supporting Pupils with Medical Conditions' Policy

Adopted by Symphony Learning Trust on	Spring 2017
Next Review Due	Change in Regulations
Version	2

Medication Policy

The Board of Trustees and staff of each school in the Symphony Learning Trust wish to ensure that pupils with medical needs receive appropriate care and support at their school. Each Head teacher will accept responsibility for members of staff giving or supervising pupils taking prescribed medication during the school day. Where possible, pupils should be encouraged to self-administer under supervision, this should take account age of the child. It must be stressed that where prescription drugs are required these shall be administered by those members of staff that have volunteered unless medically trained staff are employed on site. It should not automatically be assumed that a qualified First Aider will fulfil this role.

- Staff will not give a prescribed/non prescribed medicine or care unless there is specific written consent from parents.
- An Individual Care Plan (ICP) should be drawn up for the pupil.
- A secondary check must be made prior to medication being taken / given.
- The school will not accept items of medication in unlabelled containers.

Procedures

- In the first instance, the Head teacher should be informed of an individual's diagnosis and prescription medication.
- An appropriate staff member/volunteer or carer will meet and discuss the issues with the parents/guardian of the pupil.
- The member of staff volunteering will be offered professional training and support in relation to the needs of the individual by a suitably competent person (this maybe by a qualified trained nurse).
- There will be regular review meetings scheduled to monitor the support required.

Responsibilities

Parents/Guardian Responsibility

- A comprehensive information guide specifically relating to the pupil's condition and medication must be recorded.
- Only reasonable quantities of medication should be supplied to the school (e.g., maximum 4 weeks at any one time)
- Where pupils travel on school transport with an escort, parents/guardians should ensure that the escort has a copy of written instructions relating to the pupil's medication.
- Notification of changes in prescription drug issued by the GP must be given directly to the school by parent/guardian.
- Parent/guardian to collect and restock medication from school at the start and end of every term in a secure labelled container as originally dispensed.
- Parent/Guardian to ensure the medication is in date for the duration of the term.

School Responsibility

- Medication will be kept in a known safe secure place (not necessarily locked away) and some drugs may require refrigeration.
- Where emergency medication is prescribed this must remain with/accessible to the pupil at all times. e.g. Epipen, Asthma inhalers
- Maintain and record dosage prescribed/administered.
- Identify if additional training needs are required for staff. Source and arrange training.
- Locate and record care plan for individual; identifying supporting staff.
- If a medical emergency develops activate the relevant procedures and call 999
- Each term a nominated member in school to check emergency medicines are in date and note the expiry date to avoid expired medication during the term. There needs to be a clear audit trail of this.
- The school should encourage parents/guardians to make a note of expiry dates of medication.
- Where cohort need specialist medication, each school ensures staff are appropriately trained and have access to necessary equipment.

Please refer to each individual school's Administration of Medicines Policy for specific school arrangements.

General Practitioner / Consultant / Medical Professional Responsibility

Prescriptive labelled drugs must contain:

- Pupils name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important) i.e., refrigeration
- Expiry Date

Consent Form See Appendix A

No child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. Schools should set out the circumstances in which non-prescription medicines may be administered.

A child under 16 should never be given medicine containing aspirin unless prescribed by a medical professional.

Individual Care Plan

See Appendix B

Signed:.....

Signed:.....

Head Teacher

Chair of Governors

Date:

Date:

Further guidance notes can be found in the local school policies.

Appendix A - General Care Plan/ Parent/Guardian/Carer CONSENT FORM

To: Head teacher ofSchool / Academy

From: Parent/Guardian of.....(Full Name of Child)

DOB: .../.../..... My child has been diagnosed as having:

.....(name of condition)

They have been considered fit for school but requires the following prescribed medicine to be administered during school hours:

.....(name of medication)

I consent / do not consent for my child to carry out self-administration (**delete as appropriate**)

Could you please therefore administer the medication as indicated above:

.....(dosage) at.....(timed).....(intervals) Strength of medication:

With effect from.....Until advised otherwise.

The medicine should be administered by mouth/in the ear/nasally/other.....
.....(**delete as applicable**)

I consent / do not consent for my child to carry the medication upon themselves (**delete as appropriate**)

I undertake to update the school with any changes in medication routine use or dosage.

I undertake to maintain an in date supply of the prescribed medication.

I understand that the school cannot undertake to monitor the use of self-administered medication carried by the child and that the school is not responsible for any loss of/or damage to any medication.

I understand that if I do not allow my child to carry the medication it will be stored by the school and administered by staff with the exception of emergency medication which will be near/accessible to the child at all times

I understand that staff will be acting in the best interests of(Childs Name) whilst administering medicines to children.

Signed:.....**Date:**.....

Name of parent (please print).....

Contact Details:

Home.....Work:.....Mobile:.....

Head teacher (PRINT NAME):or

Healthcare/Social Care Professional (PRINT NAME)::.....

Appendix A continued

FOR STAFF USE

***** PLEASE COMPLETE RECORD OF MEDICINE ADMINISTRATION OVERLEAF *****

Date	Dosage	Signature	Print name

Appendix B

INDIVIDUAL CARE PLAN

Child's Name	
Date of Birth	
Child's Address	
Parents/Carers	
Contact Information	
GP & Surgery	
Medical diagnosis or condition	

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

Daily care requirements

Describe **what constitutes an emergency for the child**, and the **action to take** if this occurs

Follow up care

Recorded in First Aid book and

Who is responsible in an emergency, including if different for off-site activities

Trained First Aiders and ...

Who has required **specific training?**

Back up procedures in the event of the absence of a trained member of staff

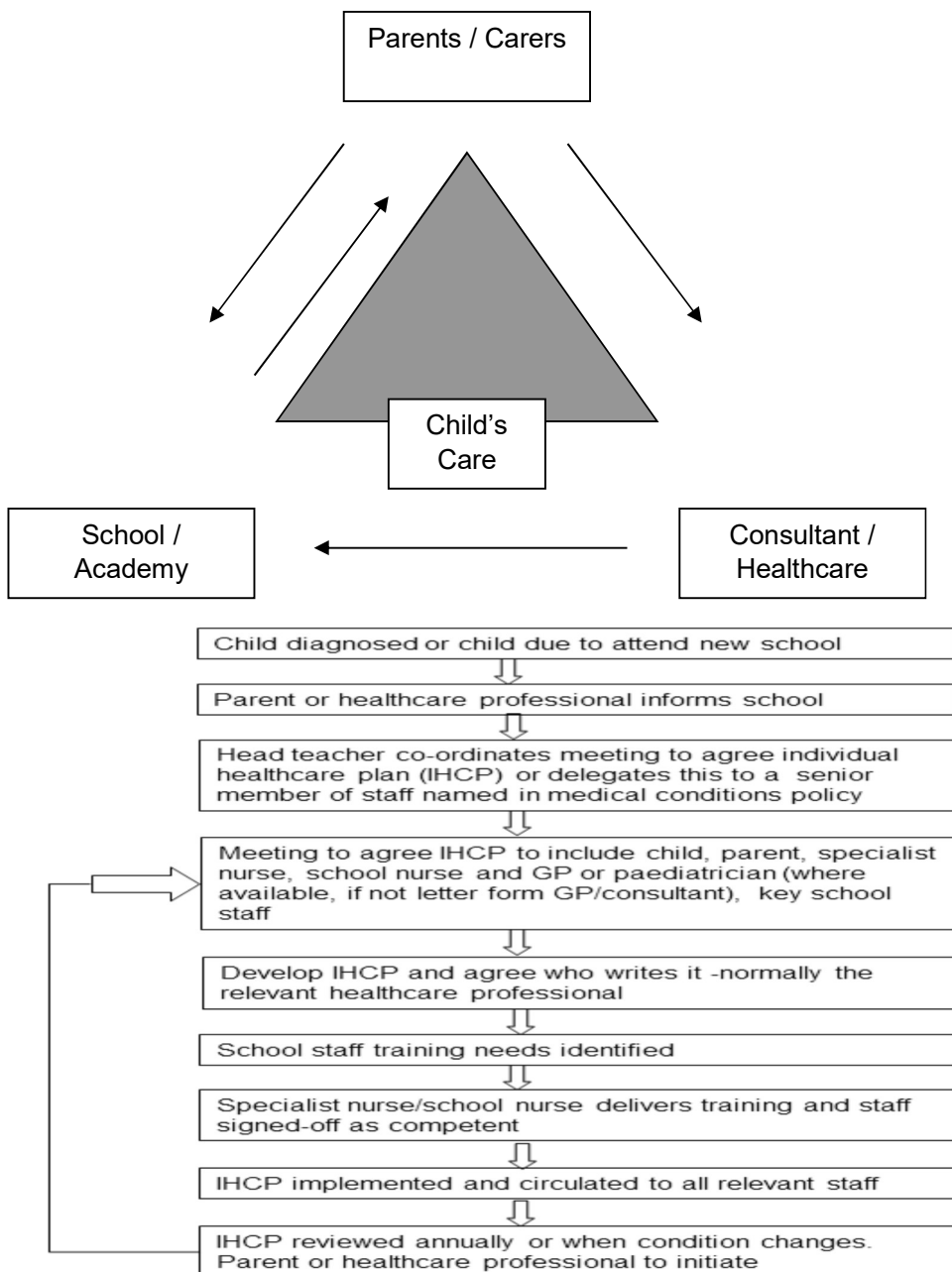
Signed _____ (Parent/carer(s) with legal responsibility for the child

Headteacher/Head of School _____ Date _____

Appendix 1

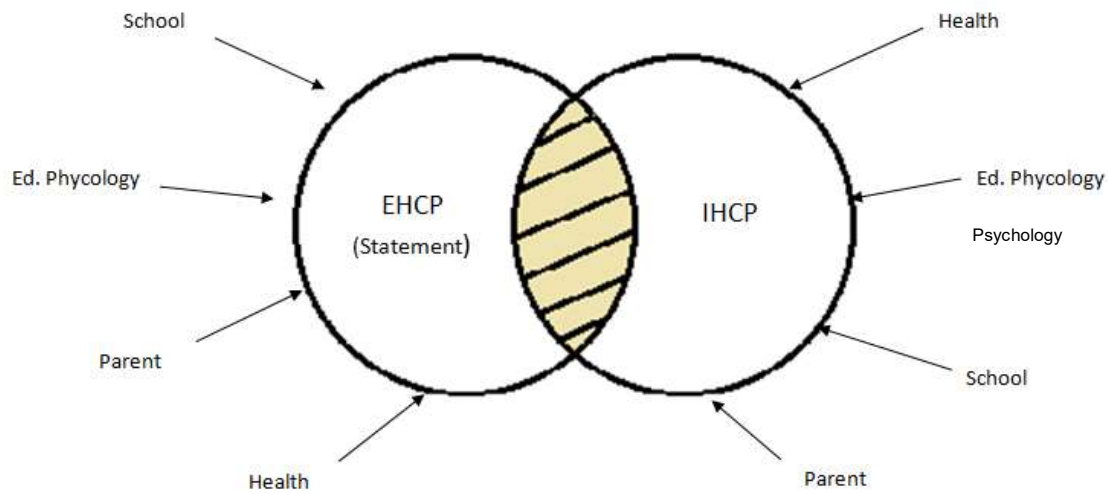
Information to support the completion of an Individual Health Care Plan (IHCP)

Specific information on individual pupil requirements. Written recorded plan will ensure that their needs are met whilst in school and any treatment needed to be administered by members of staff will be fully understood. Plan to be agreed by Head teacher and parents. THIS MUST BE FORMALLY RECORDED AND REVIEWED AT REGULAR INTERVALS. A template/proforma is available for download on the LEICESTERSHIRE TRADED SERVICES system under 'A' Administration of medicines, see appendices.



Some children with medical conditions may have physical disabilities. Where this is the case governing bodies **MUST** comply with their duties under the Equality Act 2010. Some may have special educational needs (SEN) and may have an Education, Health and Care Plan which will bring together health and social care needs, as well their special educational provision.

Education, Health and Care Plan



EHCP

“This is the new statement of educational needs and may incorporate the need for specialist medicines”.

IHCP

“Individual health care plans – is direction for managing emergency or specialist medicines given”.

Appendix 2 - ADVICE ON MEDICAL CONDITIONS

The Community Paediatrician or nurse, on request, will give advice to schools regarding medical conditions. Parents or guardians of children with medical conditions seeking general information should be advised to seek advice from their GP, school health professionals (providing name and contact details) or from specialist bodies, a selection of which are listed below.

Asthma	
General information	Asthma UK: www.asthma.org.uk Asthma helpline: 0300 222 5800
For teachers	Guidance on Emergency asthma inhalers for use in schools: www.gov.uk
Epilepsy	
General information	Epilepsy action: www.epilepsy.org.uk Helpline: 0808 800 5050
For teachers	See Guidance on Leicestershire Trading Services website for Appendix 3: 'Epilepsy Health Forms for IHCPs'.
Infectious diseases	Public Health England: www.gov.uk ; Tel: 0344 225 4524 option 1
Haemophilia	The Haemophilia Society: www.haemophilia.org.uk ; Tel: 0207 939 0780
Anaphylaxis	
General information	Anaphylaxis Campaign: www.anaphylaxis.org.uk ; Tel: 01252 542 029
For teachers	See Leicestershire Trading Services website for Anaphylaxis Health Document Appendix 4: 'Emergency Action Plan' forms for Epipen/Jext Pens. NB the need to report the administration of this medication to: Bridge Park Plaza, Fax: 0116 258 6694 and email to childrensallergy@uhl-tr.nhs.uk
Thalassaemia	UK Thalassaemia Society: www.ukts.org ; Tel: 020 8882 0011
Sickle Cell Disease	The Sickle Cell Society: www.sicklecellsociety.org ; Tel: 020 8961 7795
Cystic Fibrosis	Cystic Fibrosis Trust: www.cftrust.org.uk ; Tel: 020 846 47211
Diabetes	
General information	Diabetes UK: www.diabetes.org.uk ; Tel: 0345 123 2399
For teachers	See Appendix 5 on Leicestershire Trading Services Website. Note the opportunity to attend 'Diabetes in School' training days, regularly advertised on www.leicestershiretradedservices.org.uk and funded by Diabetes UK Paediatric Diabetes Specialist Nurse: 0116 258 6786 Consultant Paediatrician: 0116 258 7737 Diabetes Care line services: 0345 123 2399
Other useful contact numbers	
Insurance Section LCC	David Marshal-Rowan, Tel: 0116 305 7658 (for additional insurance) James Colford, Tel: 0116 305 6516 (for insurance concerns)
Corporate Health, Safety & Wellbeing, LCC, County Hall,	Tel: 0116 305 5515 Email: healthandsafety@leics.gov.uk
Sarah Fenwick. School Nurse Clinical Lead. sarah.fenwick@leicspart.nhs.uk	Leicestershire Partnership Trust, Family Children and Young Peoples Services, Top corridor, Hinckley and District Hospital, Mount street, Hinckley, Leics, LE10 1DS
Diana Children's Community Service	Bridge Park Plaza, Thurmaston, LE4 8PQ Telephone: 0116 2955080
Public Health	PublicHealth@leics.gov.uk

<p>County Community Nursing Teams: Information on School nurses</p> <p><u>East Region –</u> Market Harborough/Rutland/Melton</p> <p><u>West Region –</u> Hinckley/Bosworth/Charnwood</p>	<p><u>East Region</u></p> <p>PA: 1) Janet Foster 01858 438109 PA: 2) Clare Hopkinson 01664 855069</p> <p>Locality managers: 1) Maureen Curley 2) Jane Sansom</p> <p><u>West Region</u></p> <p>PA: Sally Kapasi 01509 410230</p> <p>Locality managers: Chris Davies Teresa Farndon</p>
<p>Corporate Health, Safety & Wellbeing Leicestershire County Council County Hall, Glenfield, Leics. LE3 8RF</p>	<p>Tel: 0116 305 5515 healthandsafety@leics.gov.uk</p>

Appendices

Appendix A	Parental Consent Form for medicines (contained within this document)
Appendix B	Individual Health Care Plan (IHCP) for pupils (contained within this document)
Appendix 1	Information to support the completion of an Individual Health Care Plan (contained within this document)
Appendix 2	Advice on Medical Conditions (contained within this document)

Further guidance & forms can be sought from the LEICESTERSHIRE TRADED SERVICES system under 'A' for Administration of medicines (Medication & Management Procedures and Anaphylaxis Health Document Appendix 4).

This document has been reviewed in line with current up to date legislation and with the support of the Leicestershire partnership groups / healthcare professionals.