



Supporting pupils with medical conditions (STATUTORY)

(and Administration of medication)

Review Date:	Reviewed by:	Amended?	Ratified:
Policy Week 2-6 October 2017			

<p>Other Information: Links to Accessibility Plan</p>	<p>Appendices: Health Care Plan Proforma Medication proforma Needle-stick SOP Procedure for administering medication List of those who administer medication Guidance on the use of emergency salbutamol inhalers in school</p>
--	---

These points provide the essential framework for our school's medical conditions policy.

Ladybridge is an inclusive community that aims to support and welcome pupils with medical conditions.

Our medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

All staff understand and are trained in the school's general emergency procedures.

- Appropriate training relevant to pupil health care plans delivered by the appropriate health professionals eg. Diabetic injections; infection control; asthma training.
- Annual anaphylaxis training for all staff delivered by the school nurse

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

This school has clear guidance on the administration of medication at school.

This school has clear guidance on the storage of medication at school.

This school has clear guidance about record keeping.

This school ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year, and staff, parents and pupils are regularly reminded/made aware of issues pertaining to this policy eg. No nuts; asthma cards/inhalers; epi-pen checks, health care plans, etc.

Ladybridge understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

Action for staff to take in an emergency for the common serious conditions at Ladybridge is displayed in prominent locations for all staff including classrooms, kitchens and the staff room*.

Ladybridge uses Healthcare Plans to inform the appropriate staff of pupils in their care who may need emergency help.

Ladybridge has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. **A copy of all Health care Plans is kept in the office.**

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate

Administration – emergency medication

All pupils at this school with medical conditions have easy access to their emergency medication.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

For pupils with asthma, and who do not have access to their inhaler/medication, school has access to emergency inhalers. These are used in accordance with the inhaler guidance(see appendices), and parents must have signed a consent form before these can be used. (The inhalers, consent form and guidance are kept together in the staffroom)

Administration – general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at Ladybridge Primary School.

Ladybridge understands the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's

parent.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

Parents at Ladybridge understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify school immediately.

If a pupil at Ladybridge refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available Ladybridge makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

Safe storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. [If the emergency medication is a controlled drug and needs to be locked up, then a combination-lock container is used \(based in the appropriate classroom, with any spare medication being kept in a combination-lock container in the office\). The combination for each container must remain the same and unchanged: 000.](#)

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

There is an identified member of staff who ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.

As part of Health Care Plan reviews, a member of staff checks the expiry dates for all medication stored at school. However, it is parents responsibility to ensure that all medication is in date for their child whilst they are at school.

The identified member of staff, along with the parents of pupils with medical conditions, ensures that

all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

Parents at this school are asked to collect out-of-date medication.

If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Data collection forms

Parents at this school are asked if their child has any health conditions or health issues on the data collection form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on data collection forms.

Healthcare Plans

Drawing up Healthcare Plans

Ladybridge uses a Healthcare Plan to record important details about individual children's medical

needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.

Ladybridge ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at Ladybridge

The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents at Ladybridge are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff at Ladybridge use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

Every pupil with a Healthcare Plan at Ladybridge has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Parents and pupils at Ladybridge are provided with a copy of the pupil's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure central location at school (office).

Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

Ladybridge ensures that all staff protect pupil confidentiality.

Ladybridge seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan. add

Ladybridge seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by this school to:

- * inform the appropriate staff about the individual needs of a pupil with a medical condition in their care
- * remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- * identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. Ladybridge uses this information to help reduce the impact of common triggers
- * ensure that all medication stored at school is within the expiry date
- * ensure Ladybridge local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- * remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

If a pupil requires regular prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication then Ladybridge outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. Ladybridge and parents keep a copy of this agreement.

Parents of pupils with medical conditions at Ladybridge are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other record keeping

Ladybridge keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

Ladybridge keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

Forms

The following forms are used to help Ladybridge implement a medical conditions policy. The forms are based on the DfES guidance Managing Medicines in Schools and Early Years Settings, and have been amended to incorporate advice and comments from school staff, parents and organisations who represent children and young people with medical conditions.

Form 1 – Healthcare Plan

Healthcare Plans are the ideal tool for Ladybridge to record important details about individual pupils' medical needs, their triggers, signs, symptoms, medication and other treatments. Healthcare Plans record details about the medication pupils take both in and outside school hours. They are also a convenient way to record permission from parents and the head teacher at our school for medication to be administered by a member of staff, or self administered by individual pupils during school hours.

At Ladybridge we ensure that all parents of pupils with a medical condition complete a plan at the beginning of each school year with the SENCo, the school nurse and parents.

Plans are updated every year and whenever an individual pupil's condition or medical needs change.

Ladybridge finds Healthcare Plans helpful to:

create and update a centralised register of pupils with medical conditions in our school

identify common or important individual triggers for pupils with medical conditions at our school to

help us devise a trigger reduction schedule

ensure our local emergency care services have a timely and accurate summary of a pupil requiring emergency treatment.

Everyone who contributes to a pupil's plan, including the pupil's parents and the school, keeps a copy.

Example Healthcare plan template

F:\Office\Master Copies\Policy week\School Policies\Statutory\Supporting pupils with medical conditionsv3.doc

School Health Care Plan for Allergic Reactions, including Anaphylaxis

Name:

Pupil picture inserted here

Address:

DOB:

Tel. No:

School:

Emergency Contacts: (in order of priority)

1. 999 or 112

2. **Name:** Relationship to child:

Home No: **Mobile No:**

3. **Name:** Relationship to child:

Home No: **Mobile No:**

4. **Name:** Relationship to child:

Home No: **Mobile No:**

Designated School Contact:

School Nurse:

GP:

Consultant:

Allergens

Asthma Yes / No

Mild/Moderate reactions

Severe reactions

Parents description of previous signs/symptoms

Medication contained in emergency kit, dosages and instructions for administration:
(e.g. Antihistamines, Inhaler, Adrenalin auto-injector)

Where is the emergency kit / medication kept? (if pupil carries any of their own medication specify which)

Designated School Contact.....

Signed.....

School Nurse..... Signed.....

Parent/Guardian..... Signed.....

Child/Young Person..... Signed.....

Date completed:.....

Date for Review.....

This care plan must be stored with each emergency kit in an easily accessible place, and should not be kept in a locked cupboard.

All staff should know where to locate the emergency kit and the care plan.

Form 2 – Template letter

Ladybridge adapts this template letter, as required, to accompany Healthcare Plans when they are sent to parents of pupils with medical conditions.

Dear Parent

Re: The Healthcare Plan

Thank you for informing us of your child's medical condition. As part of accepted good practice and with advice from the Department for Children, Schools and Families, relevant voluntary organisations and the school's governing bodies, our school has recently established a new medical conditions policy for use by all staff.

As part of this new policy, we are asking all parents of children with a medical condition to help us by completing a school Healthcare Plan for their child/children. Please complete the plan, with the assistance of your child's healthcare professional, and return it to the school. If you would prefer to meet someone from the school to complete the Healthcare Plan or if you have any questions then please contact us on [insert school contact number]. Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition. Please make sure the plan is regularly checked and updated and the school is kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

I look forward to receiving your child's Healthcare Plan.

Thank you for your help.

Yours sincerely

Head teacher

Form 3 – Medication permission and record: individual pupil

This form is used to record the administration of medication during school hours for individual pupils. It is an ideal way to record short-term courses of medication (e.g., antibiotics) that pupils may need to take during school hours.

Pupils’ parents are asked to fill in the information about their child and their child’s medication on a separate form.

Administering Medication – Consent Form

Please note that school staff will only administer medication prescribed by a doctor and upon completion of the following:

Child’s Full Name: _____

Class: _____

Today’s Date: _____

Medicine to be given: _____

Dosage: _____

Time to be given: _____

Parent/ Carer’s Signature: _____

Instructions/ Information: (e.g. to be stored in the fridge, etc)

Appendices

Legislation and guidance

Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.

Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service

providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

Managing Medicines in Schools and Early Years Settings (2004)

This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and early years settings. The document includes the following chapters:

- * developing medicines policies
- * roles and responsibilities
- * dealing with medicines safely
- * drawing up a Healthcare Plan
- * relevant forms.

Medical Conditions at School: A Policy Resource Pack is designed to work alongside *Managing Medicines in Schools and Early Years Settings*.

Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)

Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.

The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.

Schools' responsibilities include:

- * not to treat any pupil less favourably in any school activities without material and sustainable justification

- * to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: Implementing the DDA in Schools and Early Years Settings*
- * to promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.

The Education Act 1996

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

The Care Standards Act 2000

This act covers residential special schools and responsibilities for schools in handling medicines.

Health and Safety at Work Act 1974

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

Management of Health and Safety at Work Regulations 1999

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

Medicines Act 1968

This act specifies the way that medicines are prescribed, supplied and administered

Further advice and resources

<p>The Anaphylaxis Campaign</p> <p>PO Box 275 Farnborough Hampshire GU14 6SX Phone 01252 546100 Fax 01252 377140 info@anaphylaxis.org.uk www.anaphylaxis.org.uk</p>	<p>Asthma UK</p> <p>Summit House 70 Wilson Street London EC2A 2DB Phone 020 7786 4900 Fax 020 7256 6075 info@asthma.org.uk www.asthma.org.uk</p>
<p>Diabetes UK</p> <p>Macleod House 10 Parkway London NW1 7AA Phone 020 7424 1000 Fax 020 7424 1001 info@diabetes.org.uk www.diabetes.org.uk</p>	<p>Epilepsy Action</p> <p>New Anstey House Gate Way Drive Yeadon Leeds LS19 7XY Phone 0113 210 8800 Fax 0113 391 0300 epilepsy@epilepsy.org.uk www.epilepsy.org.uk</p>
<p>Long-Term Conditions Alliance</p> <p>202 Hatton Square 16 Baldwins Gardens London EC1N 7RJ Phone 020 7813 3637 Fax 020 7813 3640 info@ltca.org.uk www.ltca.org.uk</p>	<p>Department for Children, Schools and Families</p> <p>Sanctuary Buildings Great Smith Street London SW1P 3BT Phone 0870 000 2288 Textphone/Minicom 01928 794274 Fax 01928 794248 info@dcsf.gsi.gov.uk www.dcsf.gov.uk</p>
<p>Council for Disabled Children</p> <p>National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 1900 Fax 020 7843 6313 cdc@ncb.org.uk www.ncb.org.uk/cdc</p>	<p>National Children's Bureau</p> <p>National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 6000 Fax 020 7278 9512 www.ncb.org.uk</p>