



**The Mosslands School**  
A TECHNOLOGY COLLEGE



# **Managing Medical Conditions in School**

**Policy 2014**

### **Policy statement on equality and diversity**

*The School will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of disability, gender, race, age, religion or belief, and sexual orientation.*

*Equality and diversity are integral to the School's priorities and objectives. We will support inter-faith and inter-cultural understanding and engage all students in playing a full and active role in wider engagement with society.*

**This school is an inclusive community that welcomes and supports pupils with medical conditions.**

**This school provides all pupils with any medical condition the same opportunities as others at school.**

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they left school.

No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

All pupils with a medical condition will have an Individual Health Care Plan, which will be written with Parents and pupil's contribution. The Individual Health Care Plan will include the following information in 4 sections;

1. Identification Details

- Name of Child
- Date of Birth
- Address
- School/ Setting ID (Class, year group etc)

2. Medical Details

- Medical Condition
- Treatment Regime
- Medication Prescribed or otherwise
- Side effects
- Action to be taken in event of an emergency or crisis

3. Contact details

- Parents/ Carers
- Alternate family contacts (persons nominated by parents/ carers)

- Doctor/ Paediatrician/ Pharmacy
- Any other relevant Health Professional

#### 4. Facilities Required

- Equipment and Accommodation
- Staff Training/ Management/ Administration
- Consent
- Review and Update

Individual Health Care Plans could be reviewed at parent's evenings if parents agree to this.

The school 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. Pupils with significant physical disability at Mosslands are also have Individual Personal Emergency Evacuation Plans. Mosslands school uses Ski Pads for the evacuation of our pupils with physical disability and these are reviewed as part of their health care plan and all school staff receive training in the safe evacuation of pupils with disability.

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

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff are offered relevant training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is:

#### **Allison Carruthers- Manager of SEND Provision**

##### General:

The Mosslands School recognises that many pupils will at some time need to take medication at school. Whilst parents retain responsibility for their child's medication, the school has a duty of care to the pupils while at school, and The Mosslands School wish to do all that is reasonably practicable to safeguard and promote children's welfare.

##### Responsibilities:

The Mosslands School takes responsibility for the administration of medicines during school time having taken due consideration of Government guidelines.

Mrs Carruthers, Manager of SEND Provision will implement the Mosslands School policy on a day-to-day basis and report as required to the Head Teacher. Mrs Carruthers will ensure that procedures are understood and adhered to, that training is provided and that there is effective communication and consultation with Parents, Children and Health Professionals concerning pupils' medical needs.

All staff are expected to maintain professional standards of care.

At The Mosslands School – there are several named First Aiders who hold a current first aid certificate.

However, all Staff will have available to them as required:

- Advice and information on common childhood illnesses and conditions
- Specific information and details regarding particular conditions that may apply to the learners for which they have charge

Some specified staff (eg Designated First Aiders, PE and Games staff, Staff taking educational visits) who volunteer their services, will be given training to administer first aid and/or medication to pupils.

### Staff Indemnity

The Mosslands School fully indemnify all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following The Mosslands School guidelines.

The indemnity covers situations where an incorrect dose is administered or where any other mistake in the procedure is made. The Mosslands School will meet any claims in these circumstances.

### **Guidelines**

#### Records

On admission of the pupil to the school, all parents will be required to complete a Signature Pack, providing information giving full details of:

- medical conditions
- allergies
- regular medication
- emergency contact numbers
- name of family doctor/consultants
- special requirements (eg dietary)

At the beginning of each academic year all parents will be required to up-date the medical form.

Any particular information about severe allergies etc will also be shared with all staff and will be available on a staff shared area on the network., with a picture of the pupil so that all staff know the needs and action plan for these pupils.

## Administration of the Medication

Parents should ensure that they are familiar with the advice and guidelines the school provides with respect to health, in particular diseases caused by infectious and contagious organisms. The school expects Parents to respect the advice and guidelines.

The school expects that normally parents will administer medication to their children. There are times however that children require medication during the school hours. At Mosslands we do not accept medication that is prescribed for 3 times a day. This should be administered at home (Breakfast, after school and bedtime) If a medication is required 4 times a day, or it has specific administration times written into the prescription (eg one with lunch) then Mosslands will accept the medication and will store the medication safely in accordance with the new DfE Statutory Guidance 'Supporting Pupils at School with Medical Conditions' 2014.

Any requests for medicine to be administered must come from a parent in writing on the school's Parental Consent to Administer, and each request will be considered on an individual basis.

The Form will include:

- name of parent
- name of child and class
- name of medicine
- Expiry Date
- how much to give
- how it is to be administered
- when to be given
- any side effects to look for

Any other information required

**Medication brought into school must be with a doctor's prescription and therefore have the pharmacy label stating dosage of the medication and times.**

The Form will end with the consent statement;

*'The above information is to the best of my knowledge accurate at the time of writing and I give consent to the school administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there are any changes in dosage or frequency of the medication or if the medicine is stopped.'*

This must be signed and dated by a parent or someone with parental responsibility before any medicines are administered.

A note, where relevant, should accompany the form from the child's doctor stating that it is necessary for the child to take the medication during school hours and that the child is sufficiently fit and non-infectious to return to school.

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with Mrs Carruthers what can be done in the school.

This applies to medication for an on-going condition, e.g. epilepsy and for self-administered medication, e.g. use of an inhaler. In the case of common, but long-term ailments, such as epilepsy and asthma, the facts of the illness, and the action to be taken by the school, should be spelt out by the medical practitioner and recorded in the child's records.

A compliant adult must supervise any administered medicine. At Mosslands there are named individuals who will have training in the administration of medication in school, in line with the new guidance.

- Allison Carruthers- Manager of SEND Provision
- Helen Lubbe- Lead Teacher for SEND
- Sam Denheyer- Pupil Support Co-ordinator
- Chris Kemp- Faraday House Resource Assistant
- Sian Lloyd- Ruskin House Resource Assistant
- Sawn Cawthorne- Grenfell House Resource Assistant
- Team of TA's

The Head Teacher (or person authorised) will decide whether any medication will be administered in school, and by whom. In appropriate cases Allison Carruthers (and anyone else the Head Teacher deems necessary) will draw up a healthcare plan.

The medication will be in a clear plastic bag, clearly labelled with their name and the name of the medication and dosage. The chemist label should also be in the bag showing that the medication has been prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label. Only the smallest amounts of medication should be brought into school.

The School will not accept any medication that requires to be administered 3 times a day. These medications should be given to the child at home.

The school will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) they will be allowed to carry this on their person. This medicine must be confirmed to be a non-dangerous medication such as an inhaler, and where school is unsure they must ask for confirmation in writing from the paediatrician before allowing a pupil to carry medication.

Normally medication will be kept under the control of Mrs Carruthers unless other arrangements are made with the Parent.

Normally the administration of medication will only be done in school at the following times:

- breaks and lunchtime
- exceptionally, immediately before school and after the end of the school day

The school will not allow in any circumstances the administration of non-prescription medicines in school unless Mrs Carruthers has a written request from a Parent, and has been discussed in a care plan meeting with Mrs Carruthers

#### Intimate or Invasive Treatment:

In exceptional circumstances a pupil may need intimate or invasive treatment in school. Mrs Carruthers will organise this with Parents and other relevant professionals in a Health Care Plan meeting. Staff administering any intimate or invasive treatment in school must be CRB Cleared and have received specialist training from the relevant health professional for the specific treatment to be administered. Two adults must be present when these take place, with one preferably of the same gender as the pupil where possible.

#### Long-term Medical Needs

The Mosslands School will do all we reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Governors reserve the right to discuss the matter with a medical adviser of their choosing.

#### Records:

The school form Medication Register must be completed in every instance. It will be kept in the Student Services department with the medication. All medication in school must be administered from this location in school by named members of staff who have received training in the schools policy and procedures.

The Register will be in 2 parts;

1. Medication Provided
2. Medication Administered

For Part 1, the record will include;

- The child's name, Date of Birth and address
- Date medication brought into school
- Who brought it into school- name is essential
- Medication name
- Medication form- eg tablet, capsule liquid
- Medication amount
- Expiry date
- Dosage regime

For Part 2, the record will include

- Date
- Medication administered
- Amount given
- Amount left
- Administered by
- Comments/ side effects/ any actions required

Mrs Carruthers will keep the record and will ensure that it is checked regularly.

### Training

The Mosslands School is committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

### Monitoring and Review



Mrs Carruthers will be responsible for monitoring the implementation of the policy and to reporting to the Head Teacher and the School Governors.

### Storage

Medication provided by parents for administration to pupils during the school day will be kept in a locked container, which is secured to the wall or floor at all times and will be the responsibility of Mrs Carruthers. Only members of staff who have received training by Mrs Carruthers should administer any medication to any pupils. Only members of staff who have had training with Mrs Carruthers will hold a key to the medicine cabinet. Keys will not be kept on accessible hooks, or in drawers. Keys will be the responsibility of the named members of staff, and ideally should be kept on their person at all times.

The Records related to the administration of medication should be kept with the medication itself, in a separate locked container or cabinet.

### Administration of Paracetamol

House Office staff may administer non prescribed medication such as Paracetamol, but this must be administered from the one location and the records updated. The following procedure must always be adhered to;

1. Where possible parents should send paracetamol into school in a pharmacy labelled package clearly showing it has been prescribed for their son. If parents feel that paracetamol is required for a temporary ailment, they can send some into school with a letter to confirm that reasons for the request. School will not administer paracetamol in school to a pupil for longer than 48 hours, without a prescription.
2. Pupils requiring paracetamol should report to their house office, unless it is part of a regime of regular medication prescribed by the GP. The House office can then bring the pupil to student services to administer the medication.
3. **In all cases of paracetamol administration** a phone call home must be made to request permission by a person with Parental Responsibility. This must be adhered to, even if the parent has given written consent for paracetamol to be given to their child, as part of the Signature Pack. The time and dosage of the administration of paracetamol must be given to the parents/ Carers at this time. Also it is important to verify what time the pupil had any paracetamol before school, if at all, before administration of paracetamol.
4. The time and dosage of the paracetamol given must be recorded in the medical register in Student Services.



### Parental Consent to Administer Medicine

*Please provide details of medication including dosage and frequency to be administered.  
It is important that staff have full and clear instructions at all times.  
Thank you.*

**Note: Medicines must be in the original container as dispensed by the pharmacy.**

Name:  Registration:  Medical Condition/illness:

Please itemise the medication you wish your son/ward to be administered whilst in the care of the school.

Medicine/Tablet Name (as described on the container)	Dose to be given (eg 2 tabs or 2 5ml spns)	How often (eg 11am & 2pm)	Special Precautions (eg to be taken with food, side effects the school needs to know about?)	Expiry Date

The above information is to the best of my knowledge accurate at the time of writing and I give consent to the school administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there are any changes in dosage or frequency of the medication or if the medicine is stopped.

Parent/Guardian Signature:  Print Name:  Date:

