



## MEDICAL CONDITIONS AND MEDICATION POLICY

### INTRODUCTION

Thomas's is an inclusive community that welcomes and supports pupils with medical conditions and endeavours to offer them the same opportunities as others in the school. This applies whether the condition is ongoing, or a short-term illness.

### AIMS

- To ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure that parents feel confident that the school provides effective support for their pupil's medical condition and that pupils feel safe
- To establish relationships with relevant local health services where appropriate or helpful
- To effectively manage and support short-term and frequent absences due to medical treatment, so limit the impact on the pupil's education attainment and emotional and general wellbeing
- To comply with the SEND Code of Practice and our SEND Policy in supporting pupils whose medical conditions require them to have an Educational Health and Care (EHC) Plan

### ROLES AND RESPONSIBILITIES

#### Principals

- To ensure that arrangements are in place to support pupils with medical conditions and that they are enabled to access the fullest possible participation in all aspects of school life
- To receive annual updates as to the effective working of the policy and implement changes or recommendations arising from the review

#### Heads and the Lead for pupils with medical conditions

- To be responsible and accountable for fulfilling the schools' statutory duty in meeting the arrangements to support pupils with medical conditions
- To ensure that the policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions
- To ensure health and social care professionals, pupils and parents are consulted to ensure that the needs of pupils with medical conditions are properly understood and effectively supported
- To ensure that staff are properly trained to provide the support that pupils need

- To ensure that the school's arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.
- To ensure the school staff are properly insured and are aware that they are insured to support pupils in this way.
- To ensure that information held by the school is accurate and up to date
- To ensure that all staff who need to know are aware of a pupil's condition
- To ensure that all staff, including supply teachers and peripatetic staff are aware of the policy and understand their role in its implementation
- To review this policy regularly, with input from parents, pupils and staff

#### **School Nurse/Lead for pupils with medical conditions**

- To ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed
- To contribute to healthcare plans and their review
- To facilitate staff training as appropriate, advising on common conditions or providing information about where the school can access more specialist training
- To ensure pupils know how to take their medication effectively and offer support to help them self-manage their condition at an age appropriate level
- To support pupils and parents as appropriate

#### **First Aiders**

- To give immediate help to casualties with common illnesses or injuries and where necessary ensure that an ambulance or other professional medical help is called

#### **Special Education Needs Co-ordinator (SENDCo)**

- To keep an overview of any pupils whose medical needs may impact on their learning and advise staff working directly with them to ensure appropriate strategies are put in place to support them
- To ensure that any pupils whose medical condition that requires them to have an EHC is acknowledged and recorded appropriately
- To work with the school to provide equal access to the curriculum, as far as possible, so that pupils with medical conditions have the same opportunities as other pupils, including access to school trips and physical education

#### **Members of Staff**

- To be aware of and understand this Medical Conditions Policy
- To be aware of potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- To know which pupils in their care have a medical condition and be familiar with the contents of that pupil's healthcare plan
- To know what to do and respond accordingly when they become aware that a pupil with medical conditions needs help.
- To maintain effective communication with parents, including informing them if their pupil has been unwell at school
- To be aware of pupils with medical conditions who may be experiencing bullying or need extra social support

- To ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this
- To ensure that medical bags for pupils with medical conditions are taken on all off site activities and returned directly afterwards
- To be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, including help to catch up with work when a pupil has been unwell
- To use opportunities such as PSHCE and other areas of the curriculum to raise pupil awareness about medical conditions

### **Pupils**

- To treat pupils with and without a medical condition equally
- To tell their parents, teacher or nearest staff member when they are not feeling well
- To tell a member of staff if another pupil is feeling unwell
- To let any pupil take their medication when they need it and ensure a member of staff is called
- To treat all medication with respect
- To know how to gain access to their medication in an emergency
- To take their own medication when needed – if mature and old enough

### **Parents**

- To tell the school if their child has a medical condition
- To ensure the school has a complete and up-to-date healthcare plan for their child
- To inform the school about any medication their child requires during school hours and complete the relevant form
- To inform the school of any medication their child requires while taking part in visits, outings, field trips or other off site activities
- To inform the school of changes to their child's condition
- To ensure their child's medication and medical devices are labelled with their child's full name
- To provide the school with appropriate spare medication labelled with their child's name
- To ensure that their child's medication is within expiry dates
- To keep their child at home if they are not well enough to attend school or they have had a temperature or been sick within the last 24 hours
- To ensure their child catches up on any school work they have missed
- To ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- To ensure their child has a written care/self-management plan from their doctor or specialist health care professional to help their child manage their condition,

### **PROCEDURES**

Each Thomas's School may have its own specific procedures that complement and support the guidance in this document. However this gives the overall recommendations:

## Notification

When a pupil starts at Thomas's at the usual transition points and has an identified medical condition the school will ensure that arrangements are in place for the start of the relevant school term. In other such cases, such as new diagnoses or pupils moving mid-term arrangements would be expected to be in place within two weeks of notification or admission.

Individual Healthcare plans may be initiated by a member of school staff or a healthcare professional involved with providing care to the pupil. These should include the following:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments – dose, time, facilities, equipment, testing, dietary requirements and environmental issues, eg crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs; including how absences will be managed, support to catch up with work missed, additional time for exams, counselling etc
- Who will provide this support, their training needs and cover arrangements in their absence
- Who in the school needs to be aware of the pupil's condition and the support required
- Written permission for medication to be administered by a member of staff, or self-administered by individual pupils during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, eg risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements.

## Administration of Medication for short term and long term conditions and injuries

Following Government guidelines the following points should be noted:

- Prescribed medication can only be administered by staff if the parent has filled out and signed a Medication form. This applies to both acute / permanent medication (such as inhalers/Epipens) (Form A – Appendix 1) and also for a temporary / short course of medication (such as course of antibiotics) (Form B – Appendix 2). Office staff will inform the Tutor.
- Non-prescribed medication should not be administered by staff and medicine can only be given to the pupil for whom it is intended. However, under certain circumstances it may be appropriate to administer certain medicines (e.g. a mild analgesic such as Paracetamol to relieve pain), should this be necessary. In such cases, staff must check the time and amount of any medicine previously administered, and inform the parents of the time and amount of any medicine administered in school, to avoid the danger of giving too much. Parents give permission for this eventuality on the Essential Pupil Information Form (EPIF).
- No over the counter creams or lotions should be administered without consent e.g. Arnica cream, Witchhazel. All cuts and bruises should be cleaned with water. Individually wrapped sterile adhesive dressings are safe to use **provided** that they are **not** used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, first aiders should establish whether the person requiring treatment has such an allergy. If the

person has such an allergy, an alternative dressing. In this case a non-allergic plaster or dressing should be used.

- All EpiPens/inhalers etc. must be kept in a safe, designated place accompanied by an instruction letter from the parents, stating exactly when, how and how much they are to be administered. If an older pupil (Upper School) carries a medicine (such as an inhaler) on his/her person, an additional one must be stored in the School Office.
- All medicines are to be kept in the office in the first aid cupboard/or in a centrally designated place, to be administered by the office staff or a suitably qualified member of staff. However, it is the responsibility of the form teacher to ensure that the pupil "appears" in the office at the correct time for administration of medication. Medicine should be given by a responsible adult, witnessed by another adult, both of whom sign the medication form and record date and time administered.
- The school keeps a spare supply of Salbutamol/Ventolin inhalers which can be given in an emergency to a child who is known to suffer from asthma
- All pupils with medical conditions that may require acute treatment should have medication in a medical bag that should be taken with them whenever they go off site and returned directly afterwards.

#### REFERENCES:

This Policy has been informed by:

DfE Guidance 'Supporting pupils at school with medical conditions' (December 2015)

DfE Guidance 'Drug Advice for Schools' (September 2012)

DfE Guidance on First Aid for Schools (2000)

**See also:** [First Aid Policy](#), [SEND Policy](#)

<b>This policy will be reviewed annually</b>			
Latest Review: March 2017	By:	Joanna Copland, Vice Principal and School Nurses	Changes made
Next Review: January 2018	By:	Joanna Copland, Vice Principal and School Nurses	

#### Appendices

Appendix 1: Form A for the request for the administration of long term or acute medication in school (red form)

Appendix 2: Form B for the request for the administration of non-acute, short term medicine in school (blue form)

**FORM A**

**REQUEST FOR THE ADMINISTRATION OF LONG TERM OR ACUTE MEDICINE IN SCHOOL**

TO BE COMPLETED BY THE PARENTS/GUARDIANS OF ANY CHILD TO WHOM ACUTE DRUGS E.G. EPIPENS/INHALERS MAY BE ADMINISTERED UNDER THE SUPERVISION OF SCHOOL STAFF.

Please complete in block letters

Date:.....

\* **To be renewed when a change/regularly (annually)**

Pupil's full name: .....	Form: .....
Doctor's name: .....	Doctor's tel. ....

\*\* **For Emergency Circumstances: Describe precisely the circumstances/ nature & dosage of the prescribed medication/treatment e.g. For accidental consumption of nuts when allergic to them.**

The doctor has prescribed the following:

NAME OF DRUG/MEDICINE TO BE GIVEN	WHEN TO BE TAKEN E.G. CIRCUMSTANCE / SITUATION	HOW MUCH E.G. 5mg (= 1 Tab /5mls) METHOD OF ADMINISTRATION (Oral/Inhalation/Injection)
1.		
2.		
3.		

Please delete as necessary.

- i) **My child may/may not carry the drug on their person if the school agrees.**
- ii) **Prep School only:** My child may / may not **self-administer the drug in an acute attack** should it be necessary (e.g. Inhaler/Epipen/Other acute drug).

- **Parents must immediately notify the school & the pupil's class teacher of any change in condition / medication /circumstance. They are also responsible for keeping medicines in date**, for the removal of out of date medicines and returning them to a chemist. Please provide the School with any special/emergency procedures to be followed or possible side effects known to the drug, in writing and stapled to this form.
- I request that the treatment be given in accordance with the above/attached information by a responsible member of the school staff who has received any specific training needed by me. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises. I will inform you immediately **in writing** of any changes to the above.
- I undertake to supply the school with drugs and medicines in properly labelled containers, including a 5ml medicine spoon or oral syringe for liquid medicines.
- I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.
- **I understand that whilst school staff will use their best endeavours to carry out these arrangements, no legal liability can be accepted by the school staff or Principals in the event of any failure to do so or of any adverse reaction by my child to the administration of the drug.**

Signed:..... (Parent/Guardian)

Date:.....

Pupil's full name: ..... Form: .....

**FOR SCHOOL USE ONLY**

**Record of medication administered by member of school staff**

(1) DRUG GIVEN	(2) DOSE	(3) DATE & TIME	(4) SIGNATURE OF ADMINISTRATOR	(5) SIGNATURE OF WITNESS

**FORM B**                      **REQUEST FOR ADMINISTRATION OF NON-ACUTE, SHORT TERM MEDICINE IN SCHOOL**  
**\*NOT for Long Term medication eg Epipen & Inhaler (Form A required)**

THIS IS TO BE COMPLETED BY THE PARENTS/GUARDIANS OF ANY CHILD TO WHOM SHORT TERM MEDICATION IS NECESSARY (Eg A week long course of antibiotics)

**ONE FORM TO BE USED PER CHILD**

- A record of all medicines administered by school staff to a pupil in school must be recorded and only administered with prior written permission and training, if necessary, from the parents/guardians. This includes both acute and non-acute medicines. ('Acute' medicines are used in response to an 'acute' reaction Eg Epipen or Inhaler. 'Non-acute' medicines are given in response to a short term, non-emergency condition/one off, eg a course of antibiotics)
- Always check the pupil's name is on the drug, the dosage, the method of administration and that the medicine is in date. It is the parent's/guardian's responsibility to ensure that their child's medicine is in date.
- **Column 1 to 6:** The Parent/Guardian must complete Columns 1 to 6 of this form. The parent/guardian's signature at Column 6 confirms that the information they have provided in columns 1 to 5 is correct, and that they have trained, if necessary, the named members of staff in Column 5, the person to administer the medication. In the case of an emergency, or if the trained member of staff is absent, another member of staff will administer the medication.
- **Column 7 to 11:** These columns are to be completed by the member of school staff who actually administers the medication, witnessed by a second adult. This person should, wherever possible, be one of the named personnel identified in Column 5, who has received training from the parent/guardian. In the case of an emergency, or if one of the trained personnel is absent/cannot be located, the medication will be administered by another member of staff.

<b>Pupil's full name:</b> .....						<b>FOR SCHOOL USE ONLY</b>				
<b>Form:</b> .....						Record of medication administered by member of school staff				
(1) DATE	(2) DRUG PRESCRIBED	(3) TIME TO BE GIVEN	(4) AMOUNT/ METHOD TO BE GIVEN	(5) NAMES OF TRAINED PERSONNEL	(6) PARENT/GUARDIAN SIGNATURE	(7) NAME OF DRUG	(8) DOSE	(9) DATE & TIME	(10) SIGNATURE OF ADMINISTRATOR	(11) SIGNATURE OF WITNESS

