



Witley C. of E. Infant School

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Supporting pupils with medical conditions and administration of medicines

Status of document	
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Purpose and scope

This guidance is based on the DFE statutory guidance Supporting pupils at school with medical conditions (<https://www.gov.uk/government/publications/supportingpupils-at-school-with-medical-conditions--3>) December 2015.

The statutory guidance applies to any appropriate authority as defined in section 100 of the children and families act 2014. That means governing bodies in the case of maintained schools and is also relevant for anyone supporting children with medical conditions.

Appropriate authorities must have regard to the DFE guidance when carrying out their statutory duty to make arrangements to support pupils at school with medical conditions.

The guidance also applies to activities taking place off-site as part of normal educational activities. This guidance has been reviewed by Surrey County Council's (SCC) Education and Children's Services team's, in collaboration with Children and Family Health Surrey's nursing and pharmacy teams, SCC's public health and the trade unions.

The purpose of this document is to:

- Define SCC policy, organisation and arrangements for cooperating with parents and health professionals to ensure children and young people's health
- Provide guidance to settings on developing their own policies and procedures which support children and young people's health needs
- Provide settings with general information about the use, handling, storage and disposal of medicines and where to obtain further information and support
- Clarify responsibilities for the medical care of children and young people

This policy covers the administration and storage of medication for employees and pupils of Witley C of E Infant School.

General Principles

- The school will provide the facility to store, administer and record individually prescribed medication
- The school will hold a supply of non-prescriptive medications within the guidelines
- The school will assist children with long-term medical conditions by drawing up personal plans for the administration of medication
- The school will endeavour to notify all staff of pupil medical alerts and treatment regimes
- The school will train and monitor staff who are used in the process of assisting with the administration of medication
- The school will regularly review and update this policy
- The school will notify parents/guardians, if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious diseases and the recommended treatment of head lice will be available on request
- In the event that a child refuses to take prescribed medication the school will advise the parent
- Medications handed in that are not in their original dispensing containers will be rejected and the parent informed. This may result in a child being sent home from school
- Parents will be advised that Witley C of E Infant School does not allow pupils to carry/ administer medication and that all such medication is to be handed in on arrival at

school, with the exception of EpiPens that are kept with the child in class and goes with them when travelling around the school i.e. school lunch hall.

- Staff dealing with medication and personal care of pupils with medical needs will be informed of their roles and possible implications and full training will be given
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.

Procedures

Prescribed Medication:

Medicines should only be administered in settings when it would be detrimental to a child/young person's health or attendance not to do so. Only prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include the child/young person's name, instructions for administration, dosage and storage can be accepted. The exception to this is Insulin, which must be in date, but is generally provided inside a pen or pump, rather than in its original container.

Witley C of E Infant School will not accept medication that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Medicines should be brought to the setting by the parent or other responsible adult, and handed to a named member of staff. All medicines should be stored securely. Parents must bring in any equipment required to administer the medicine e.g. medicine spoons, oral syringes, syringes for injections, sharps waste containers.

Medication handed in at the school office will be recorded in the Children's Medical Notes folder in the main office.

Controlled Drugs:

The Misuse of Drugs Act and its associated regulations control the supply, possession and administration of some medicines. Some may be prescribed as medication for use by children e.g. methylphenidate.

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescriber's instructions.

Controlled drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored in a locked non-portable container and only named staff should have access
- Controlled drugs, as with all medication, should be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist

Non-Prescriptive Medication:

Witley C of E Infant School will only hold supplies of non-prescription medication i.e. Piriton and Calpol, which will be administered only in exceptional circumstances and after verbal or written permission from the parent/guardian. This will be recorded in the Children's Medical Notes file kept in the main office.

Short Term Medical Needs:

In certain circumstances, where non-administration of a drug could be detrimental to the child's health, the school will hold antibiotics for administration throughout the school day. Only anti-biotics prescribed four times a day will be administered, as three times a day can be administered at home.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away. This is particularly important to consider when outside of the setting such as an off-site trip.

Arrangements for administering medicines in school:

Staff may administer a controlled drug to the child/young person for whom it has been prescribed. Staff administering prescribed medicines should do so in accordance with the prescriber's instructions.

Witley C of E Infant School will keep a record of all medicines administered to individual children, stating what, how and how much, when and by whom. Any side effects of the medication should be noted. In addition for controlled drugs a record of the amount held should be kept.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plan). Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or administering medicines.

Unless it is an emergency situation, medicines must be administered in a location where privacy and confidentiality of the child/young person may be maintained. Facilities should be available if the child/young person needs to rest and recover.

Medicines must be administered and documented for one child/young person at a time and completed before the next child/young person is seen. Staff must wash their hands before and after administering medicines.

Before administering a medicine, staff must check:

- The identity of the child/young person
- The written parental permission form for administration of the medicine(s)
- That the written instructions received from the parent and the medicines administration record match the instructions on the pharmacy dispensed label of the medicine container i.e. name of the medicine, formulation, strength and dose instructions. For non-prescribed medicines or if the school has a protocol for non-prescribed medicines, the manufacturer's information must be followed as there will be no pharmacy label.
- The name on the pharmacy dispensed label matches the name of the child/young person
- Any additional or cautionary information on the label or manufacturer's information which may affect the times of administration, e.g. an hour before food, swallow whole do not chew, or may cause drowsiness.
- The medicine administration record to ensure the medicine is due at that time and it has not already been administered
- The medicine is in date and is not past its expiry date. The expiry date of the medicine (if one is documented on the medicine container/ pharmacy dispensed label). Some medicines once their container is opened will have a shortened expiry date from the date it was opened. If this is the case

the manufacturer's information or pharmacy label will state this.

For these medicines the date opened and the shortened expiry date, calculated from the pharmacy or manufacturer's information, must be written on the label. It must be written as 'date opened' and 'expiry date' to distinguish the two dates.

- All the necessary equipment required to administer the medicine is available e.g. medicine spoon, oral syringe, injecting syringe. This equipment should be stored securely.

If there are concerns or doubts about any of the details listed above the member of staff must not administer the medicine. They must check with the child's parent or a health professional before taking further action. All advice and actions must be documented, signed and dated and stored securely in line with the settings record administration policy.

Staff involved with the administration of medicines should be alert to any excessive requests for medication by children/young people or by parents on their behalf. In any cases of doubt advice may be obtained from health professionals.

Immediately after the medicine has been administered the appropriate written records must be completed, signed and dated. If for any reason the medicine is not administered at the times stated on the medicine administration record the reason for non-administration must be recorded, signed and dated. Parents must be informed as soon as possible on the same day.

Long Term Medical Needs / Individual healthcare plans:

Pupils with long term medical needs will have a care plan, including medical administration guidelines, drawn up on their arrival at Witley C of E Infant School.

Witley C of E Infant School, healthcare professionals and parent should agree, based on evidence, when a healthcare plan would be inappropriate.

Plans needs to be reviewed at least annually, or earlier if needs have changed. They should be developed with the child's best interests in mind and ensure settings assess and manage risk to their education and wellbeing and minimise disruption.

Educational Visits/ Sporting Activities:

When a group of children are taken out of school parents will be asked to provide the party leader with any current medical needs. The party leader is delegated responsibility for the storage and administration of prescribed and controlled medication.

Witley C of E Infant School will include all children in sporting activities, however adults should be made aware of the need for privacy and dignity for children with particular care needs.

Witley C of E Infant School will be aware of how a child's medical condition will impact on their participation, whilst allowing for enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments, unless evidence from a clinician such as a GP states otherwise.

Witley C of E Infant School will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that medical conditions are included. This will require consultation with parents, the child and advice from relevant healthcare professionals.

Employees/Staff Medication

The school will not hold or administer medication bought into school by a staff member. However, advice on the storage of such medication may be sought. Lockers are available for staff and staff should ensure medication such as paracetamol is stored out of reach of children, with the exception of medication such as personal asthma inhalers, adrenaline pens which should always be readily available.

Safety of Medication Supplies:

Large volumes of medicine should not be stored. Medicines will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the pupil name, dosage and frequency of administration. Where two or more medicines have been prescribed, each must be in a separate container.

Pupils should be made aware how to access their medication and who is allowed to administer. Emergency medication, such as asthma inhalers or Epipens, must not be locked away. Refrigeration is available for products that require temperature control.

Training:

Staff who administer medication will be trained in the correct procedures for giving, storage and disposal of medicines.

Correct hygiene and infection control procedures will be taught.

Safety precautions, such as disposable gloves/aprons/body fluid spillage kits will be available.

All staff involved with pupil personal hygiene will be asked to contact their GP with regards Hepatitis B inoculations.

Please see First Aid Policy for details of staff training in general first aid procedures.

Risk Assessments:

Under the Health and Safety policy, risk assessments will be regularly undertaken with regards all aspects of medical treatment including, but not limited to,

- Storage of drugs Care
- Plans
- Hazardous Waste/Clinical Waste
- Administration of medication

Parental Responsibility:

The parent/Guardian is ultimately responsible for the child's medical needs, however, whilst at school every effort will be made, within the guidelines, to ensure that the medical needs are met.

Emergency procedures:

All staff know how to call the emergency services and who is responsible for carrying out emergency procedures in the event of need, and for summoning an ambulance in such cases and for communication with parents.

A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

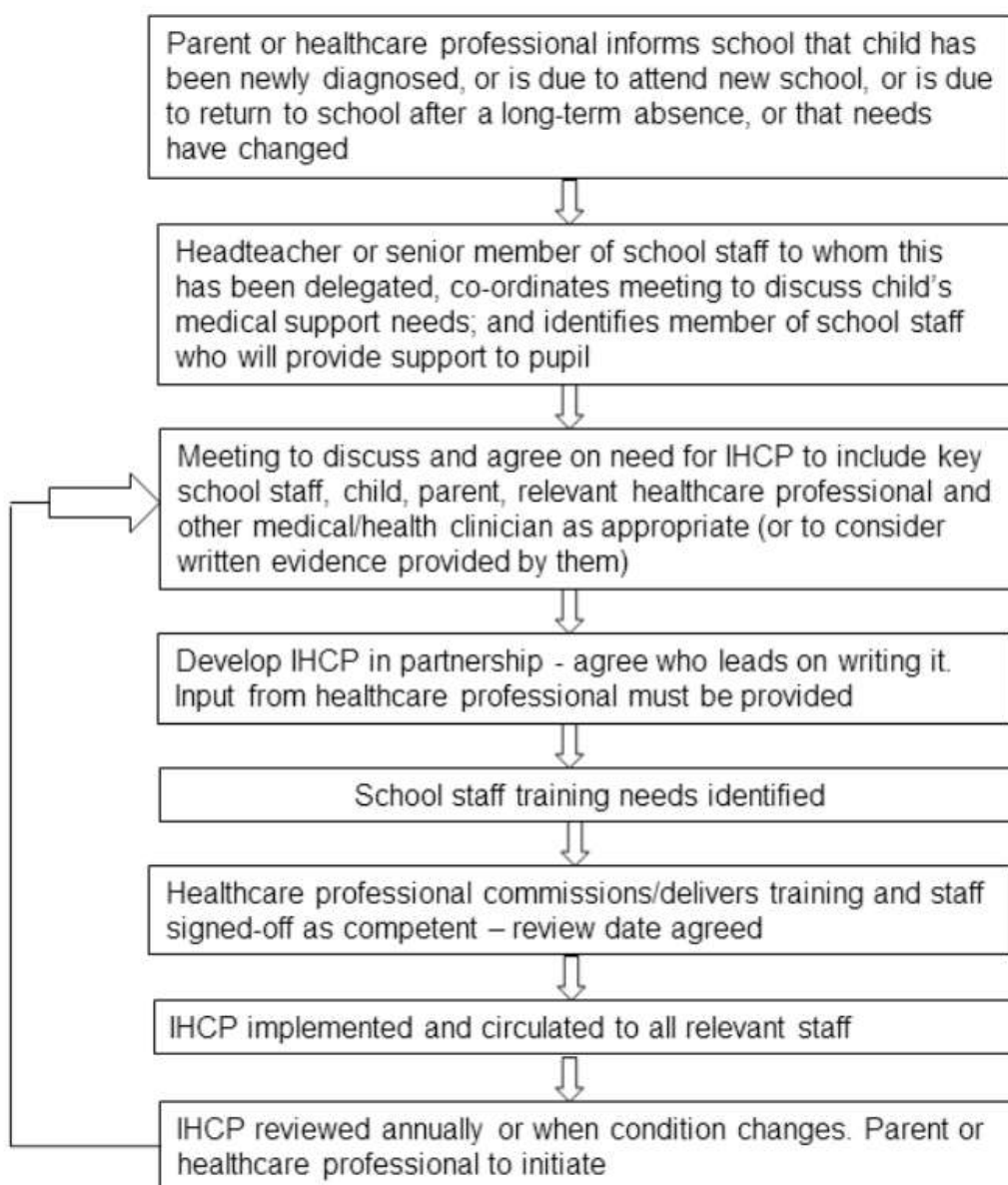
Normally when a child becomes unwell at school, (other than minor cuts or bruises), settings will

arrange for them to be looked after in a quiet, comfortable place and arrange for the parent to collect them as soon as possible. It will then be the responsibility of the parent to accompany the child to their GP surgery or hospital outpatients department as appropriate.

In some situations it may be necessary for professional medical care to be sought immediately, e.g. suspected fractures, all eye injuries, serious head injuries, acute illness or other serious medical conditions (after using preloaded adrenaline injection) that will not respond to first aid treatment.

The following pages contain our school templates.

Appendix A: Identifying children with a medical condition that may require support at school.



Appendix B: Letter inviting parents to contribute to individual healthcare plan development.

Dear Parent/Carer

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Witley C of E Infant School
Individual Healthcare Plan IHCP)

Child's name

Class

Date of birth

Medical diagnosis/condition

Date of IHCP

Review date of IHCP

Family Contact Information

Name

Phone no.

Name

Phone no.

Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, frequency, side effects, contra-
indications, and administered by/self N administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Additional information

**Appendix D:
Parental permission to administer prescribed medication**

Prescribed medicine
brought in to school

Witley C of E Infant School
**Parental permission to administer medicine and record
of administration of medicine**

The school will not give your child medicine unless you complete and sign this form. The school has a policy that staff can administer prescribed medicine.

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Date medicine finished/returned to parent	

NB: Medicines MUST be in the original container as dispensed by pharmacy

Contact Details

Name of parent/carer	
Daytime telephone no.	
Member of staff receiving medicine on behalf of school	

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

Signature _____ Date _____

Record of medicine administered *For staff use only!*

Name of child			
Date			
Time given			
Dose given			
Name of member of staff			

Date			
Time given			
Dose given			
Name of member of staff			

Date			
Time given			
Dose given			
Name of member of staff			

Date			
Time given			
Dose given			
Name of member of staff			

**Appendix E:
Parental permission to administer school medicine**

SCHOOL MEDICINE

Witley C of E Infant School

**Parental permission to administer medicine and record
of administration of medicine**

The school has a policy that staff can administer medicine such as Calpol.

Name of child

Date of birth

Class

Record of medicine administered *For staff use only*

Date

Parent/carer permission received/
state via email or telephone

Reason for medicine

Name/type of medicine and expiry
date

Dosage and method

Time given

Name of member of staff

Date

Parent/carer permission received/
state via email or telephone

Reason for medicine

Name/type of medicine and expiry
date

Expiry date

Dosage and method

Time given

Name of member of staff

**Appendix F:
Details of all medication administered**

**Witley C of E Infant School
Record of medicine administered to all children**

Date	Child's full name	Year group	Time	Name of medicine	Dose given	Any reactions	Staff initials

**Appendix G
Contacting Emergency Services**

**Witley C of E Infant School
Contacting emergency services – dial 999**

Speak clearly and slowly and be ready to repeat information if asked.

- 1. School tel no **01428 682420**
- 2. Your name
- 3. Your location as follows

**Witley C of E Infant School
Church Lane
Witley GU8 5PN**

what3words location spots.scooters.reminder

- 4. Provide the exact location of the patient within the school setting
- 5. Provide the name of the child and a brief description of their symptoms
- 6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

**Appendix H:
Staff Training Record – Administration of Medicines**

**Witley C of E Infant School staff training record –
administration of medicines**

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____ |