



Administration of Medicines and Medical Conditions Policy


Issue 1 – September 2014

The Spencer Academies Trust has delegated Full responsibility to the Local Governing Body (LGB) of Wyndham Primary Academy for this Policy. It is the LGB's responsibility to ensure this Policy is implemented and reviewed in accordance with statutory and legislative arrangements.

The Spencer Academies Trust may, on an annual, basis undertake audits to confirm that appropriate arrangements are maintained by the Academy.



Wyndham Primary Academy

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1.0 Context

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

The procedures we follow ensure that medication is given safely using the appropriate dose at the appropriate time.

Four of our teaching assistants are qualified in paediatric first aid, so that there is a first aider available at all times, whether children are being educated in school or off site (such as trips).

2.0 Administration Procedures – Short Term Medication

- The school will only administer **prescribed** medicines in their original packaging.
- We will also administer **prescribed** eye and ear drops in their original packaging.
- The parent/carer must take the medicine to the office at the start of the day; this information is published in the parents' handbook for school
- Office staff will fill in an administration form (see Appendix 1) which informs us of the type of medication, the dosage and the time for administration.
- The form also requires parents/carers to give written permission for a member of staff to administer the medicine.
- The medicine is then kept in the office in a refrigerator, if required
- Generally the office staff or a first aider will administer the medication; on trips, the accompanying first aider (TA) will administer it
- This is recorded on the consent form, giving the time and the initials of the person who administered it
- Parents/carers are requested to collect the medication from the office at the end of each day
- If necessary, a first aider will hold and administer medication on school trips

3.0 Long Term Medical Needs

- Prior to admission to school, the Home School coordinator (Foundation Stage teacher if prior to Nursery) fills in an admission form which includes details of all medical conditions with each child's parents/carers.
- This information forms part of the child's personal record.
- Procedures to meet the medical needs of pupils are then set up, according to their condition, in partnership with the parents/carers and health professionals as appropriate
- Staff training needs are also identified and training provided prior to the child's entry into school or nursery. Sufficient staff will be trained to support children with medical conditions and all staff are aware of a child's condition and understand the child's individual Healthcare Plan.
- Individual Healthcare Plans for children with medical conditions are tailored to a child's particular needs and agreed by the school, parents, the child (if appropriate) and the relevant healthcare professionals.
- No child with complex medical needs will be excluded from any part of school life such as off -site school visits, sporting activities. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their abilities. The school will make arrangements for the inclusion of pupils in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible

4.0 Administration Procedures – Asthma Inhalers

- If a child has a history of asthma, however mild, the parent is asked to complete an Asthma Information sheet (see Appendix 2). This outlines triggers and treatments and gives the school instructions for administering the medication. Permission to administer the medication according to those instructions is also given on the form.
- One copy of the asthma information sheet is kept in the office and another is kept in the attendance register by the class teacher.
- Inhalers are kept by the class teacher so that they are readily available for the child if needed. Class teachers also discuss how and when the inhaler should normally be used with the parent of the child.
- Asthma inhalers are held by the first aider on school trips, however short (eg walk to the library)



- Teachers take care that inhalers are not left where other children can pick them up.
- In cases of a severe asthma attack, one of the qualified First Aiders will be consulted, the parent contacted and the emergency services if that is deemed appropriate.
- When a child has used his/her inhaler unexpectedly, the class teacher will inform the parent at the end of the day.
- When the child transfers to another school, the personal record is sent to the receiving school. Teachers inform the receiving teacher verbally as part of the transfer process.

5.0 Long Term Medication Administration Procedures

This covers a variety of conditions and will vary according to the condition. It includes the medication for epilepsy and allergies.

The procedures for long term administration of medication are encapsulated in an individual Healthcare plan, which outlines

- the responsibilities of the parent, including maintaining the supply of up to date medication
- the responsibilities of the school, including the recording of administration the personnel involved and their training record

6.0 Monitoring and Accountability

The Governing Body

It is the responsibility of the Governing Body

- to ensure that there is an up to date policy for administering medicines
- to ensure training is provided as necessary

The Principal

It is the responsibility of the Principal

- to ensure that the agreed policy is implemented
- to liaise with health services
- to access training identified by staff and medical professionals

All staff

It is the responsibility of all staff

- to know and understand the school policy (refer also to Staff Handbook)
- to identify training needs.



7.0 Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

8.0 Expectations

It is expected that:

- Parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- Where parents have asked the school to administer the medication for their child, the prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage is required 4 times a day or specifically required during the school day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- That employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

9.0 Policy into Practice

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school.



Appendix 1



Medication Administration Form

Wyndham Primary Academy Medical Consent Form

I understand that Wyndham Primary Academy can only administer medication prescribed by a registered General Practitioner. As the parent/guardian of the child named below, I give my permission for the Practitioner in charge and other member of school staff to administer the prescribed medicine.

A separate form is required for each medicine prescribed.

All medicine should be supplied in the original container, stating who they are prescribed for and dosage information.

Wyndham Primary Academy cannot be held responsible for any reaction or side effects that a child may suffer as a result of taking the medication prescribed.

Please note that staff cannot give medication if this form is not clearly completed and signed by the parent or guardian

Please ask the practitioner in charge if you have any questions

Child's Name: _____ Age: _____ Date of Birth: _____

Date medication began: _____

Date treatment ends: _____

Name of medication: _____

Dose required: _____

Frequency required: _____

Time of last dosage _____

Times when medicine should be administered: _____

Any known side effects: _____

Signature of Parent/Guardian: _____

Address: _____

Phone Number: _____

Date: _____



Appendix 2

ASTHMA POLICY

The welfare of all pupils is of paramount importance at Wyndham Primary Academy.

The aims of this policy are:

- To ensure that children with asthma are treated appropriately when the need arises
- To enable children with asthma to access the full range of school experiences

In order to achieve these aims, the following procedures are followed by all staff.

- Prior to admission to school, the Home School coordinator (Foundation Stage teacher if prior to Nursery) fills in an admission form which includes details of all medical conditions with each child's parents/carers.
- If a child has a history of asthma, however mild, the parent is asked to complete an Asthma Information sheet (attached). This outlines triggers and treatments and gives the school instructions for administering the medication. Permission to administer the medication according to those instructions is also given on the form.
- One copy of the asthma information sheet is kept in the office and another is kept in the attendance register by the class teacher.
- Inhalers are kept by the class teacher so that they are readily available for the child if needed. Class teachers also discuss how and when the inhaler should normally be used with the parent of the child.
- Teachers take care that inhalers are not left where other children can pick them up.
- In cases of a severe asthma attack, one of the qualified First Aiders will be consulted, the parent contacted and the emergency services if that is deemed appropriate.
- When a child has used his/her inhaler unexpectedly, the class teacher will inform the parent at the end of the day.
- When the child transfers to another school, the personal record is sent to the receiving school. Teachers inform the receiving teacher verbally as part of the transfer process.

ASTHMA HOME/SCHOOL LIAISON FORM

Child's Name	
DOB	
Home Phone No.	
Emergency Nos. in case of attack	



Name of Doctor	
At what age did asthmatic attacks start?	
How often do attacks occur?	
How long do attacks normally last?	
Is there a time of day when they occur more frequently?	
Do you know of any particular cause which might bring on an attack?	
Does your child use a Nebuliser at home?	
Name of Inhaler/medication being used.	
Should the inhaler be used during the school day, please give written instructions:-	
Please give advice on how we should handle a more serious attack in your child:-	
Any further comments.	

NB If your child is to use an inhaler at school we recommend that you ask your doctor for an extra inhaler to be kept in school. It will be kept by the class teacher and used according to your instructions.

Signed _____ Parent/Guardian Date _____