**CHRIST CHURCH PRIMARY SW9**

**SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

**AND ADMINISTRATION OF MEDICINE POLICY**

**Aim**

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. Regular school attendance is vital for every child and we do all that we can to maintain high attendance figures. However, from time to time every child will become ill and may require some time out of school to recover.

We strongly encourage children to take personal responsibility for administering their own medicine under supervision.

**Non Prescriptive Medicines**

The school or setting will not administer non prescribed medicine to a child e.g. cough medicine, calpol, nurofen etc.

**Prescribed Medicines**

Prescribed medicines can be administered at school when it would be detrimental to a child’s health or school attendance not to do so.

Parents must complete a medication consent form with the following information:

Name and date of birth of child.

Name of parent/carer, contact address and telephone number

Name of medicine.

Details of prescribed dosage

Method of administration.

Any side effects.

Expiry date.

* Time/frequency of administration.

Contact with the parent must be made by the member of staff administering the medicine at the beginning of the course of the treatment. The consent form must be signed by the parent at this stage and this form is to be kept with the medication in a sealed bag. The child’s name will be added to the daily medicine log for the length of the time agreed with the parent.

A copy of this form will be retained in a central file as a record for future reference.

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role*. Staff may not agree to administer medicines where:

the timing is crucial to the health of the child;

where there are potentially serious consequences if medication or treatment is missed;

or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and /or training specific to the child’s medical needs. All relevant staff will be made aware of the child’s condition.

**Time of the day when prescribed medicines will be given**

There will be 2 times of the day when prescribed medicines will be given:

**10:30am** and **1:30pm.**

This does not include the administration of a reliever asthma inhaler, anti-histamines or epi-pens where these are administered as needed (see long term medical need).

Parents are to agree when filling in the medicine consent form when the medication will be given and for how long.

Medication can only be given at these times and any medication that needs to be given at other times will have to be done by the parents. This is in the interest of the child.

***Under no circumstances must any medication be administered without parental approval or without the agreement of a member of the Senior Leadership Team.***

**Instruction and Training**

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken. This will be highlighted from the individual health care plan which will have been drawn up by the school nurse, parents and SENDCO. Once a training need has been highlighted it is the responsibility of the SENDCo to ensure that sufficient staff have been given training to care for a pupil’s medical need. The Individual health care plan will also detail when it will next be reviewed if anything other than annually.

Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

**Longer Term Medical Needs**

Where a child has a long term medical need for example, a severe allergy, diabetes or chronic asthma, a written health care plan will be drawn up with parents and health professionals. This plan will be reviewed on a termly basis.

**Self Management**

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children taking responsibility for seeking medical attention when needed.

**Two members of staff must be responsible for overseeing the administration of medicine and to ensure that the correct procedures are followed. All medicines should be handed in to the office for safe storage and not be kept by the child. A medicine log will be completed for each dose of medication given.**

**Safety checklist.**

Is any specific training required to administer medicines?

Is any necessary protective clothing or equipment available?

Has the parent completed the Medication Consent Form? Has a copy been filed?

Is the member of staff clear on what they are expected to do?

* Has the member of staff filed out the daily medicine log

Is the emergency contact information, particularly for the G.P and parent/guardian, clear?

What action is necessary in the event of an accident or failure of the agreed procedures?

Details of this policy and procedures will be publicised widely and available from the school website,

www.christchurchschool.cc

**Emergency procedures**

See the ‘Crisis Management’ policy and ‘Critical incident policy’.

**Trips and Outings**

In the case of trips and outings the lead member of the team will ensure that a first aid kit is taken and the specific medication of the children on a care plan. Any medicines that need to be refrigerated will not be taken on trips and outings and arrangements must be made with the lead member of the team and parents as to when the medication will be taken. For non-refrigerated medicines these can be taken out on trips but arrangements must be made with the lead member of the team and the parents about when it will be taken.

**Unacceptable practice**

As a school Christ Church will not:

* prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
* assume that every children with the same condition requires the same treatment;
* ignore the views of the child, parent or medical advice and opinion;
* send children with medical conditions home frequently for reasons associated with their medical condition or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
* send a child if they become ill to the school office unaccompanied or with someone unsuitable;
* penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
* prevent pupils from drinking, easting or taking toilet or other breaks whenever their need to in order to manage their medical condition effectively;

If a parent is unhappy with the support that the school is giving their child relating to their medical needs they should speak to the SENDCo or a member of the Senior Leadership Team. If for whatever reason this does not resolve the issue, they can make a formal complaint via the school’s complaint procedure. See the Complaints Procedure Policy

**Children who refuse medication**

In the event of a child refusing medication the parent/carer will be contacted as soon as is possible and informed of the situation. The parent/carer may be advised to collect the child or enter the premises to administer the medicine.

**Safe storage and disposal of medicines**

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record unless they have personally administered, assisted, or witnessed the administration of the medicines.

When medicines are used staff will need to ensure that they fully understand how each

medicine or drug should be stored. Storage details can be obtained either from the written

instructions of the GP/Pharmacist or from parents.

All medicines should be stored in the original container, be properly labelled, and kept in a

secure place, out of reach of children. Arrangements may be needed for any medicines that

require refrigeration. These should be clearly labelled and kept separated from any foodstuff.

Medicines should only be kept while the child is in attendance.

Any unused or outdated medication will be returned to the parent for safe disposal.

For ongoing prescribed medication with a short expiry date the medication will be sent home during holidays. When being brought back after a holiday parents must ensure that the expiry date last the next half term. If not a replacement needs to be ordered immediately.

*This policy was written using the statutory guidance ‘Supporting pupils at school with medical conditions’ DFE Ref: DFE-00393-2014 updated December 2015*

**Linked policy**

This policy should be read in conjunction with the following policies:

* Crisis Management Policy
* Critical Incident Policy
* Complaints Procedure Policy

Approved by: ………………………………

Date: March 2017

Next review date: March 2020