

# TILERY PRIMARY SCHOOL



***Together Promoting Success***

## Supporting Pupils at School with Medical Conditions Policy

(Incorporating the policy for the administration of medications to  
pupils)

Ratified by the Safeguarding Committee

Date: Spring 2019

Signed by Chair of Governors

Mrs L Miller

Date: 28.02.19

To be reviewed: Spring 2020

**This policy should be read in conjunction with Stockton-On-Tees Borough Council's guidance on supporting pupils at school with medical conditions and the school's Administration of Medicine policy.**

### **Policy Statement**

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health are properly supported while at Tilery Primary School so they can play a full and active role in school life, remain healthy and achieve their academic potential.

Relevant (need to know) staff will be aware of individual children's medical conditions and the plan that is in place to support them including what to do in an emergency.

The school understands the importance of medication and care being managed as directed by health care professionals and parents. Only *prescribed* medication will be administered.

Staff involved in the administration of medicines and provision of support to pupils with medical conditions will be suitably trained.

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

### **On Admission to School**

All parents / carers will be asked to complete an admissions form advising of any medical conditions for which their child may require support at school.

### **Individual Health Care Plans**

Individual healthcare plans and their review may be initiated in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child.

Individual health care plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or children's community nurse who can best advise on the particular needs of the child.

Pupils may also be involved whenever appropriate. The aim is to capture the steps that Tilery Primary School will take to help the child manage their condition and overcome any potential barriers to getting the most from their education. The Health Care Plan will include full details of what to do in the event of medical emergency for the child, as well as everyday practice.

Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school. When necessary school staff will receive training in managing and administering medication to the child by the most appropriate person; this may be the parent or a health care professional.

For the start of the new school year, or on receipt of a new diagnosis of a medical condition, every effort should be made to ensure that suitable arrangements are put in place within two weeks.

Schools do not need to wait for a formal diagnosis before providing support to pupils. In cases where a medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based upon the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support is put in place.

Relevant (need to know) members staff will be made aware of individual health care plans

A central file of individual health care plans will be held by the school and they shall be reviewed at least annually and more frequently if required. A note will be added to the medical section of the child's record on the School Information Management System (SIMS) and the relevant box checked to show that a child has a health care plan.

A copy of the current individual health care plan will be held by the parent / carer / school and where relevant, a health care professional. The individual health care plans will accompany the child on any out of school activities.

If a child moves to another school it is the parent's responsibility to make sure that the receiving school is made aware of their child's needs.

### **Administration of Medication in School**

In usual circumstances, only prescribed medicines will be administered in school, unless administration of non-prescribed medication is detailed within the child's individual health care plan.

Parents should ensure that, wherever possible, medication is prescribed so that it can be taken outside the school day.

Should medication be required to be administered at school, parents / carers must complete an *Administration of Prescribed Medicines in School Consent Form*. The parent/carer should hand the completed Administration of Prescribed Medicines in School Consent Form and the prescribed medication to a member of the administration team.

Over the counter (non-prescription) medicine will only be administered in specific circumstances, for an agreed period of time, with prior agreement and written permission from the parent /carer. Specific examples could be hay fever medication or travel sickness medicine.

The administration team are authorised (*and trained*) to receive and administer medication. If a child has a health care plan it will usually be a member of the classroom staff who will be trained and responsible for administering any associated medicine.

Any medication cannot be administered without signed consent.

Medication must be provided in its original container complete with a pharmacy label showing the child's name, dosage instructions and any relevant storage instructions. The product must be in date. The exception to this is insulin, which must still be in date but will generally be provided to schools inside an insulin pen or pump, rather than in its original container.

### **Interpretation of Expiry dates**

#### *Expression*

Use by May 2019

Use by 20 May 2019

Use before May 2019

Use before 20 May 2019

Expires 31 May 2019

Expires May 2019

#### *Interpretation*

Do not use after 30 April 2019

Do not use after 20 May 2019

Do not use after 30 April 2019

Do not use after 19 May 2019

Do not use after 31 May 2019

Do not use after 31 May 2019

Staff who administer medication will follow the following guidelines and procedures:

- medication will only be accepted in school if it has been prescribed by a doctor;
- medication will not be accepted in school without complete written and signed instructions from the parent;
- each item of medication must be delivered in its original container.

Each item of medication must be clearly labelled with the following information:

- pupil's name;
- name of medication;
- dosage;
- frequency of dosage;
- date of dispensing;
- storage requirements (if important);
- expiry date.

### **Storage of Medication in School**

The school will make sure all medication is stored securely in accordance with product instructions in their original container. For medicines that require refrigerated storage this will be in a dedicated, lockable fridge.

Staff and, if appropriate, pupils with medical conditions will know how to access medication. In the case of emergency medicines, such as inhalers or epi-pens, they will have access to them immediately.

Children where competent can administer their own medicine. Parents will be requested to notify the school when this is the case (and request if this is to be supervised or not). This can be recorded on Form 2 (appendix 3).

Parents / carers will also be required to request in writing if they wish their child to carry their own medication with them when in school.

Parents are asked to collect all medications / equipment at the end of the school term, and to provide new and in date medication at the start of each new term.

Parents must let the school know immediately if their child's healthcare needs change.

Parents/ carers are responsible for replenishing supplies of medicines and collecting no longer required / out of date medicines from school.

The school will keep an accurate record of all medication they administer or supervise administering, including the dose, time, date and staff involved. If a medication is not administered the parent / carer will be notified.

### **Disposal of Medication**

If parents do not collect out of date / no longer required medicines within 14 days of being requested to do so the medicine will be returned by the school to a pharmacy for destruction.

### **Out of School Activities / Extended School Day**

The school will meet with parents, pupil and health care professional where relevant prior to any overnight or extended day visit, to discuss and make a plan for any extra care requirements that may be needed to support a child with a medical condition to participate. This should be recorded in child's individual health care plan, which should accompany them on the activity.

Risk assessments are carried out for all out of school activities taking into account the needs of pupils with medical needs. School will make sure a trained member of staff is available to accompany a pupil with a medical condition on an offsite visit if the condition requires it.

### **Residential Visits**

Medicines (including over the counter medicines e.g. for hay fever) may be administered if required with prior written consent of the parent/carer. During the visit, the administration of the medicine should be recorded and witnessed by two members of staff.

### **Complaints Procedure**

If parents have a concern or complaint about the provision for their child's special educational needs they should make an appointment with Mrs L Johnson, Assistant Headteacher or with Mr J Repton, Headteacher who will do their best to address their concerns. If parents wish to take their complaint further they may telephone the school administrator who will arrange an appointment with Mrs E Miller (Chair of Governors). Alternatively they may write to the Mrs E Miller care of Tilery Primary School.

## Appendix 1



Headteacher: Mr J.P. Repton B.A  
Email: [Tilery.school@stockton.gov.uk](mailto:Tilery.school@stockton.gov.uk)



Tilery Primary School  
St. Ann's Terrace  
Portrack  
Stockton  
TS18 2HU

Tel. 01642 673761

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Dear Parent

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

Headteacher

## Appendix 2

### Form 1 – Individual Healthcare Plan

For pupils with medical conditions at school

(NB prescribed medicine in school consent form must also be completed)

Name of school / setting	
Child's name	√ M <input type="checkbox"/> F <input type="checkbox"/>
Group / class / form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### Family Contact Information

Name 1	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	
Name 2	
Phone no. (work)	
(home)	
(mobile)	
Relationship to child	

### Clinic / Hospital Contact

Name	
Address	
Phone no.	

### G.P.

Name	
Practice address	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medicines, dose, method of administration, when to be taken, side effects, contra-indications, administered by /self-administered with/without supervision

Daily care requirements

Specific support for the pupils educational, social and emotional needs

Arrangements for school visits / trips etc.

Other information

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

Form copied to

### Appendix 3

#### Form 2 – Parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school / setting	
Name of child	
Date of birth	
Group / class / form	
Medical condition or illness	

#### Medicine

Name / type of medicine (as described on the container)	
Expiry date	
Dosage and method of administration	
Timing	
Special precautions / other instructions	
Are there any side effects that the school / setting needs to know about?	
Self-administration – y/n	
Procedures to be taken in an emergency	

**Nb. Medicines must be brought in the original container as dispensed by the pharmacy**

#### Contact details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I Understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature(s)

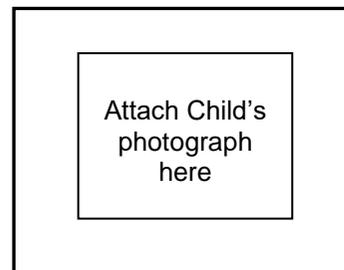
Date

Signature(s)

Date

Appendix 4

SCHOOL RECORD OF MEDICATION ADMINSTERED



Form 3.

Name of school / setting				
Name of child				
Group / class / form				
<b>Medicine received</b>				
Date medicine received from parent				
Quantity received				
Name and strength of medicine				
Dose and frequency of medicine				
Expiry date				
Staff signature				
Print name				
<b>Medicine returned</b>				
Quantity returned				
Returned to (signature)				
Print name				

**Appendix 5**

**SCHOOL RECORD OF MEDICATION ADMINSTERED**

**Name:**

**DOB:**

**Year Group:**

<b>Date</b>										
<b>Time Given</b>										
<b>Dose Given</b>										
<b>Staff Signature</b>										
<b>Print Name</b>										

<b>Date</b>										
<b>Time Given</b>										
<b>Dose Given</b>										
<b>Staff Signature</b>										
<b>Print Name</b>										

<b>Date</b>										
<b>Time Given</b>										
<b>Dose Given</b>										
<b>Staff Signature</b>										
<b>Print Name</b>										