

Ambler

Primary School and Children's Centre

Policy

Managing medicines

September 2015



Next review with Safety, Service and Communications Committee: September 2018

This plan is subject to on-going change and will be updated as and when required.

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Introduction

Ambler Primary School wishes to ensure that pupils with medical conditions receive appropriate support and care at school so that they can play a full and active role in school life, remain healthy, and achieve their academic potential. This policy is written with regard to Section 100 of the Children and Families Act 2014 and to statutory guidance issued by the Department for Education.¹ We aim to support children and ensure that we pay attention to the social and emotional aspects of their medical condition. We will ensure that no child experiences bullying or social isolation because of their condition.

No child with a medical condition will be prevented from taking up a place at Ambler because arrangements for their medical condition have not been made. However, in line with our safeguarding duties, Ambler will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

The school governing body will ensure that arrangements are in place to support pupils with medical conditions in school. The Safety, Service and Communications Committee of the governing body will review the arrangements every three years.

What is a medical condition?

In this policy we refer to short-term illnesses and chronic medical conditions. The school will have in place individual support plans for pupils who have a medical diagnosis which requires medical intervention and/or medicine whilst in school. The plan will include relevant and up-to-date information about the child, the medical condition, and how the condition should be managed and monitored in school. The day-to-day responsibility for children and young people rests with the headteacher and the designated members of staff who have daily contact with the individual pupils. Parents will be given clear information about who is responsible in the school and who to contact to ask questions or give information.

The school will not have plans in place for pupils who have short-term illnesses such as coughs, colds and common childhood diseases. The school will have a medical plan in place for all children who have a medical diagnosis of:

- Asthma;
- Breathing difficulties;
- Epilepsy;
- Seizures;
- Diabetes;
- Heart condition;
- Liver and kidney conditions;
- Cancer; or
- Any other serious medical condition

¹ *Supporting pupils at school with medical conditions*, September 2014
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Procedure when the school is notified that a pupil has a medical condition

Ambler Primary School will arrange a meeting with the parents as soon as possible after the school has been informed. The information may come from the parent, the school nurse, a health visitor or other medical professional. The school will arrange a meeting to gather all the relevant information including, diagnosis, signs and symptoms and treatment plan. The meeting will also cover the emotional needs of the child or young person and include emotional support / counselling as appropriate. The school will consult with parents about how much information can be shared with the child's class and peer group. The plan will be put in place and the relevant members of staff will be informed.

The School's Right to Challenge

The school will listen to children and parents but may challenge and ask for a second opinion if there is doubt or dispute about a child's medical condition. The headteacher will consult with the local authority and the NHS paediatrician based at the Northern Health Centre, Holloway Rd, London N7. The local authority will also be asked give advice if there is a dispute between the parents and the school. **Appendix 1** is a list of key contacts in Islington.

Staff Training

- Any member of school staff may be asked to provide to support to pupils with a medical condition, including the administering of medicines, although staff cannot be required to do so.
- Teachers and support staff providing support to a pupil with a medical condition will receive training about individual pupils' medical conditions which will be organised by the school.
- The Headteacher will be responsible for monitoring and reviewing the quality of staff training
- New members of staff will receive relevant and up-to-date information about managing medical conditions in schools
- Temporary and supply staff will be given information at reception about individual children or young people who are likely to become ill and/or require medical intervention

Individual Health Care Plans

- Individual careplans will be written in partnership with the parent and relevant health care professionals – see Appendix 3.
- The plan will be shared with relevant members of staff and review annually or as appropriate if there are significant changes.
- The plan will include details about the child's condition, treatment, symptoms and warning signs.
- The plan will be kept in the school office and not put on display unless this is agreed with the parents
- Information about the child's medical condition will be displayed in the staffroom or medical if appropriate.
- The plan should be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

Medicines in Schools

- This applies to all pupils including those who do not have an individual health care plan.
- Any parent can request that their child is given prescription medicine in school.
- Staff must not give prescription medicines without appropriate training. Medicines will usually be administered by a First Aider.
- If medicines (including asthma pumps) are to be administered in school, the parents must complete and sign an agreement form which will be renewed annually.
- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day.
- With the exception of asthma inhalers, children must not keep medicines anywhere in school. With the permission of the Headteacher or Deputy Headteacher, all medicines must be handed to the school office at the start of the school day.
- No pupil will be given medicine without the parental consent unless there is a clear and dire emergency and ambulance / emergency personnel are in attendance.
- When a child is given medicine, he/she will first be asked his/her name and this name checked against the name on the medicine – even if the member of staff knows the child well. The appropriate form, signed by the parent, will be checked for the time the medicine is required, and the correct dosage. The expiry date of the medicine will also be checked.
- Prescribed medicines must be in date, prescribed by a NHS doctor and provided in the original container with dosage instructions.
- Parents must regularly renew the school supply of medicines and be responsible for visiting the GP to collect repeat prescriptions.
- All medicines will be safely stored in the school office. Medicines requiring refrigeration will be kept in the school office's refrigerator, while asthma inhalers, blood glucose testing meters and adrenaline pens will be kept in an unlocked cupboard there.
- All children will be informed of where their medicines are stored and who can administer medicines.
- A written record will be kept and stored in the school office.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs.

Epipens

- Where the potential use of epi-pens is required, the parent must advise the school with details of all known allergies and associated conditions included.
- Epi-pens should be administered where possible by staff trained to use them. There are several epi-pen trained personnel in the school to undertake this, if required. However, if no trained person is present, anyone can administer an epi-pen. Staff should not delay administering the epi-pen in order to try to find a trained member of staff as this could result in a potentially life-threatening delay to treatment.

- Epi-pens must be clearly labelled and stored, both in the medical room, and in the child's class, with the child's details clearly displayed on the first aid board in the school office; class teachers must be informed.

Asthma Inhalers

- Where the potential use of an asthma inhaler is required, two clearly labelled asthma inhalers with appropriate spacers and dosage instructions should be brought to school.
- One is to be handed to the first-aider to be stored in the medical room (or with the nursery first-aider for children in Rainbow); the other should be given to the class teacher to be stored in a clearly marked, accessible box or kept with the pupil, depending on age and competency of the child.
- In the event of an emergency, we hold on site emergency salbutamol inhalers; these will only be given to children for whom written parental consent for the use of the emergency inhaler has been given, who have either been diagnosed with asthma, or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.
- The emergency inhaler can only be used if the child's own inhaler is not available.

Over the counter medicines

- Aspirin will NOT be administered unless prescribed by a doctor.
- If necessary, ibuprofen, paracetamol or other over the counter medicines may be administered by the first-aider, if written parental consent has been obtained. If parental consent has not been obtained and a child should require these medicines whilst at school, for a fever or headache, a call will be made to parents, to liaise with them regarding making a decision to administer any medication.
- Such medicines must be clearly labelled with the pupil's name and dosage instructions and handed to the first-aider in the office accompanied by the relevant parent consent form in line with prescribed medicines.
- Parents are welcome to come in and give their child medicine if they wish.
- The first aider will not give any medicines, creams, lotions or remedies if they are not labelled with the individual pupil's details and dosage instructions and accompanied by a signed consent form. The only two exceptions are on residential school journeys (see below) or when telephone consent from the parent/carer to give paracetamol or ibuprofen has been obtained and documented.

Arrangements for children who are competent to manage their own medicine in school

A child who has been prescribed a medicine may be responsible enough to carry and administer drugs or medical testing equipment e.g. blood sugar testing kit. The school will consult with parents and relevant school staff about the advisability of an individual child or young person taking responsibility for their own treatment. The decision in cases of dispute will rest with the headteacher who has a duty to ensure the safety of all children and young people.

Record keeping

Ambler Primary School will keep written records of all medicines administered to children – see **Appendix 3** for the relevant forms. The record will be kept in the school office and include date, time, dosage and name of the member of staff who administers the medicine.

Unacceptable Practice

It is unacceptable at Ambler Primary School to:

- Require parents to attend school to administer medication or carry out personal care such as going to the toilet.
- Prevent pupils from easily accessing their inhalers and medication.
- Prevent pupils from drinking or eating if needed to manage their medical condition.
- Assume that every pupil with the same condition needs the same treatment.
- Ignore the views of the child or their parents, or ignore medical evidence, unless there is good reason to challenge those views.
- Exclude pupils from lunchtime or after- school activities because of a medical condition.
- Prevent pupils from participating, or create barriers to normal school activities including day trips and school journeys.
- Leave children who are ill unattended in a medical room or school office or any room.
- Penalise parents if poor attendance is related to a long-term medical condition.

Medical Emergencies at Ambler Primary School

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment. The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and only those with health care plans. A child will not be taken to hospital in a staff car except in very exceptional circumstances.

The school will arrange for a competent member of staff to travel to hospital in an ambulance and act **in loco parentis** until the parents arrive. The member of staff **in loco parentis** will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

Day trips, residential visits and sporting activities

Ambler will make every effort to ensure that all children are included in the full range of school activities. The school will make sure that reasonable precautions are taken to safeguard children's health, and will carry out risk assessments for trips and school journeys which take into account the individual child's needs. Parents will not be required to accompany their children on school trips or journeys unless this is a normal activity.

Medicines required to be taken when a child is on a school trip will be administered by the child's class teacher in accordance with the written instructions given by the parent on the appropriate form. Class teachers will take any emergency medicines required by specific pupils, such as epi-

pens and asthma inhalers on school trips, and will ensure that they are signed out and back in again.

Where children are staying away from home on a residential school journey organised by the school, parents will be asked to sign a form giving permission for mild medication such as paracetamol, antiseptic cream or lip salve, to be administered by named staff members, if deemed necessary.

Liability and indemnity

The governing body will ensure that an appropriate level of insurance is in place and appropriately reflects the level of risk for individual members of staff working with individual children. All Islington schools (not academies or free schools) are covered by the Islington Council policy with Zurich.

Complaints

At Ambler we will work with parents to ensure that children and young people with medical conditions are treated fairly and in a way that will promote good health outcomes.

All complaints should be made under the school's Complaints Policy. Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

Appendix One: Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

Providing support, advice and guidance to schools and their staff.

Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Governing Body is responsible for:

The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Ambler Primary School.

Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

Handling complaints regarding this policy as outlined in the school's Complaints Policy.
Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.

Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

Ensuring that written records are kept of any and all medicines administered to individual pupils.

Ensuring the level of insurance in place reflects the level of risk.

Reviewing this policy and ensuring that it reflects current national good practice.

1.3. The Headteacher is responsible for:

The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Ambler Primary School.

Ensuring the policy is developed effectively with partner agencies.

Making staff aware of this policy.

Liaising with healthcare professionals regarding the training required for staff.

Making staff who need to know aware of a child's medical condition.

Ensuring Individual Healthcare Plans (IHCPs) are developed.

Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

Contacting the school nursing service in the case of any child who has a medical condition.

1.4. The First Aid Officers

Arranging meetings with parent/carers on the school learning of a pupil's medical condition.

Writing Individual Healthcare Plans (IHCPs) in partnership with parents and relevant health professionals.

Handling storing, and administering medicines.

Monitoring and updating records as appropriate.

Liaison with the school nurse and other health professionals as appropriate.

Administering first aid, and recording incidents

1.5. Staff members are responsible for:

Taking appropriate steps to support children with medical conditions.

Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.

Administering medication, if they have agreed to undertake that responsibility.

Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.6. School nurses are responsible for:

Notifying the school when a child has been identified with requiring support in school due to a medical condition.

Liaising locally with lead clinicians on appropriate support.

1.7. Parents and carers are responsible for:

Keeping the school informed about any changes to their child/children's health.

Completing a parental agreement for school to administer medicine form before bringing medication into school.

Providing the school with the medication their child requires and keeping it up to date.

Collecting any leftover medicine at the end of the course or year.

Discussing medications with their child/children prior to requesting that a staff member administers the medication.

Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

Appendix Two: Key Contacts in Islington:

Condition / concern	Organisation	Contact
HIV / AIDS	Body and Soul	Emily Kerr-Muir <emily@bodyandsoulcharity.org>
Asthma	Whittington Hospital	Colette Datt, Allergy / Asthma Nurse colette.datt@nhs.net Nickola (Nikki) Rickard, Asthma Nurse for Schools nickola.rickard@nhs.net
Healthy Weight	MoreLife	Lucy Dayus Lucy.Dayus@more-life.co.uk
Healthy Weight	My Team (Health and Wellbeing Team)	Marjon Willers: Specialist Dietitian for Schools and Children's Centres Marjon.willers@nhs.net
Mental Health	CAMHS	Anna Picciotto, CAMHS Lead for Schools (a.picciotto@nhs.net)
Immunisations	Whittington Health	Christine Ogundele (christine.ogundele@nhs.net) Immunisations Specialist Nurse
Female Genital Mutilation	LBI	Heather Vacciana, Anti Bullying Co-or & DV Preven. Officer. Heather.vacciana@islington.gov.uk
Diabetes	Whittington Hospital	Roma Romano-Morgan, lead paediatric diabetes specialist nurse roma.romano-morgan@nhs.net
Allergies	Whittington Hospital	Dee Brown, Clinical Nurse Specialist Paediatric Allergy & Asthma dee.brown3@nhs.net
Constipation	Darent Valley Hospital, Dartford & Gravesham NHS	Sandra Hanson – specialist nurse for childhood constipation sandra.hanson1@nhs.net / sandra.hanson@dvh.nhs.uk
Smoking	Smoke Free Islington, Whittington Health	Marina Chrysou (m.chrysou@nhs.net) or Nicola Brooms (nicola.brooms@nhs.net)

Template A: individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

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

Clinic/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, when to be taken, side effects, contra-
indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's 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

Template B: parental agreement to administer medication

Parental agreement for school/setting to administer medicine

The school/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.

Name of School/Setting

Date

Child's Name

Group/Class/Form

Name and strength of medicine

Expiry date

How much to give
(i.e. dose to be given)

When to be given

Any other instructions

Number of tablets/quantity to be given to school/setting. **Note: Medicines must be the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact

Name and phone no. of GP

Agreed review date to be initiated by [name of 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.

Parent's signature:

Print Name:

If more than one medicine is to be given a separate form should be completed for each one.

Template D: staff training record – administration of medicines

Name of school/setting	
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 _____

Template E: contacting emergency services

AMBLER PRIMARY SCHOOL

Blackstock Road, London N4 2DR • Telephone 0207 226 4708 • Facsimile
0207 226 0229

Head teacher: Juliet Benis

REQUEST FOR AN AMBULANCE

Dial 999 or 112, ask for an ambulance and be ready with the following information:

1. Your telephone number

Ambler Primary School telephone number : 0207 689 89 49

2. Give your location as follows

Ambler Primary School, Noel Road N1 8BD, London

3. Give your name

4. Give name of child and a brief description of the child's symptoms

5. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the child