



# **POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE**

## **Our Lady's Catholic Primary School**

1. The staff of Our Lady's Catholic Primary School wish to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. Claire Silverlock will be responsible for ensuring the following:
  - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support).
  - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis. Medication forms will be completed by parents and stored in the Medicines File in the Principal's office.
  - Asthma inhalers should be kept in the classroom with the child. Inhalers must always be taken off site and be available to children during sporting fixtures etc. The school holds a spare asthma inhaler and spacer for use in an emergency if a child has forgotten their own one. It is the responsibility of parents to ensure that medication is up to date and in school. Although there is an expectation that children self-administer their inhaler, the school requires parents to complete a consent form in the event when intervention is necessary.
  - Where children are known to suffer from anaphylaxis a health care plan is in place. Staff receive regular training on administering medicine to an allergic child in an emergency.
  - It is the responsibility of parents to ensure medication is up to date and in school. It is the responsibility of the teacher to ensure medication accompanies children on school trips. As pupils get older they will be encouraged to share responsibility for their medication.
4. The above procedures will be monitored and reviewed by Claire Silverlock.

5. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between Our Lady's Catholic Primary School, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
  - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
  - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
  - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
  - e) Arrangements for written permission from parents for medication
  - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
  - g) The designated individuals to be entrusted with the above information
  - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
6. Rob Meech, Principal will have the final decision on whether an Individual Health Care Plan is required.

### **Students with asthma**

7. Our Lady's Catholic Primary School has decided to hold an emergency inhaler and spacer for the treatment of an asthma attack.
8. Claire Silverlock will be responsible for ensuring the following:
- Instructing all staff on the symptoms of an asthma attack
  - Instructing all staff on the existence of this policy
  - Instructing all staff on how to check the asthma register
  - Instructing all staff on how to access the inhaler
  - Making all staff aware of who are the designated staff and how to access their help

9. Staff attend regular training for both Asthma and Anaphylaxis, Claire Silverlock will be responsible for ensuring that designated staff:
  - Recognise the signs of an asthma attack and when emergency action is necessary
  - Know how to administer inhalers through a spacer
  - Make appropriate records of attacks
10. Claire Silverlock and Michelle Welland will be responsible for the storage, care and disposal of asthma medication.
11. Claire Silverlock will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.
12. Claire Silverlock will be responsible for the supervision of administration of medication and for maintaining the asthma register.
13. Claire Silverlock will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

#### **THE ADMINISTRATION OF MEDICINE**

14. The Principal will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
15. Any parent/carer requesting the administration of medication will be given a copy of this policy.
16. Prescribed medication will be accepted and administered in the establishment if the medication is to be administered 4 or more times daily.
17. Non-prescription medication will not be accepted and administered in any circumstances.
18. Prior written parental consent is required before any medication can be administered.
19. Only reasonable quantities of medication will be accepted (no more than one week's supply).

20. Each item of medication should be delivered in its original dispensed container and handed directly to the Principal or a member of the Administration Team (Claire Silverlock, Michelle Welland or Jen Wells) authorised by the Principal.
21. Each item of medication should be clearly labelled with the following information:
  - Student's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)
  - Expiry date (if available)
22. The school will not accept items of medication which are in unlabelled containers or not in their original container.
23. Unless otherwise indicated, all medication to be administered in the school will be kept in the locked Medicine Cupboard in the Satellite Office or where necessary in the small fridge in the Staffroom.
24. Where it is appropriate to do so, students will be encouraged to administer their own medication if necessary under staff supervision. Parents/carers will be asked to confirm in writing if they wish their student to carry their medication with them. In the event of a drug which is prescribed but not emergency medicine such as Methylphenidate (Ritalin), students will not be allowed to carry these.
25. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
26. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
27. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.