



The Queen's Church of England Primary School

*Encouraging every child to reach their full potential,
nurtured and supported in a Christian community
which lives and learns by
the values of Love, Compassion and Respect.*

THE QUEEN'S SCHOOL Supporting Pupils with a Medical Condition Policy

Agreed by: Pastoral Committee
Date: March 2023

Review Cycle: 1 year
Next Review Date: March 2024

All the Queen's School policies should be read in
conjunction with the Equality Policy

If you require a copy of this document
in paper, large print, braille or audio format,
please contact the School Office



Context

At The Queen's school we are committed to ensuring that all our children learn successfully. We recognise that it is the responsibility of all stakeholders in school to work in partnership with other agencies, parents and children to contribute to the identification and support of pupils' medical needs. We believe that in so doing each child with needs, will be properly supported so that they have full and equal access to learning, including school trips/journeys and P.E.

The Board of Governors has a responsibility to monitor that all arrangements are in place for a child's additional medical needs. The implementation of clear procedures for early identification and assessment, involvement of parents, systematic action and planning, appropriate record keeping and monitoring of needs, are all critical to maximising a child's achievements.

The Queen's school is an inclusive school, where every pupil with a medical need has entitlement to fulfil his/her optimum potential. This is achieved by ensuring the wellbeing of all pupils in relation to: being healthy, staying safe, enjoying and achieving, making a positive contribution, and achieving social and economic wellbeing.

This policy is written under the statutory guidance issued by the Secretary of State and the **Children and Families Act 2014**.

Purpose

To ensure that children with medical needs receive proper care and support in the school setting. To ensure that clear procedures are in place for the safe storage, handling and administration of medicines. To provide clear guidelines to enable parents and staff to work together so that children with medical needs attend school regularly.

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1. Support and care of children with medical needs

Close co-operation between the school, parents, health professionals and other agencies is essential so that each child can have a successful and fulfilling school experience where they are cared for, stay safe, enjoy and achieve.

Children with long-term medical needs are identified and known to all staff. For children who attend hospital appointments on a regular basis, special arrangements and liaison with the hospital and school may be necessary. Some children will need a written health care plan involving the parents and relevant health professionals to ensure that staff are aware of their specific needs and what to do in an emergency. Where children have specific needs, training and advice will be arranged with local health professionals (see Appendix 1).

All class teachers and staff concerned are provided with a confidential up-to-date list of medical needs. Files containing master copies of individual medical plans are kept locked in a cupboard in the school office. Copies of individual care plans are kept in named bags, along with a child's medication in labelled year group boxes.

2. Procedures for managing prescription medicines which need to be taken during the school day

Storage, administration and handling of Medicines:

For safety reasons, all medicines including anaphylaxis, auto-injectors, asthmatic inhalers and eczema creams are stored centrally in the school's Welfare cupboard in the Reprographics room adjacent to the school office. All medicines, are handled by adults only, with the exception of asthma inhalers where children administer their own inhalers or other medication as agreed by parents e.g. insulin.

Children needing to apply/administer eczema creams or other treatments may apply/administer these themselves under adult supervision. If the child needs assistance to apply creams, parental written permission will be required.

Two auto-injectors (for those who need them) are required on site and are stored securely in the Welfare cupboard in the Reprographics room adjacent to the school office. Some medications may need to be stored in the fridge in the welfare room e.g. insulin and individually prescribed medicines.

All medicines are kept out of the reach of children. All relevant adults are aware of the location of these medicines.

An internal phones system is in place in every classroom and shared spaces. In the case of emergency where a child requires their medication and they are unable to come to the school office. The class teacher / teaching assistant will use the telephone - the message will be heard on a speaker from all phones in the office area:

Press * 99 #

Give the following details:

- **Year group/ class / location / child's name**
- **Request -**
 - **adult assistance**
 - **Epipen needed - ambulance to be called**
 - **First aider needed**

In a space where there is no telephone (e.g. the 3G pitch or playground), the emergency card system will remain in use:

- A Red emergency card - adult assistance required immediately
- Green Anaphylaxis cards - Epipen needed (an ambulance will be called)
- Green Emergency card – First aider needed

The card should be taken to the school office, by either another adult or a sensible child, with the details of: **Year group/ class / location / child's name.**

A first aid trained staff member will return to the classroom/playground etc. with the pupil who has brought the red Emergency First Aid card, taking the relevant year group's medicine box and care plans with them. They will then administer the medicine as required.

Parents are asked to deliver any medication to school via the school office and to collect this at the end of the day in the same way. Parents must be asked when the last dose was given. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental consent, are appropriately named and in the original doctor prescribed container are allowed in school.

Timing of Administration of Prescribed Medicines:

The designated member of staff for assisting with the administration of medicines will administer the medicines as prescribed at the appropriate time. This varies as some need to be taken with food, whilst others have to be taken an hour before food. Children requiring eczema creams, asthma inhalers or auto-injectors etc. will have these administered as on the care plan. The administration of antibiotics should be done at home or the child's parent or nominated person comes into school to administer at lunchtime. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

N.B. Any medicine administered at school will need to be witnessed, checked and recorded by **two staff members.**

Parental Authorisation Forms

Before medication can be given in school, parents must complete the health care plan form clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the School administrator. For children who have extreme eczema, a medical plan will be drawn up.

Non-prescribed Medicines:

Medicines that have not been prescribed by a doctor or dispensed by a chemist such as cough lozenges, hayfever or travel sickness tablets will not be administered by staff and are not to be brought into school.

For residential journeys parents may give permission for the administration of travel sickness tablets. This must be administered following the school journey policy.

Monitoring of Administration of Medicines:

When a child receives prescribed medication in school, details of the time, the date and amount are to be recorded in the Administration of Medicines log. The child will be given a white 'I took my medicine today' wristband.

Administration of medicines on school trips:

On school trips /journeys, administration of medicines (prescribed and non-prescribed) will be the responsibility of a designated member of staff –a trained first aider and all medication is administered by two adults.

School responsibilities:

The school will store medicines safely and supervise appropriate administration in line with the prescriber's instructions and parental consent. If the administration of medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional. Training will depend on individual cases. The school will liaise with the school nurse for advice as necessary.

Parental responsibilities:

It is the responsibility of parents to ensure that a parental consent form is completed whenever their child requires medication at school. Parents must also ensure that all auto-injectors, asthma inhalers and eczema creams held in school are in date. Parents must also inform the school of any possible side effects from medication that their child is taking. Parents must ensure that medicines brought into school are in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Parents must ensure that asthma inhalers taken to football matches etc. are returned to school. Parents are required to collect medication at the end of every half term, dispose of any out of date medicines and return their child's medication and any updated information

at the start of term. Notification is sent out every half term to remind parents to collect and update any medication kept in school.

Care plans: Parents are required to update care plans annually or as and when there are any changes to medical needs.

Defibrillator

In the event that a defibrillator is required, it is kept in office reception area, in a cabinet on the wall. The battery needs recharging every 2 years at the same time as the electrodes are changed. This is managed by the Office Manager.

If for any reason the defibrillator is not available/working, the nearest defibrillator is located at Kew Collage (opposite the Queen's School), located on the ground floor near the school office.

Staff training:

This is carried out annually. All staff are trained in:

- The administration of Auto-injectors
- The use of the defibrillator
- Epilepsy
- Use of asthmatic inhalers

Additionally, staff are trained in meeting the medical needs of specific pupils.

First aiders are trained every three years and the school maintains a minimum of 1 teacher as a trained first aider in every year group and in addition the majority of teaching assistants are trained first aiders and all office staff.

The Assistant Headteacher is responsible for keeping an up to date training log.

3. Confidentiality

Information regarding an adult or child's medical needs and medication will be treated in confidence by the school.

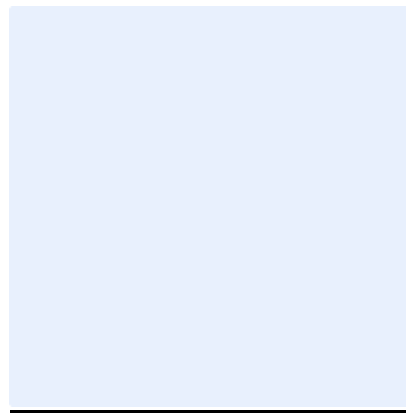
Appendix 1



The Queen's C of E School

PRIVATE & CONFIDENTIAL

Part 1 : Healthcare Plan for a Pupil with Medical Needs



Attach Colour Photo Above

Name of Pupil	Click here to enter text.
Date of Birth	Click here to enter text.
Condition	Click here to enter text.
Class / Teacher	Click here to enter text.

Date	Click here to enter a date.
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CONTACT INFORMATION

Family Contact 1

Family Contact 2

Name	Click here to enter text.	Name	Click here to enter text.
Mobile	Click here to enter text.	Mobile	Click here to enter text.
Work	Click here to enter text.	Work	Click here to enter text.

Home	Click here to enter text.	Home	Click here to enter text.
Responsibility <small>*See notes below</small>	Choose an item.	Responsibility <small>*See notes below</small>	Choose an item.

G.P. Contact Details

Name	Click here to enter text.
Address	Click here to enter text.
Telephone Number	Click here to enter text.

Clinic / Hospital Contact Details

Name	Click here to enter text.
Address	Click here to enter text.
Telephone Number	Click here to enter text.

Describe condition and give details of pupil's individual symptoms:

Click here to enter text.

Daily care requirements: (e.g. before sport/ at lunchtime):

Click here to enter text.

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Click here to enter text.

Follow up care (if post emergency):

Click here to enter text.

Person(s) responsible in an Emergency:

1. Any member of staff with First Aid training (all first aiders are anaphylaxis trained)
2. Any member of staff with anaphylaxis training (not necessarily trained as a first aider)

Name (Print)	Click here to enter text. Choose an item.
Signature Print and sign this form and return it to school.	
Date	Click here to enter a date.

Part 2: CONSENT FORM

CHILD MEDICATION REQUEST

Pupil's Name :	Click here to enter text.	Date of Birth	Click here to enter text.
Parent's surname if different:	Click here to enter text.	Home telephone:	Click here to enter text.
Home address:	Click here to enter text.		
Emergency contact - Names	1. Click here to enter text.	2. Click here to enter text.	3. Click here to enter text.
Emergency contact - Mobile	1. Click here to enter text.	2. Click here to enter text.	3. Click here to enter text.
Emergency contact - Work	1. Click here to enter text.	2. Click here to enter text.	3. Click here to enter text.
Emergency contact - Home	1. Click here to enter text.	2. Click here to enter text.	3. Click here to enter text.
Doctor's Name	Click here to enter text.		
Doctor's Address & phone number	Click here to enter text.		

Nature of condition or illness:	Click here to enter text.
Procedures to be taken in an emergency:	Click here to enter text.

Name of Medicine (As described on the container)	Dose & instrument for administering dose Eg Volumatic, EpiPen/AnaPen	Frequency / Times	Completion date of course of medicines if known	Expiry date of medicine
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Special instructions / medicines taken at home / allergies	Click here to enter text.
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Parental agreement:	
I agree to members of staff administering medicines that have been supplied / or providing treatment or care to my child as directed above.	
I agree to update information about my child's medical needs, held by the school, on a regular basis.	
I will ensure that the medicine held by the school has not exceeded its expiry date.	
Name (Print)	Click here to enter text. Choose an item.
Signature Print and sign this form and return it to school.	
Date	Click here to enter a date.

***WHO HAS PARENTAL RESPONSIBILITY?**

For children born after 1st December 2003

- Both of a child's parents have parental responsibility if they are registered on the child's birth certificate. This applies irrespective of whether the parents are married or not.
- Where the child has been formally adopted, the adoptive parents are the child's legal parents and automatically acquire parental responsibility.
- Where the child has been born as a result of assisted reproduction, there are rules under the Human Fertilisation and Embryology Act 1990 that determine the child's legal parentage.
- People looking after your child like child minders or grandparents do not have parental responsibility, but you can authorise them to take medical decisions for your child, if your wish.

Reference: BMA Parental Responsibility, Guidance from the Ethics Department, June 2006

Form copied to (For Office Use Only):

2 copies held by school	<input type="checkbox"/>
1 copy to parents	<input type="checkbox"/>
1 copy to School Nurse	<input type="checkbox"/>
Review Date	<input type="text"/>

Appendix 3 Protocol for monitoring of pupil's medications

(Updated November 2021)

Monitoring	Actions /check to be completed	Frequency of checks
Child medication request	<p>Check form fully completed</p> <p>Medication listed matches medication received</p> <p>Expiry date of medication on form matches date on medication</p> <p>Medication/care plan placed in named zip lock bag & added to year group medical boxes</p> <p>Record on medicine log</p> <p>Parents contacted if any errors/queries</p> <p>If medication no longer required, parents to collect and confirm in writing & log updated</p>	<p>On receipt of Child medication request form completed by parents (throughout the year)</p> <p>Medicine log checked by two staff:</p> <ul style="list-style-type: none"> Administering medicines trained staff First Aider
Updating of pupil medication	<p>All pupil medication and care plans to be collected from the school office by parent for checking / replenishing</p> <p>To be returned by parents after half term break</p> <p>Parents contacted if not returned</p> <p>Expired medication to be collected by parent for disposal</p> <p>Care plan updated, if any changes to medication</p>	<p>Half Termly (6 x per year)</p> <p>Medicines/care plans checked by two staff:</p> <ul style="list-style-type: none"> First Aider (who is additionally trained in Administering medicines) First Aider
Care plans / medication	<p>Class boxes checked for medication/ care plans against list of pupils</p> <p>Parents notified if any medication needs replenishing/updating</p> <p>Updating of medicine log</p>	<p>Half Termly (6 x per year)</p> <p>Medicines/care plans checked by two staff:</p> <ul style="list-style-type: none"> Administering medicines trained staff First Aider

Adrenalin auto- injectors (AAI)	All AAI s expiry date checked Parents notified if AAI needs replenishing	Monthly <ul style="list-style-type: none"> • Administering medicines trained staff • First Aider
School trips/ sporting activities	Medication /care plans taken for pupils attending trip/activity Details added to risk assessment	As and when
Residential trips	Medication /care plans taken for pupils attending trip/activity Additional medical form completed Any additional medication matches medication received (e.g. travel pills) Medication held in school take on trip – checked as above Parents contacted if any errors/queries 1 spare AAI & inhaler taken on trip	In advance of trip