

## **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 by the values of Love, Compassion and Respect.*

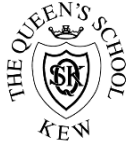
# **THE QUEEN'S SCHOOL Supporting Pupils With A Medical Condition Policy**

Agreed by: Pastoral Committee  
Date: January 2017

Review Cycle: Three yearly  
Next Review Date: January 2020

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



# The Queen's Church of England Primary School

---

## SUPPORTING PUPILS WITH A MEDICAL CONDITION POLICY

---

### **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 maximizing 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.

<b>1</b>	<b>Support and care of children with medical needs</b>
<b>2</b>	<b>Procedures for managing prescription medicines which need to be taken during the school day</b>
<b>3</b>	<b>Confidentiality</b>
<b>Appendix 1</b>	<b>Healthcare Plan for a Pupil with Medical Needs</b>
<b>Appendix 2</b>	<b>Record of medicines administered in school</b>
<b>Appendix 3</b>	<b>Record of medicines administered in school</b>

## **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 individual medical plans and class lists of needs are kept in the Welfare cupboard in the Reprographics room adjacent to the school office, in the school office and the confidential Inclusion files held in classrooms.

## **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 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. Children administer their own inhalers. Children needing to apply eczema creams may apply these themselves under adult supervision. If the child needs assistance to apply creams, parental written permission will be required.

Two epipens (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.

Any other specific medicines required for individual children will be kept in the classrooms as and when specifically required.

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

In the case of emergency where a child requires their medication (and it is not held in the classroom) but is unable to come to the school office. The class teacher will send another pupil with the red Emergency First Aid card to the office. 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 them 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, epipens, medazepam or diabetic glucose or insulin 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 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.

**Administration of medicines on school trips:**

On school journeys, administration of medicines (prescribed and non-prescribed) will be the responsibility of a designated member of staff. In this case the School journey policy will be followed.

**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 epipens, 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 that are 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 must dispose of any out of date medicines.

**Defibrillator – Lifepak CR Plus**

In the event that a defibrillator is required, it is kept in the front office in a holder on the wall. There is no need to change the battery, but it does need recharging every 2 years at the same time as the electrodes are changed. The trained staff member is to follow the instructions.

**Staff training:** This will be carried out on a yearly basis and on a new staff needs basis. All staff are trained in the administration of Epipens. 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.

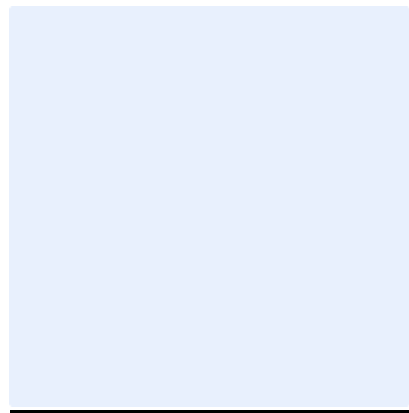
## Appendix 1



The Queen's C of E School Kew

**PRIVATE & CONFIDENTIAL**

### Part 1 : Healthcare Plan for a Pupil with Medical Needs



Attach Colour Photo Above

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

<b>Date</b>	Click here to enter a date.
-------------	-----------------------------

### CONTACT INFORMATION

#### Family Contact 1

#### Family Contact 2

<b>Name</b>	Click here to enter text.	<b>Name</b>	Click here to enter text.
<b>Mobile</b>	Click here to enter text.	<b>Mobile</b>	Click here to enter text.
<b>Work</b>	Click here to enter text.	<b>Work</b>	Click here to enter text.

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

### Clinic / Hospital Contact Details

<b>Name</b>	Click here to enter text.
<b>Address</b>	Click here to enter text.
<b>Telephone Number</b>	Click here to enter text.

### G.P. Contact Details

<b>Name</b>	Click here to enter text.
<b>Address</b>	Click here to enter text.
<b>Telephone Number</b>	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:

Click here to enter text.
---------------------------

### Person(s) responsible in an Emergency:

1. Any member of staff with First Aid training.
2. Any member of staff with Anaphylactic training

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



## Part 2: CONSENT FORM

### CHILD MEDICATION REQUEST

<b>Pupil's Name :</b>	Click here to enter text.	<b>Date of Birth</b>	Click here to enter text.
<b>Parent's surname if different:</b>	Click here to enter text.	<b>Home telephone:</b>	Click here to enter text.
<b>Home address:</b>	Click here to enter text.		
<b>Emergency contact - Names</b>	1. Click here to enter text.	2. Click here to enter text.	3. Click here to enter text.
<b>Emergency contact - Mobile</b>	1. Click here to enter text.	2. Click here to enter text.	3. Click here to enter text.
<b>Emergency contact - Work</b>	1. Click here to enter text.	2. Click here to enter text.	3. Click here to enter text.
<b>Emergency contact - Home</b>	1. Click here to enter text.	2. Click here to enter text.	3. Click here to enter text.
<b>Doctor's Name</b>	Click here to enter text.		
<b>Doctor's Address &amp; phone number</b>	Click here to enter text.		
<b>Nature of condition or illness:</b>	Click here to enter text.		
<b>Procedures to be taken in an emergency:</b>	Click here to enter text.		

<b>Name of Medicine (As described on the container)</b>	<b>Dose &amp; instrument for administering dose Eg Volumatic, EpiPen/AnaPen</b>	<b>Frequency / Times</b>	<b>Completion date of course of medicines if known</b>	<b>Expiry date of medicine</b>
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.

<b>Special instructions / medicines taken at home / allergies</b>	Click here to enter text.
---	---------------------------

**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.**

<b>I will ensure that the medicine held by the school has not exceeded its expiry date.</b>	
<b>Name ( Print )</b>	Click here to enter text. Choose an item.
<b>Signature</b> Print and sign this form and return it to school.	
<b>Date</b>	Click here to enter a date.

**\*WHO HAS PARENTAL RESPONSIBILITY?**

**For children born before 31<sup>st</sup> November 2003**

- **Mothers** automatically have parental responsibility for their children
- **Fathers** also have parental responsibility if they were married to the mother when the child was conceived or born, or if they got married to her later
- **Unmarried fathers** do not automatically have parental responsibility for their child, but a court order or a “parental responsibility agreement” can give it to them”
- **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 you wish.

\*The National Family and Parenting Institute produce a leaflet, *Is it legal? A parents guide to the law* which gives more information about parental responsibility and how to acquire it. ([www.eparents.org](http://www.eparents.org) or telephone 020 7424 3460) Reference: [www.doh.gov.uk/consent/parentsconsent.htm](http://www.doh.gov.uk/consent/parentsconsent.htm)  
A guide for parents “What you have a right to expect 2002”

**For children born after 1<sup>st</sup> 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 you wish.

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

**Form copied to (For Office Use Only):**

<b>2 copies held by school</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1 copy to parents</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1 copy to School Nurse</b>	<input type="checkbox"/>	
<b>Review Date</b>		<input style="width: 150px; height: 20px;" type="text"/>



