



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

Mission Statement

Through a passion for learning rooted in mutual respect and warm, honest relationships our school community provides a platform for success for all.

Woodlands Park Primary School reviewed this policy: 04 March 2019

Woodlands Park Primary Schools' Local Governing Board agreed this policy on: 14 March 2019

This policy will be formally reviewed every 2 years

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1. The staff of Woodlands Park wishes 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. *Admin Officer Mrs Perry* 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) are held in the main office.
 - *Asthma Inhalers will be administered as per parent/guardians instructions or as the need arises.*
 - *Adrenaline auto-injectors will only be administered when it is deemed by one of the trained staff deem it necessary or in the case of an emergency reaction.*
4. The above procedures will be monitored and reviewed by the Admin Officer annually or as and when circumstances dictate ie changes in NHS procedures.
5. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between Woodlands Park 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. *Mr Steve Bone, Headteacher* will have the final decision on whether an Individual Health Care Plan is required.

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7. **Students with asthma**

Woodlands Park School will store any inhaler and spacer for the treatment of an asthma attack in the medicine cupboard located in the Staff room or held in the students class room in case of emergency.

8. Mr Steve Bone 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. Mr Steve Bone 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. Mr Stewart Smith, Site Manager & Mrs Kirsten Cavill, Teaching Assistant & First Aider will be responsible for the storage, care and disposal of asthma medication.

11. The Office Staff 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. Mr Steve Bone will be responsible for the supervision of administration of medication and for maintaining the asthma register.

13. Office Staff will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

14. **Students with anaphylaxis**

Woodlands Park School will hold a personal emergency adrenaline auto-injector for the treatment of an anaphylaxis attack for pupils/staff who have been diagnosed with anaphylaxis and prescribed an auto-injector.

15. Mr Steve Bone will be responsible for ensuring the following:

- Ensuring all Staff have had the training on how to recognise the symptoms of an anaphylaxis attack.
- Instructing all staff on the existence of this policy.
- Instructing all staff on how to check the pupil medical register.
- Instructing all staff on how to access the auto-injector.
- Making all staff aware of who are the designated staff and how to access their help

16. Mr Steve Bone will be responsible for ensuring that designated staff:

- Recognise the signs of an anaphylaxis attack and when emergency action is necessary
- Know how to administer the auto-injectors
- Make appropriate records of attacks

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Mr Stewart Smith & Mrs Kirsten Cavill are responsible for the storage, care and disposal of the adrenaline auto-injector.

17. Office Staff will be responsible for ensuring that there has been written consent from parents for the administration of the emergency auto-injector. The emergency auto-injector will only be available for students/staff who have been diagnosed with anaphylaxis and have been prescribed an auto-injector AND for students whom parental consent has been given. This information shall be recorded in the student's IHCP plan.
18. *Mr Steve Bone* will be responsible for the supervision of administration of medication and for maintaining the pupil medical register.
19. *Office Staff* will be responsible for ensuring parents are informed when the auto-injector has been used.

THE ADMINISTRATION OF MEDICINE

20. The Headteacher 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.
21. Non-prescription medication will not be accepted and administered in any circumstances.
22. Prior written parental consent is required before any medication can be administered.
23. Only reasonable quantities of medication will be accepted (no more than one week's supply).
24. Each item of medication should be delivered in its original dispensed container and handed directly to the Head Teacher or Office Staff authorised by the Headteacher.
25. 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).
26. The school will not accept items of medication which are in unlabelled containers or not in their original container.
27. Unless otherwise indicated, all medication to be administered in the school will be kept in Medicine Cabinet in the staff room.
28. 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.
29. 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.

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30. 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.
31. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.