



ARCHBISHOP OF YORK'S CE JUNIOR SCHOOL

**SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY
Including the administration of medicines**

Date Adopted March 2022	Sally Sutton Acting Headteacher	Signature 
Date to be reviewed March 2023	Fiona Phillips Chair of Governors	Signature 



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1.0 INTRODUCTION

Archbishop of York's CE Junior School, a member of the South York Multi Academy Trust, is committed to reducing the barriers to participation in activities and learning experiences for all children. This policy sets out the steps which Archbishop of York's CE Junior School (the School) will take to ensure full access to learning for all children who have medical needs and are able to attend the School. The policy reflects the City of York Local Authority guidance August 2015 Managing Medicines in York Schools, Early Years and Out of School settings.

This Policy should be read in conjunction with the School's Protocols and Risk Assessments relating to the Opening of Schools during the Coronavirus (Covid-19) pandemic plus the School's Allergen (Ref. No. PC_2.7) and Pupil Remote Learning (Ref. No. PC_1.1) Policies.

Medicines should only be taken to the School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.

The Headteacher will accept responsibility for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so. There is no legal duty which requires school staff to administer medication; this is purely a voluntary role. If staff follow documented procedures, they are fully covered by their employer's public liability insurance.

The School will ensure that staff receive proper support and training where necessary. The Headteacher will decide when and how such training takes place, in their capacity as a line manager. The School will access support and training via the agreed City of York pathways outlined in City of York Local Authority guidance (August 2015) Managing Medicines in York Schools, Early Years and Out of School settings.

All practices and procedures referred to in this document reflect the collaborative agreement reached between City of York Council Children's Services, Education and Skills, NHS trusts, Teaching Unions and UNISON. The policy is based on the DfE document Supporting Pupils with Medical Conditions in School (September 2014).

This policy is available on request from the School Office.

2.0 PRESCRIBED MEDICINES

Medicines should only be brought into school when essential. Where possible parents/carers are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours.

It is the responsibility of parents/carers to supply written information about the medication their child needs to take in school. Staff should check that any details provided by parents/carers are consistent with instructions on the container or on the consent form.

Medicines will not be accepted anywhere in school without prior agreement of the Headteacher. Complete written and signed instructions from parent/carer are required **(Form 3 and 4)**.

2.0 PRESCRIBED MEDICINES - continued

Medicines must always be provided in the original container as dispensed by a pharmacist and handed directly to the Headteacher or to a nominated person authorised by the Headteacher. Each item of medication must include the prescriber's instructions for administration. Medicines that have been taken out of the container as originally dispensed will not be accepted. Parental requests for changes to dosages will not be actioned without receiving a new supply which is correctly labelled or a written request from the doctor. This will require an amendment to Form 3.

Parents/carers or the child's doctor should provide the following details as a minimum:

- Name of child
- Name and strength of medication
- Dosage
- Time, frequency and method of administration
- Length of treatment
- Date of issue
- Expiry date
- Possible side-effects
- Storage details
- Other treatment

Surplus or out-of-date medication will be returned to parent/carers for safe disposal.

3.0 CONTROLLED DRUGS

The school agrees in principle to the administration of controlled drugs (e.g. methylphenidate), provided that the correct procedures are followed, as outlined in this policy and in accordance with the Misuse of Drugs Act.

The controlled drug will be kept in a locked non-portable container and only named staff will have access to it. A record will be kept for audit and safety purposes, as for other medication.

Misuse of a controlled drug, such as passing it to another child for use, is an offence. If this occurs Archbishop of York's CE Junior School will inform parents and, where necessary, the police

4.0 NON-PRESCRIBED MEDICINES

Archbishop of York's CE Junior School discourages the use of non-prescribed medication but if medication is required, e.g. for headache, toothache or period pains, pain relief in the form of paracetamol may be administered by the Headteacher and other volunteer members of staff who are willing to be involved.

The administration of a non-prescribed medicine must¹ be in accordance with the school's policy, for which specific prior written agreement with parents is necessary **(Form 3)**.

Paracetamol is the only non-prescribed pain-relieving drug which will be purchased and supplied by the school and given to pupils, with parental consent. Parents/carers will be informed of the school's policy and must give (or withhold) their consent in writing to the administration of paracetamol according to the policy, when their child is admitted to the school.

Paracetamol may be given in either liquid or tablet form, in a dose appropriate to the pupil's age according to the instructions on the container. If the paracetamol is purchased and supplied by the school, only one dose may be given during the school day. If a pupil makes a second request, the Headteacher should reconsider whether the pupil is well enough to remain in school and consult with parents/carers regarding further dosages.

The storage and administration of paracetamol should be in accordance with the advice given relating to prescribed medication (see 2 above).

In addition, prior to administration the member of staff should ensure that:

- The medication has not passed its expiry date
- The pupil has not taken any other medication within the last six hours.

If there is any doubt, medication should not be administered.

It is important to record the name of the pupil and the time and date of administration for each dose of paracetamol that is given (**Form 5**).

Aspirin and aspirin containing preparations must not be given to pupils under the age of 16 unless it is on the prescription of a doctor.

5.0 SELF MANAGEMENT / ADMINISTRATION

Archbishop of York's CE Junior School encourages children, where appropriate, to manage their own medication, under the supervision or with the knowledge of staff and following procedures laid out in their individual health care plan. This may include carrying their medication securely on their person, or collecting it from a lockable facility. The safety of other pupils will always be considered. Parents/carers will be asked to confirm in writing if they wish their child to carry their medication with them in school (**Form 7**).

Children are encouraged to carry their own asthma inhalers, if appropriate.

6.0 SHORT TERM MEDICAL NEEDS

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. In certain circumstances, such as completing a course of antibiotics, parents may apply to the Headteacher using **Form 3**.

7.0 LONG TERM MEDICAL NEEDS / INDIVIDUAL HEALTH CARE PLANS

Where there are long-term medical needs requiring medication, an Individual Health Care Plan will be completed, using **Form 2** or a **My Asthma Plan** as appropriate. Archbishop of York's CE Junior School will involve parents and other relevant parties such as:

- Headteacher
- Child (if appropriate)
- Class Teacher
- Staff who are nominated to administer medicines
- Staff who are trained in emergency procedures
- Specialist teacher for Physical Disability/Medical needs
- Health professionals (when appropriate and in line with local agreement).

In the case of long term medication, Archbishop of York's CE Junior School will agree with parents/carers how often they should jointly review the individual health care plan. This will be at least once a year, or when circumstances change.

In exceptional and/or complex cases, Emergency Treatment Plans will be initiated and written by health care professionals, then shared with schools and settings. The 'named' health professional will be contacted if an Emergency Treatment Plan has been actioned so that appropriate de-briefing can occur.

If there are any special religious and/or cultural beliefs which may affect any medical care that the child needs, particularly in the event of an emergency, this will be included in the individual health care plan **(Form 2)**.

8.0 DEALING WITH MEDICINES SAFELY

8.1 Storage

Archbishop of York's CE Junior School will ensure that all emergency medicines such as asthma inhalers and adrenaline injector pens are readily available to children and not locked away. Whenever possible children are encouraged to carry their own inhalers.

Medicines are stored strictly in accordance with the product instructions (paying particular note to temperature) and in the original container in which it was dispensed.

8.1 Storage - continued

Medicines which need to be refrigerated are kept in a refrigerator in the school office.

(NB Cupboards should be well constructed and lockable and should generally be in a room not accessible to children. Medicines can be stored in a refrigerator containing food provided they are in an airtight container and clearly labelled. There should be restricted access to a refrigerator storing medicines).

Children are told where their own medicines are stored and who holds the key.

Staff should be aware of the implications for safe storage of their own medicines.

8.2 Administration

No child under 16 can be given medication by staff employed by the school or setting, without their parent/carer's written consent.

Staff giving medicines will routinely check

1. the child's name
2. prescribed dose
3. expiry date

Written instructions provided by the prescriber.

8.3 Record Keeping

Archbishop of York's CE Junior School will keep a record of medicines given to children and the staff involved (**Forms 5 & 6**). This will also apply to off-site activities e.g. residential trips etc.

A record will be kept of all medicines received, including quantity, even if they are not subsequently administered.

8.4 Refusing Medication

If a child refuses their medication, Archbishop of York's Junior School staff will not force them to take it but will note it in the records. The school will provide parents/carers with details of when medication has been refused or has not been administered for any other reason, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

8.5 Disposal of Medicines

Parents / carers are responsible for disposing of medicines safely, including ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Parents / carers are requested to collect medicines held at the end of each term. A record will be made using **Form 3** of all medicines returned to parents / carers.

If parents / carers do not collect all medicines, they will be taken to the local pharmacy for safe disposal. A record of disposal will be made on **Form 3**.

9.0 SPORTING ACTIVITIES

Archbishop of York's CE Junior School will ensure staff are aware if a child requires medication as a precautionary measure before taking part in PE or other physical activity, along with any emergency procedures. Inhalers will routinely be taken to PE or other physical activity. Risk assessments will be carried out if considered necessary.

If a child wears a MedicAlert® (e.g. a bracelet or necklace to alert others to a specific medical condition in case of an emergency) it may be necessary to consider removing it temporarily in certain circumstances, if there is a risk that it could cause injury in games or practical activities. If temporary removal is agreed in the health care plan, staff will be aware of the significance of the MedicAlert® and will keep it safe.

10.0 EDUCATIONAL VISITS

Archbishop of York's CE Junior School is aware of its responsibilities under the Equalities Act and will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements are required.

Appropriate risk assessments will be undertaken and agreed with the parent/carer. Arrangements for taking any necessary medicines will be considered. Staff will be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedures.

Concerns about a child's safety or the safety of others will be discussed with parents/carers and advice sought from the health visitor, school nurse or the child's GP.

11.0 HOME / SCHOOL TRANSPORT

If supervision is necessary whilst travelling on Local Authority transport, this will usually be identified in the child's Statement of Special Educational Needs/Education Health Care Plan. Where appropriate and with parental agreement, individual health care plans will be shared with home-school transport escorts and respite care providers.

12.0 HYGENE / INFECTION

All staff are aware of basic hygiene precautions for avoiding infection, such as washing and drying hands before and after the administration of medicines.

Staff will have access to protective, disposable gloves. Extra care will be taken when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment. A sharps container will be used for needles. Parents are responsible for its provision, collection and disposal.

13.0 TRAINING

Archbishop of York's CE Junior School will ensure that staff receive proper support and training where necessary. The Headteacher will agree when and how such training takes place, in their capacity as a line manager.

Archbishop of York's CE Junior School will work within the CYC policy '*Managing Medicines in York Schools Early Years and Out of School Settings (August 2015)*' when responding to the needs of children with the following common conditions:

- Asthma
- Epilepsy
- Diabetes
- Anaphylaxis

General awareness raising will cover:

- The provisions of this Policy
- Tasks staff should not undertake
- Understanding labels and other instructions
- Administration methods e.g. tablets, liquids, ointments, eye drops, inhalers etc.
- Infection control measures
- Side effects or adverse reactions to medicines and medical procedures and how to report this
- Recording the administration or failure to administer e.g. if a child refuses medicines
- How and when to contact the child's parent, GP, nurse etc.
- Safe storage of medicines
- Disposal of waste materials

- Awareness of policies on infectious diseases
- Awareness of policies on admitting children with or recovering from illnesses

Child specific training will be accessed by the school as necessary.

14.0 EXAMINATION ARRANGEMENTS

In line with DfE Guidance “Supporting pupils at schools with medical conditions 2015 (Revised 2017)” the School will determine appropriate support arrangements for pupils taking examinations, currently Standard Assessment Tests. This will be based on the School’s knowledge of each child’s needs and ways of working especially when placed under timed conditions.

Such support will be arranged with the examining authority. It may include additional, separate invigilation, supervised rest breaks and / or accommodating them in a discrete separate area of the examination room so they can access medical equipment without disturbing others taking the exam.

APPENDIX 1

Form 1 - CONTACTING EMERGENCY SERVICES

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number: 01904 551630

2. Give your location as follows: Archbishop of York's CE Junior School
Copmanthorpe Lane
Bishopthorpe
York

3. State that the postcode is: YO23 2QT

4. Give exact location of the child in the school:

5. Give your name: _____

6. Give name of child and a brief description of child's symptoms:

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

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

APPENDIX 2

Form 2 - Individual Health Care Plan

Name of school	Archbishop of York's CE Junior School
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	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Describe medical needs and give details of child's symptoms

--

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

Medicine is stored in: _____

Medicine will be administered by: _____

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

Are there any special religious and/or cultural beliefs which may affect any medical needs?

Follow up care

Who is responsible in an emergency (state if different for off-site activities)

Form copied to

School records (electronic database)

Pupil file

Parents/carers

APPENDIX 3

Form 3 - Parent/carer agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of school	Archbishop of York's CE Junior School
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	
Name/type of medicine (as described on the container)	
Quantity received (e.g. half bottle)	
Dosage and method:	
Timing:	
Special precautions / Storage details:	
Date dispensed:	Expiry date:
Are there any side effects that the school/setting needs to know about?	
Procedures to take in an emergency:	
Self administration:	

Form 3 - continued

Planned review date:
Person to initiate review:
Contact Details : Name: ----- Daytime telephone no. ----- Relationship to child: ----- Address:
I will deliver the medicines personally to: OR I have school permission for my son/daughter to carry their own medicine to school

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 policy

Parent/carer's signature _____

Print name _____ Date _____

Surplus/unused medicines:

The following quantity _____ of the above medicine was collected by:

Name: _____

Signed: _____

Date: _____

The above medicine was not collected. It was taken to _____

Chemist for safe disposal. Date: _____ Initial: _____

APPENDIX 4

Form 4 - Headteacher agreement to administer medicine

Name of school/setting

Archbishop of York's CE Junior School

It is agreed that _____ (name)

will receive medicine in school at stated in Form 3. The arrangements for dosage, frequency and supervision are detailed on Form 3.

This arrangement will continue until either the end of the course or until notified by parents.

Any changes to dosage will only be made in accordance with instructions on the dispensed container or written instruction from a doctor.

Date _____

Signed _____

(The Head teacher/named member of staff)

A copy of this Document should be kept in the child's school record and archived along with that record.

This record should be kept in accordance with City of York Council guidance on document retention.

APPENDIX 5

Form 5 - Record of medicine administered to an individual child - continued

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

APPENDIX 6

Form 6: - Record of medicines administered to all children

Name of school/setting

Archbishop of York's CE Junior School

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature	Print name of staff
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

APPENDIX 7

FORM 7 - Request for child to carry his/her medicine during the school day

THIS FORM MUST BE COMPLETED BY PARENT/GUARDIAN

If staff have any concerns discuss request with school healthcare professionals

Name of School: Archbishop of York's CE Junior School

Child's Name: _____

Group/Class/Form: _____

Address: _____

Name of Medicine: _____

Procedures to be taken in an
emergency: _____

Contact Information

Name: _____

Daytime Phone No: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: _____ Date: _____

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

APPENDIX 8

Form 8 - Staff training record – administration of medicines

Name of school	Archbishop of York's CE Junior School
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 [please state how often].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

APPENDIX 9

Form 9 - Authorisation for the administration of rectal diazepam

Name of school	Archbishop of York's CE Junior School
Child's name	
Date of birth	/ /
Home address	
G.P.	
Hospital consultant	

Should be given Rectal Diazepam mg.

If he has a *prolonged epileptic seizure lasting over minutes
or
*serial seizures lasting over minutes.

An Ambulance should be called for *
or
If the seizure has not resolved *after minutes. **(*please enter as appropriate)**

Doctor's signature _____

Parent/carer's signature _____

Date _____

NB: Authorisation for the administration of rectal diazepam

As the indications of when to administer the diazepam vary, an individual authorisation is required for each child, this will be documented in the Individual Health Care Plan following advice from relevant outside agencies (the child's GP, Consultant and/or Epilepsy Specialist Nurse). This should be reviewed regularly and ensures the medicine is administered appropriately.

The Authorisation should clearly state:

- when the diazepam is to be given e.g. after 5 minutes; and
- how much medicine should be given.

Included on the Authorisation Form should be an indication of when an ambulance is to be summoned.

APPENDIX 10 - Medicines in Schools: A Guide for Parents and Carers

A copy of the Managing Medicines in School Policy, which outlines Archbishop of York's CE Junior School's practices and procedures relating to administering medicines, is available on request.

This handout aims to inform you of your responsibilities with regard to supporting this policy in school.

- Medication will not be accepted without complete written and signed instructions from the parent/carer.
- Medicines should only be brought into school or settings when essential, i.e. where it would be detrimental to your child's health if the medicine were not administered during the school or setting day.
- Medicines must be handed to a responsible member of staff in the containers in which they were supplied. Only a reasonable amount of medicine should be handed in at any one time.
- Medicine containers should be clearly labelled with:
 - the child's name,
 - the name of medicine,
 - dosage and frequency
 - date of dispensing
 - storage instructions
 - and expiry date
- School will not accept unlabelled items of medication.
- School can only follow the instructions on the bottle/packet. Changes to dosage can only be made in accordance with instructions on the dispensed container **or** written instruction from a doctor.
- Unused medicine must be collected and taken home when requested.

Other ways in which you can support school are:

- Make sure your child is fit and well enough to attend school.
- Provide full details, in writing, of any health problems he/she may have. Keep the school informed of any changes.
- Provide full written details of any special religious and / or cultural beliefs which may affect any medical care that the child receives, particularly in the event of an emergency.
- All information should be provided as soon as possible, to allow the school sufficient opportunity to plan and prepare how they can meet your child's needs.
- Make every effort to attend meetings requested by the school and cooperate in drawing up the Individual Health Care Plan (if applicable).
- Ensure the school has a telephone number where you can be contacted in emergency. Have you changed your mobile phone?

Thank you in anticipation for noting your responsibilities and helping us maintain the health and safety of all pupils in our care.



My Asthma Plan



Your asthma plan tells you when to take your asthma medicines.



And what to do when your asthma gets worse.

Name:

1 My daily asthma medicines

- My preventer inhaler is called and its colour is
- I take puff/s of my preventer inhaler in the morning and puff/s at night. I do this every day even if I feel well.
- Other asthma medicines I take every day:
- My reliever inhaler is called and its colour is
I take puff/s of my reliever inhaler (usually blue) when I wheeze or cough, my chest hurts or it's hard to breathe.
- My best peak flow is

2 When my asthma gets worse


I'll know my asthma is getting worse if:

- I wheeze or cough, my chest hurts or it's hard to breathe, or
- I'm waking up at night because of my asthma, or
- I'm taking my reliever inhaler (usually blue) more than three times a week, or
- My peak flow is less than

If my asthma gets worse, I should:

Keep taking my preventer medicines as normal.

And also take puff/s of my blue reliever inhaler every four hours.

 **If I'm not getting any better doing this** I should see my doctor or asthma nurse today.

Does doing sport make it hard to breathe?

7 If YES I take: puff/s of my reliever inhaler (usually blue) beforehand.




Remember to use my inhaler with a spacer (if I have one)

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My Asthma Plan

3 When I have an asthma attack

I'm having an asthma attack if:

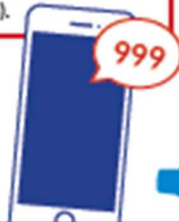
- My blue reliever inhaler isn't helping, or
- I can't talk or walk easily, or
- I'm breathing hard and fast, or
- I'm coughing or wheezing a lot, or
- My peak flow is less than _____

When I have an asthma attack, I should:

Sit up – don't lie down. Try to be calm.
Take one puff of my reliever inhaler every 30 to 60 seconds up to a total of 10 puffs.

Even if I start to feel better, I don't want this to happen again, so I need to see my doctor or asthma nurse today.

If I still don't feel better and I've taken ten puffs, I need to call 999 straight away. If I am waiting longer than 15 minutes for an ambulance I should take another _____ puff/s of my blue reliever inhaler every 30 to 60 seconds (up to 10 puffs).



Make sure you have your reliever inhaler (usually blue) with you. You might need it if you come into contact with things that make your asthma worse.

My asthma triggers:

Write down things that make your asthma worse

I need to see my asthma nurse every six months

Date I got my asthma plan:

--

Date of my next asthma review:

--

Doctor/asthma nurse contact details:



Parents – get the most from your child's action plan

Make it easy for you and your family to find it when you need it

- Take a photo and keep it on your mobile (and your child's mobile if they have one)
- Stick a copy on your fridge door
- Share your child's action plan with school, grandparents and babysitter (a printout or a photo).

You and your parents can get your questions answered:

Call our friendly expert nurses
0300 222 5800
(9am – 5pm Mon – Fri)

Get information, tips and ideas
www.asthma.org.uk