

Three Rivers Federation

Nurture and Grow Together

Policy for supporting students with medical conditions and for the administration of medicine

Three rivers Federation Schools: Clyst St Mary & Stoke Canon C of E Primary Schools

1. The staff of the Three Rivers Federation 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 outdoor education, off-site visits and PE. The governing body will ensure that staff are supported, trained and competent before they take on the responsibility of supporting students with medical conditions. This policy should be read in conjunction with the separate Allergy Safety Policy.

2. The schools' insurance will cover liability relating to the administration of medication.

3. See table below for who will be responsible for ensuring the following:

Kellie Perry/Tracey Jones	
Clyst St Mary Primary School	**Stoke Canon C of E Primary School**
Laura Leat & Andrea Pinder	Louise Herbert & Emma Hunt

- 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

- procedures for home-to-school transport, if applicable
- procedures for defibrillators
- procedures for asthma inhalers/spacers
- procedures for adrenaline auto-injectors.

4. The above procedures will be monitored and reviewed by Louise Herbert, Executive Headteacher

5. Where identified as being necessary, Individual Healthcare Plans (IHP) will be developed between the relevant Three Rivers Federation 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 IHP 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. Laura Leat at Clyst St Mary and Louise Herbert at Stoke Canon will have the final decision on whether an Individual Healthcare Plan is required.

Students with asthma

7. Three Federation Schools retain an emergency inhaler and spacer for the treatment of an asthma attack.

8. Laura Leat at Clyst St Mary and Louise Herbert at Stoke Canon 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. Laura Leat at Clyst St Mary and Louise Herbert at Stoke Canon 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. The staff in the table below will be responsible for the storage, care and disposal of asthma medication.

Clyst St Mary Primary School	**Stoke Canon C of E Primary School**
Andrea Pinder & Sharon Conabeer	Emma Hunt &

11. Table below shows which 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 IHP.

Clyst St Mary Primary School	**Stoke Canon C of E Primary School**
Andrea Pinder	Emma Hunt

12. Table below shows which staff will be responsible for the supervision of administration of medication and for maintaining the asthma register.

Clyst St Mary Primary School	**Stoke Canon C of E Primary School**
Andrea Pinder	Emma Hunt

13. Table below shows which will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.

Clyst St Mary Primary School	**Stoke Canon C of E Primary School**
Andrea Pinder	Emma Hunt

Students with allergies and anaphylaxis

14. The Three Rivers Federation Schools have developed a separate Allergy Safety Policy which outlines the specific arrangements for the management of allergies and anaphylaxis. This can be found on the school websites, in the school staffrooms and school offices

The administration of medicine

15. The Executive 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.

16. Any parent/carer requesting the administration of medication will be given a copy of this policy.

17.

- Prescribed medication will be accepted and administered in the establishment
- Non-prescription medication will only be accepted and administered in the following circumstances:
  - Treatment of regular headaches
  - Menstrual pain
  - When attending residentials
  - When on school trips
  - Treatment of toothache
  - Treatment of hay fever
  - At the Headteacher discretion
  - Treatment of mouth ulcers

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 staff in the school office or if unavailable another staff member.

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 appropriate school office

24. Staff administering medicines will record and sign each time a medicine is administered. Written records of all medication administered to every pupil will be held by the school in a secure location and may be made available to parents on request.

25. If a pupil refuses their medication, staff will record this, report to parents as soon as possible and follow the protocol laid down in the IHP, if the child has one

26. Where it is appropriate to do so, students will be encouraged to administer their own medication - if necessary, under staff supervision.

27. 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.

28. Staff who administer invasive medication will receive appropriate training. In pre-school settings arrangements will be made through Primary Care Health Visitors.

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