



# **Hadley Wood Primary School**

## **Supporting Pupils with Medical Conditions and the Administration of Medicines Policy**

<b>Date the policy came into effect</b>	<b>June 2021</b>
<b>Date of the next policy review</b>	<b>July 2022</b>
<b>Name of the person responsible for this policy</b>	<b>Charmaine Obika</b>
<b>Issued to</b>	<b>Staff, governors and parents</b>
<b>Date of issue</b>	<b>March 2019</b>

## **Supporting Pupils with Medical Conditions and the Administration of Medicines Policy**

### **1. Introduction**

- 1.1 The Governing Body and staff of Hadley Wood School wish to ensure that pupils with medical conditions and/or short or long term medication needs are not excluded but receive appropriate care and support. The Headteacher will accept responsibility in principle for members of staff giving or supervising pupils taking prescribed medication or need support due to their medical conditions during the day where those members of staff have volunteered to do so.
- 1.2 Hadley Wood School will identify a person responsible for supporting pupils with medical conditions and/or a requirement for the administration of medicines in situations where other members of staff do not volunteer to carry out the task

### **2. Parent/Carers' Responsibility**

- 2.1 **Please note that parents/carers should keep their children at home if acutely unwell or infectious.**
- 2.2 Parents are responsible for providing the Headteacher with comprehensive information regarding their child's condition and/or medication requirements.
- 2.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. **NB** Antibiotics that are to be administered three times a day can be given before and after school and at bedtime. These do not need to be administered at school.
- 2.4 Only reasonable quantities of medication should be supplied to the school for the administration by staff (for example, a maximum of four weeks supply at any one time).
- 2.5 It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- 2.6 For staff administration - each item of medication must be delivered to the Headteacher or Welfare Officer, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

### **3. Responsibility of School**

- 3.1 Staff will not give a non-prescribed medicine to a pupil unless there is specific prior written permission from the parents
- 3.2 The school will not accept items of medication in unlabelled containers.
- 3.3 Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet or, where appropriate, a refrigerator.
- 3.4 The school will keep records, which they will have available for parents.
- 3.5 If the pupil refuses to take their medication, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day.
- 3.6 In this situation the medication record should note the refusal and the parental contact made.
- 3.7 If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

- 3.8 It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
- 3.9 The school will not make changes to dosages on verbal parental instructions.
- 3.10 Staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent.
- 3.11 For each pupil with a long-term or complex medical condition, the Headteacher, will ensure that an Individual Healthcare Plan (IHCP, not to be confused with the Education, Health and Social Care Plan which has replaced the 'Statement') is drawn up, in conjunction with the pupil's parents and appropriate health professionals.
- 3.12 Some pupils with a medical condition will also require the administration of medicines. The Headteacher will therefore ensure that all appropriate consent forms are completed and appropriate review periods set.
- 3.13 The school will make every effort to liaise with a school nursing service to ensure that pupils with medical conditions are supported.
- 3.14 Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school. NB this will generally be 'inhalers' A member of the teaching team for the class should keep a note of when the child uses the inhaler and this should be available for the parents.
- 3.15 Staff who assist in the administration of medication will be able to receive appropriate training/guidance through arrangements made with the School Nursing Service. All staff will be offered annual training in the administration of epi-pens.
- 3.16 The school will make every effort to continue the administration of medication whilst on trips away from the premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.
- 3.17 All staff will be made aware of the procedures to be followed in the event of an emergency.

## **Appendix 1: Pupil Healthcare Plan**

Name of school

Hadley Wood Primary School

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

**Clinic/Hospital Contact**

Name

Phone no.

**G.P.**

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Empty text box for medical details

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

**Appendix 2: Parental Agreement for school to administer medicine**

Hadley Wood school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	Parent / Staff / GP
Name of school	<b>Hadley Wood Primary School</b>
Name of child	
Date of birth	
Class	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	The School Office Daily unless extra medication is left in School

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) .....

Date .....

**Appendix 3: Record of medicine administered to an individual child**

Name of school	Hadley Wood Primary School
Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

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 4: Template for Asthma Card

# School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

### Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

### Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

Yes  No

Does your child need help taking his/her asthma medicines?

Yes  No

What are your child's triggers (things that make their asthma worse)?

- Pollen  Stress  
 Exercise  Weather  
 Cold/flu  Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes  No

If yes please describe

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

### Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

### What to do if a child is having an asthma attack

- Help them sit up straight and keep calm.
- Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- Call 999 for an ambulance if:
  - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
  - they don't feel better after 10 puffs
  - you're worried at any time.
- You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?

Call our friendly helpline nurses

**0300 222 5800**

(Monday-Friday, 9am-5pm)

[www.asthma.org.uk](http://www.asthma.org.uk)

## **Appendix 5: Contacting Emergency Services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

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

1. your telephone number: **0208 440 4359**
2. your name:
3. your location as follows:  
Hadley Wood Primary School, Courtleigh Avenue, Hadley Wood,  
EN4 0HT
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

## Appendix 6: Local Contacts

### Local Contacts:

#### Council's Insurance Service:

**Contact:** Vivian Uzoechi

Insurance Manager

**Tel:** 020 8379 4615

**Ext:** 4615

**Fax:** 020 8379 3092

**Email:** [vivian.uzoechi@enfield.gov.uk](mailto:vivian.uzoechi@enfield.gov.uk)

### Health Services

#### Community Paediatric Services:

Some children with medical needs receive dedicated support from specialist nurses or community children's nurses, for instance a children's oncology nurse. These nurses often work as part of a NHS Trust or PCT and work closely with the primary health care team – general description – what happens in Enfield. They can provide advice on the medical needs of an individual child, particularly when a medical condition has just been diagnosed and the child is adjusting to new routines.

**Contact:** Cathy StJohn

Paediatric Nursing Service

Cedar House

St.Michael's

Gater Drive

Enfield EN2 0JB

**Tel:** 020 8702 5620

#### School Nurses:

School nurses are qualified public health nurses, who work in partnership with schools, parents and healthcare professionals to provide health promotion and protection for school aged children. The school nurse can advise, or will know where help can be sought on many health matters.

Enfield School Nursing Service is accessible through self-referral from children or families, referral from education staff, social services, LAC Nurse Specialist, Child Protection Named Nurse, medical colleagues and Health Visitors

**Contact:** Kathy Soderquist

Divisional Manager

Universal Children's Service

Cedar House

St Michael's Hospital

Gater Drive

Enfield

EN2 0JB

**Tel:** 02083758783

### **Local Community Health Centres:**

<b>Bowes Road Clinic</b>	269 Bowes Road, Enfield, N11 1BD
<b>Evergreen Health Centre</b>	1 Smythe Close, Edmonton, N9 0TW
<b>Forest Primary Care Centre,</b>	308A Hertford Road, Edmonton, N9 7HD
<b>Highlands Health Centre,</b>	3 Florey Square, Winchmore Hill, N21 1UJ
<b>Moorfield Road Health Centre</b>	Moorfield Road, Enfield, EN3 5PS
<b>St Michael's Primary Care Centre</b>	Gater Drive, Enfield, EN2 0JB

### **School Health and Safety:**

**Contact:** Paul Bishop

Schools Health and Safety Manager

**Tel:** 020 8379 4731

**Mobile:** 07939995806

**Email:** [paul.bishop@enfield.gov.uk](mailto:paul.bishop@enfield.gov.uk)

### **Joint Service for Disabled Children:**

The Joint Service for Disabled Children is an important partnership developed by Enfield's Children's Trust, to support and promote opportunities for all disabled children and their families in Enfield.

The Joint Service includes:

- Enfield Community Services
- The Early Intervention Support Service (EISS)
- Cheviots Specialist Children's Disability Centre/Service.

**Contact:** Janet Leach

Head of Service

**Tel:** 020 8379 1316

**Mobile:** 07944265377

**Alternative Telephone:** 020 8362 3666

**Email:** [janet.leach@enfield.gov.uk](mailto:janet.leach@enfield.gov.uk)

### **Environmental Health:**

**Address:** PO Box 57

Civic Centre

Silver Street

Enfield

EN1 3XH

**Tel:** 020 8379 1000

**National Contacts:**

<b>Allergy UK</b> Allergy Help Line: (01322) 619898 Website: <a href="http://www.allergyuk.org">www.allergyuk.org</a>	<b>The Anaphylaxis Campaign</b> Helpline: (01252) 542029 Websites: <a href="http://www.anaphylaxis.org.uk">www.anaphylaxis.org.uk</a>
<b>Asthma UK</b> Adviceline: 0800 121 6244 Website: <a href="http://www.asthma.org.uk">www.asthma.org.uk</a>	<b>SHINE</b> Tel: Tel: 01733 555988 Website: <a href="http://www.shinecharity.org.uk/">http://www.shinecharity.org.uk/</a>
<b>Council for Disabled Children</b> Tel: 0207 843 1900 Website: <a href="http://www.councilfordisabledchildren.org.uk/">http://www.councilfordisabledchildren.org.uk/</a>	<b>Contact a Family</b> Helpline: 0808 808 3555 Website: <a href="http://www.cafamily.org.uk">www.cafamily.org.uk</a>
<b>Cystic Fibrosis Trust</b> Tel: 0300 373 1000 Website: <a href="http://www.cftrust.org.uk">www.cftrust.org.uk</a>	<b>Diabetes UK</b> Careline: 0345 123 2399 Website: <a href="http://www.diabetes.org.uk">www.diabetes.org.uk</a>
<b>Public Health England</b> <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a>	<b>Department for Education</b> Website: <a href="https://www.gov.uk/government/organisations/department-for-education">https://www.gov.uk/government/organisations/department-for-education</a>
<b>Epilepsy Action</b> Freephone Helpline: 0808 800 5050 Website: <a href="http://www.epilepsy.org.uk">www.epilepsy.org.uk</a>	<b>Equalities and Human Rights Commission</b> EHRC helpline: 08457 622633 Textphone: 08457 622 644 Website: <a href="http://www.drc-gb.org">www.drc-gb.org</a>
<b>Health and Safety Executive (HSE)</b> Website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	<b>Health Education Trust</b> Tel: (01789) 773915 Website: <a href="http://www.healthedtrust.com">www.healthedtrust.com</a>
<b>Hyperactive Children's Support Group</b> Tel: (01243) 539966 Website: <a href="http://www.hacsg.org.uk">www.hacsg.org.uk</a>	<b>Mencap</b> Telephone: 0300 333 1111 Website: <a href="http://www.mencap.org.uk">www.mencap.org.uk</a>
<b>National Eczema Society</b> Helpline: 0800 089 1122 Website: <a href="http://www.eczema.org">www.eczema.org</a>	<b>Psoriasis Association</b> Tel: 0845 676 0076 Website: <a href="http://www.psoriasis-association.org.uk/">www.psoriasis-association.org.uk/</a>
<b>British Thyroid Foundation</b> <a href="http://www.btf-thyroid.org">www.btf-thyroid.org</a>	<b>Sickle Cell Society</b> <a href="http://sicklecellsociety.org/">http://sicklecellsociety.org/</a>

**NHS Choices**

<http://www.nhs.uk/Pages/HomePage.aspx>