

# Bishop Chadwick Catholic Education Trust



## St Anthony's Girls' Catholic Academy

<b>Policy type:</b>	<b>School</b>
<b>Policy:</b>	<b>Supporting students with medical conditions</b>
Ratified by MAT Directors:	December 2021
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Sr. M. Josepha</i>
Review Date:	December 2022
Ownership:	M. Shepherd (Head Teacher)

## **Introduction**

This policy has been developed to take into consideration our Mercy ethos and local and national policy and guidance including DfE guidance “Managing Medicines in Schools and Early Years Settings” 2005, “The Children and families Act 2014” and DfE guidance “Supporting pupils at school with medical conditions”.

- 1.1** It is important that responsibility for pupils’ safety is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between the Academy, parents, health professionals and other agencies will help provide a suitably supportive environment for pupils with medical needs.
- 1.2** Individual Health care plans for children will be tailored to a child's particular needs and agreed by the academy, parents the child and the relevant healthcare professionals.
- 1.3** Relevant staff will be aware of a child's condition and understand the child's individual health care plan.
- 1.4** There is no legal duty which requires Academy staff to administer medication; this is a voluntary role. However support staff may have specific duties to provide medical assistance as part of their contract.
- 1.5** In an emergency situation, teaching staff are to be reminded of their in loco parentis duty of care to act in the best interest of the child, both in the Academy and if taking part in off-site activities.
- 1.6** This document gives specific guidelines with regards to the administration of medicines to pupils attending St. Anthony’s Girls’ Catholic Academy. Individual pupils with special medical needs may require a Health Care Plan to be produced, in consultation with Academy staff, parents, pupil, Academy Health Nurse and the Paediatrician.
- 1.7** This document will be made known to all members of staff who may be involved in administering medicines to pupils. The Academy will produce clear and unambiguous procedures and arrangements based on DfE guidance to ensure that pupils with medical needs receive proper care and support whilst at Academy.

## **2. POLICY AND PROCEDURES FOR ADMINISTERING MEDICINES IN ACADEMY**

- 2.1** A clear policy understood and accepted by staff, parents and pupils provides a sound basis for ensuring that pupils with medical needs receive proper care and

support at Academy. The formal systems and procedures, drawn up in partnership with parents and staff, back up the policy.

- 2.2 Parents are responsible for their child's medication. The Head Teacher is normally responsible for deciding whether the Academy can assist a pupil who requires medication. Such decisions should, as far as practicable, encourage regular attendance and full participation in Academy life.
- 2.3 It is the responsibility of parents to inform the Academy whenever pupils are receiving prescribed medication. This applies to medication prescribed on both a regular and intermittent basis.
- 2.4 Head teachers should make all parents aware that they should keep children at home when they are very unwell.
- 2.5 Children with special medical needs have the same rights of admission to Academy as other children and cannot generally be excluded from Academy for medical reasons. Without treatment some pupils may, at worst, be unable to attend Academy at all, or at best, their ability to make the most of their education will be impaired.
- 2.6 Some staff may be understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment or fears about accusations of abuse. **Parents and the Head Teacher must respect such concerns and not put any pressure on staff to assist with treatment unless they are entirely willing.** Volunteer staff who have received appropriate training should administer the medication with due regard for the dignity and privacy of the pupil.
- 2.7 For protection of children and staff, it is recommended that two adults are present when intimate contact is required, to minimise the potential for accusations of abuse.
- 2.8 If members of staff are unwilling to administer medicine to pupils the Head Teacher should discuss this with the parents. Wherever possible medication should be given before or after Academy. Alternatively,
  - Parent visits Academy to give medication
  - Adjust timing of medication
- 2.9 Many pupils will be capable of administering their own treatment; some will require a certain level of supervision, and others will need the medicine to be administered for them. Parents, staff and the health colleagues will decide (after discussion) into which of the three categories each pupil falls. This should be clearly recorded on the parental consent form Appendix I.
- 2.10 If pupils refuse to take medication, Academy staff should not force them to do so. The Academy should inform the parents as a matter of urgency. If necessary, the Academy should call the emergency services.

### 3. TRAINING

- 3.1** As the vast majority of medicines are given by mouth in liquid form, or as tablets, little or no training is required. However in some circumstances, medicine may be given by other routes. If a member of staff volunteers to assist a pupil with medical needs, the Head Teacher should arrange appropriate training through the Academy Health Nurse.
- 3.2** Specialist medical advice is available to the Academy through the Consultant Paediatrician for each Primary Care Trust.
- 3.3** The Academy has an allocated Academy health nurse who will provide or organise training for staff to administer medications. In particular circumstances a paediatric specialist nurse may be called in to train for use of other medications.
- 3.4** First Aid training should cover aspects of risk which the administration of medicines could present e.g. what to do if a child has an asthma attack, epileptic fit or a severe allergic reaction. If there are pupils with disabilities, long standing medical conditions or allergies which require special attention, individual advice should be sought and individual Health Care Plans (Appendix 2), which include action to be taken in emergency situations, should be prepared. **Generally staff should not take pupils to hospital in their own cars but should call the Emergency Services.**
- 3.5** Training must include issues of confidentiality. The Head Teacher should agree with the pupil (where she has the ability) or otherwise the parent, who else should have access to records and other information about a pupil. If information is withheld from staff, they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

#### **4. ADVICE ON MEDICATION**

- 4.1** All medicines in Academy must be prescribed by a registered medical practitioner, i.e. doctor, dentist, nurse. No complimentary medicines are to be administered in the Academy. Students should not bring non-prescribed medicines to Academy as a general rule.
- 4.2** Consideration should be given to arrangements for the safe delivery of medicines into Academy, **in their original container**, where young people are responsible for medicines themselves and also the need for medicines during transport between Academy and home. All medicines, unless managed by individual students themselves, should be stored in a safe place, out of reach of other children, when not in use. Asthma inhalers are considered a special case, Appendix 3. It is recommended that the master file of parental consent and administration forms is kept in close proximity for ease of reference. Rooms in which drugs are kept should not be accessible to students. For example drugs requiring refrigeration, stored, clearly labelled in a Tupperware box in a fridge in a staff room not used by students, would be acceptable, unless special secure storage requirements are necessary. The storage of drugs could be considered in the context of the Academy's Security Risk Assessment process. If the Academy locks away medicine a pupil might need in an emergency, all staff should know

where to obtain keys. Pupils who have an Individual Health Care Plan who are known to be possible emergency cases but do not administer their own medication, should have their medicines stored securely as close as is reasonably practicable to their classroom. Access to medication and emergency procedures are important issues to consider when planning journeys out of Academy.

- 4.3** Parents should ensure that medicines held in Academy on a child's behalf are "in date". If medicines become out of date, parents should be informed immediately and asked to collect, dispose and replace if necessary. Advice about the safe disposal of medicines can be obtained from local pharmacists.

## **5. RECORDS**

- 5.1** Please use the specific forms detailed below which should include reference to the use of medicines and any medical equipment.

- 5.2** Appendix 1 is the parental consent form which must be completed and signed by the parent before any medicines are administered. The Academy must check and update these forms regularly with parents preferably at the beginning of the new academic year.

- 5.3** Appendix 4 is the form on which a record of all the prescribed medicines administered at the Academy must be kept.

It may be necessary to design Individual Health Care Plans (Appendix 2) for the child who frequently receives medicines at Academy and while in the care of parents or carers from other agencies eg. respite carers. Information in Health Care Plans must be treated in confidence and used only for setting up good care systems.

- 5.4** It is recommended that a master file of both consent and record of administration forms (Appendix 3) is kept with the secured medicines by a member of staff who is responsible for administering medicines in Academy.

- Appendix 5 Head Teacher agreement is administer medicines.

- 5.5** Note that it may sometimes be necessary for two sets of the same medicine to be kept, one at home and one at Academy. Parents should ask their General Practitioners to prescribe these if needed.

## **6. SPECIFIC MEDICAL CONDITIONS**

- 6.1** This document does not include a full list of specific illnesses and treatments, which may be numerous and varied.

- 6.2** However, for more specific information, it is recommended that
- Close co-operation and communication between Academy Health Nurse, parents and carers.
  - Through close co-operation and communication, the individual needs of pupils are recognised and advice, information and training provided for those who care for them, including where necessary, the agreement of an individual Health Care Plan.

## **6.3 SPECIAL CONDITIONS**

- (a) **Analgesics (pain relief)**  
Children under the age of 16 should not be administered aspirin or medicines containing ibuprofen (unless advised by a doctor), for specific conditions eg. migraines or dysmenorrhoea (period pains). The parental consent form (Appendix I) should be completed as for prescribed medicines.
- (b) **Asthma**  
Asthma can be a life threatening condition and an attack can start very rapidly. It is essential that pupils with asthma have immediate access to their reliever inhalers when they need them e.g. carried by the pupil in a bag. If the parents wish this, it should be specifically mentioned in their written request on Appendix I.
- (c) **Diabetes**  
Most pupils with diabetes who have the condition controlled by injections of insulin morning and night and this will not generally require injections at Academy. Most children are taught to do their own injections from an early age. Parents will indicate the requirements on Appendix I. It is important that Academics should know if a pupil is diabetic and what measures need to be taken in the case of hypoglycaemia (low blood sugar).
- (d) **Epilepsy**  
Most medication for epilepsy is programmed to be given outside of Academy hours. Pupils with epilepsy sometimes require a dose of an emergency anti convulsant in the event of a seizure at Academy. Children who require emergency anti convulsants can be given medication by mouth. An individual Health Care Plan may be required.
- (e) **Anaphylaxis**  
Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment. In most severe cases of anaphylaxis the medication prescribed may include antihistamine, adrenaline injection, Epinephrine. Pre-loaded injection kits are available and staff willing to administer the medication should received appropriate training. An Individual Health Care Plan for pupils with this condition is recommended.

**6.4** Other circumstances when the Academy may need to make special arrangements for pupils with medical needs:

- Outdoor education, visits and off-site activities
- Physical education/swimming
- Where religious beliefs may affect practice
- Academy transport

It is good practice for the Academy to encourage pupils with medical needs to participate in Academy trips and sporting activities. However, in such circumstances where additional risks and difficulties may be encountered, careful planning is required, and a suitable risk assessment should be carried out.

Special consideration should be given to any child who is receiving treatment that may compromise their immune system e.g. Leukaemia.

## **7. SUMMARY**

Provided the Academy management and staff act in accordance with the Health and Safety Policy, seeking advice if in doubt, then there should be no difficulty in meeting health and safety obligations.

This approach will also ensure that Head Teachers, Governors and staff (including escorts) remain within the protection of the Academy insurance policies.

While staff cannot be compelled to administer medicines for pupils, it is hoped that the support given through parental consent will encourage staff to see this as part of their pastoral role. If the Head Teacher is concerned about whether the Academy can meet a pupil's needs or where parents' expectations appear unreasonable, advice should be sought from the Academy Nurse or the child's GP and if appropriate, the LA. Where these arrangements fail, it is the responsibility of parents/carers to make alternative arrangements.



# St. Anthony's Girls' Catholic Academy

*A Mercy Academy committed to excellence*

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**Mr M. McDonagh**  
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**Mrs F. Collins**  
Senior Assistant Head Teacher  
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Dear Parent/Carer,

We are currently updating the medical information that we have about your daughter; this includes the medication that she carries with her. Could I ask you to complete the form below to ensure that we have accurate information in respect of your daughter.

I would like to take this opportunity to thank you for your assistance in this matter.

Yours sincerely,

*M. Shepherd.*

Head Teacher

## Appendix I

Name of student			
Form		Date of Birth	
Address			
Condition or illness			
Name of medication/dosage requirements			
How regularly is medication administered in school?			
Is spare medication kept in school	Yes/No		
If yes, please state where it is kept in school			







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In an emergency do you consent to a member of staff administering medication?	Yes	No
Parent/Carer's name		
Emergency Telephone number	Relationship to student	

**I would like my daughter to keep her medication on her for use if necessary**

Signed parent/carer		Date	
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## Health Care Plan – Appendix 2 – Page 1

<b>Name of School</b>		St Anthony's Girls' Catholic Academy	
<b>Student's name</b>			
<b>Form/Set</b>		<b>Date of Birth</b>	
<b>Student's Address</b>			
<b>Medical Diagnosis or condition</b>			
<b>Date</b>		<b>Review Date</b>	

### Family Contact Information

#### First Emergency Contact Information

<b>Name of Parent/Carer</b>			
<b>Relationship to Student</b>			
<b>Phone number work</b>		<b>Phone number home</b>	
<b>Phone number mobile</b>			

#### Second Emergency Contact Information

<b>Name of Parent/Carer</b>			
<b>Relationship to Student</b>			
<b>Phone number work</b>		<b>Phone number home</b>	
<b>Phone number mobile</b>			



## Appendix 2 – Page 2

### Clinic/Hospital contact information

Name of clinic/hospital	
Phone number	

### GP Contact information

Name of GP	
Phone number	

### Medical needs and condition

Describe the medical needs and give details of student's symptoms
Daily care requirements (e.g. before sport/ at lunch time)
Describe what constitutes an emergency for the child, and the action to take if this occurs
Follow up care
Who is responsible in an emergency (state if different for off-site activities)
Form copied to



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## Record of Medicine Administered to an Individual Child – Appendix 3

<b>Student's name</b>		<b>Date of Birth</b>	
<b>Address</b>			

Date	Name of person who brought medication in	Name of medication	Amount supplied	Form supplied	Expiry date	Dosage regime





**Head Teacher Agreement to Adminster Medicine – Appendix 5**

Name of School	St Anthony's Girls' Catholic Academy
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**Statement**

It is agreed that

\_\_\_\_\_ **(name of student)**

will receive

\_\_\_\_\_ **(name of medicine and quantity)**

everyday at

\_\_\_\_\_ **(time to be administered e.g. break or lunch time)**

----- will be given/supervised whist she takes  
**(name of student)**

her medication by

\_\_\_\_\_ **(name of member of staff)**

This arrangement will continue until

\_\_\_\_\_ **(either end date of course of medicine or until instructed by parent/carer)**

Date	
Signed (parent/carer)	

Date	
Signed (Head Teacher/named member of staff)	



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