



SUPPORTING PUPILS WITH MEDICAL NEEDS

1 APPROVAL

Chair of Governors

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Review Date	Autumn Term 2019
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3 DOCUMENT CONTROL

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4 INTRODUCTION

The Governing Body of **Chiltern Wood School** will ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life. To help achieve this, the school has adopted the Department for Education policy on ‘Supporting Pupils at School with Medical Conditions’, which was issued under Section 100 of the Pupils and Families Act 2014.

- The aim of this policy is to ensure that the parent/carers of pupils with medical conditions feel confident that the school will provide effective support and that pupils feel safe and reach their full potential.
- Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school will comply with their duties under the Act to make reasonable adjustments to support pupils with disabilities.
- Some pupils with medical conditions may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) Plan which brings together health and social care needs as well as the provision for their special educational needs. Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan will be linked to or become part of that statement or EHC plan. The Healthcare Plan will be developed with the child’s/young person’s best interests in mind to ensure that the risks to the child’s/young person’s education, health and social wellbeing are managed, and minimises disruption, for pupils with medical conditions.
- Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with parent/carers, pupils, healthcare professionals (and, where appropriate, social care professionals) and local authorities to ensure that needs of pupils with medical conditions are met effectively.

5. ROLES AND RESPONSIBILITIES

The Governing Body for **Chiltern Wood School** will ensure that

- arrangements are in place so that pupils with medical conditions
 - are properly supported;
 - can play a full and active role in school life;
 - can remain healthy and achieve their academic potential;

- staff are properly trained to provide the support that pupils need;
- in line with their safeguarding duties, ensure that pupil's health is not put at unnecessary risk from, e.g. infectious diseases
- in those circumstances, they do not have to accept a pupil at time where it would be detrimental to the health of that child or others to do so

The Headteacher will ensure that

- a person is appointed to have overall responsibility for the implementation of this policy; **this person is Una-Lynne Mackey**
- all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. **A copy is kept in each class within the medical section of the Red File.**
- all staff including supply staff who support pupils with medical needs receive sufficient information to provide appropriate support;
- Individual Healthcare Plans are developed, monitored and reviewed annually or earlier if evidence is presented that the child's/young person's needs have changed. Where appropriate Healthcare Plans will be reviewed at the child's/young person's Annual Review. **Parents/carers will be requested to review plans in September of each year.**
- Sufficient staff are suitably trained and achieve the necessary level of competency before they take on responsibility to support pupils with medical conditions; **each class group will have at least one trained member of staff**
- sufficient numbers of trained staff are available to support all individual healthcare plans to cover staff absence, contingency and emergency situations;
- a register of pupils in the school is kept who have been diagnosed with asthma and/or prescribed a reliever inhaler; **this is kept at both sites and is site specific.**
- all staff are trained to recognise the symptoms of an asthma attack (and are able to distinguish them from other conditions with similar symptoms); **information posters are displayed in all classrooms. This training will be revised annually.**
- at least one emergency inhaler kit is maintained and readily available in an emergency situation; **emergency inhalers are maintained at both school sites: Downley site: Medical room and in the staff room/Cressex site: PPA Room and Little Wings**

- Some staff are trained to use a defibrillator, which is maintained and readily available in an emergency situation; this is kept in the Hydro pool area at Downley in order that it is available to the lifeguard and community groups that hire the facility outside of school hours. At Cressex the de-fibrillator is kept in the PPA Room. Monthly checks are made and recorded.
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable are undertaken for pupils with medical conditions; this information will be included in EVOLVE planning
- all staff are aware that medical information must be treated confidentially;
- school staff are appropriately insured and are aware that they are insured to support pupils in this way.

Appointed Person

Una-Lynne Mackey, Deputy Head teacher, has been appointed to have overall responsibility for implementing the school's policy for supporting pupils with medical conditions. She will ensure that pupils with medical conditions are appropriately supported. **Caroline Benjamin and Lynn King (Downley site) and Su Holland (Cressex site)** will support this role and the implementation of procedures across both sites.

It is the responsibility of any staff member to report any concerns to Una-Lynne Mackey regarding storage of medicines, administering of medicines or any other related concerns.

Transitional Arrangements

The school has made the following procedures for transitional arrangements.

- Pupils leaving Chiltern Wood School will have medical information passed on to the new school or setting by the Operational Lead with information supplied by the class teacher.
- Chiltern Wood School will obtain written confirmation that the new setting has received the information. The admin team will be responsible for seeking this information.

All members of **School Staff** may be asked to provide support to pupils with medical conditions, including administering medicines

- All members of staff should know what to do and respond accordingly if they become aware that a pupil with a medical condition needs help

- Although administering medicine is not part of teacher's professional duties, teachers should take into account the needs of pupils with medical conditions that they teach.
- **Staff must not give prescription medication or undertake healthcare procedures without appropriate training**

Pupils

- Where appropriate pupils with medical conditions will be consulted to provide information about how their condition affects them.
- Where appropriate pupils will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

Some pupils at Chiltern Wood School have significant learning disabilities so an adult will be required to support them to accept, understand or tolerate medical support that has been agreed by their advocates. For pupils that have more understanding of their medical needs they will be encouraged to contribute as appropriate.

Parent/carers have the prime responsibility for their child's/young person's health. Parent/carers include any person who is not a parent/carer of a child but has parent/carer responsibility for or care of a child.

- It only requires one parent/carer to request that medicines are administered. As a matter of practicality, this will be the parent/carer with whom the school has day-to-day contact.
- Parent/carers should provide the school with sufficient and up to date information about their child's/young person's medical needs. Parent/carers should tell the school of any change in prescription which should be supported by either new directions on the packaging of medication or by a supporting letter from a medical professional. **It is preferred that a doctor/medical professional sign to confirm any medication changes but it is acknowledged that there is sometimes a delay for parents obtaining this information.**
- Parent/carers are key partners and will be involved in the development and review of the Healthcare Plan for their child. A request will be sent to parent/carers using Template K;
- Parent/carers should provide medicines and equipment as required by the Healthcare Plan. Parent/carers should
 - Send/bring their child's/young person's medication and any equipment into school at the beginning of the school year;

- replace the medication before the expiry date;
 - as good practice, take/send into school the new asthma reliever inhaler when prescribed;
 - dispose of expired items to a pharmacy for safe disposal;
 - during periods of high pollen count, encourage their pupils, who have been prescribed anti-histamines, to take their medication before school so that their condition can be better controlled during the school day;
 - keep their pupils at home when they are acutely unwell;
- Parent/carers should ensure that they or another nominated adult are contactable at all times.

6. STAFF TRAINING AND SUPPORT

- **Una-Lynne Mackey** will ensure that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child does so voluntarily and will have appropriate training and guidance. **Staff need to request training if they are asked to administer a medication they know they have not been trained to give.**
- Training needs will be identified during the development or review of individual healthcare plans and will be reviewed annually. The family of a child will often be key in providing relevant information to school staff about how their child's/young person's needs can be met, and parent/carers will be asked for their views but will not be the sole trainer.
- Training will be provided for staff to ensure that they are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. Training for new staff will be provided on induction;
- Training will be provided by appropriate healthcare professional so that staff have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative and emergency measures so that they can recognise and act quickly if a problem occurs. Template G may be used to confirm staff training. **Chiltern Wood School admin team keep a spreadsheet of training.**

- Only staff with appropriate training will give prescription medicines or undertake healthcare procedures. (A first-aid certificate does not constitute appropriate training in supporting pupils with medical conditions).
- The school will ensure that at least three people have attended Supporting Pupils with Medical Conditions training to understand County policy to ensure medicines are appropriately managed within the school.

7. INDIVIDUAL HEALTHCARE PLANS

A Healthcare Plan clarifies for staff, parent/carers and the pupil the support that can be provided. Individual Healthcare Plans for pupils with medical conditions, (e.g. asthma, anaphylaxis, diabetes, epilepsy) will be drafted with parent/carers/pupils and other healthcare professionals where appropriate. The plan will include:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some pupils will be able to take responsibility for their own health needs) including in emergencies. If a pupil is self-managing their medication, then this will be stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the pupil's condition and the support required;
- arrangements for written permission from parent/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments;

- where confidentiality issues are raised by the parent/carer/child, the designated individuals to be entrusted with information about the child's/young person's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Including how to safely evacuate a building if their needs compromise this.

Some pupils may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Healthcare Plans will be reviewed at least annually but some may need to be reviewed more frequently. Where appropriate the Healthcare Plan will be reviewed at the pupil's Annual Review.

8. THE PUPIL'S ROLE IN MANAGING THEIR OWN MEDICAL NEEDS

- After discussion with parent/carers, pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. Parent/carers will be asked to sign Template F to acknowledge that their child is mature and responsible to manage their own medication. This information will be recorded in the Healthcare Plan. Parent/carers should be aware that if their child holds their own medication then school staff will not be recording the doses self-administered;
- If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them; a record of administration will be made.
- If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so but will contact the parent/carers and follow the procedure agreed in the individual healthcare plan. **Staff may need to encourage and offer choices so that children receive medication appropriately.**
- Parent/carers will be contacted where a pupil is seen to be using their asthma inhaler more frequently than usual as this may indicate their condition is not well controlled.

Pupils are unlikely to be cognitively able to manage their own medication at Chiltern Wood School.

9. MANAGING MEDICINES ON SCHOOL PREMISES

Pupils will only be given prescription or non-prescription medicines after parent/carers have completed a consent form (Templates B1, B2, B3 or B4) – (except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parent/carers. In such cases the school will encourage the pupil to involve their parent/carers while respecting their right to confidentiality although this is highly unlikely at CWS. In order to support children in school in exceptional circumstances the Operational Lead can authorise an initial dose of a prescribed medicine with parental permission by telephone. The Record of Conversation will be logged and a consent form will be completed for subsequent doses.

When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes will be used for the disposal of needles and other sharps. Sharps boxes are usually supplied by the individual requiring them.

Medicine brought into school must be given to/collected by Lynn King, Caroline Benjamin or Kayleigh Watson on the Downley site. At the Cressex site SSA's or an appointed TA will be responsible for ensuring medicines are transferred to the lockable Medicine Cabinets located in each section of the school.

Prescribed medication the school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will be available inside an insulin pen or a pump, rather than in its original container

- Parent/carers should note the expiry date so that they can provide a new prescription as and when required.
- Medicines will only be administered at school when it would be detrimental to a child's/young person's health or school attendance not to do so. At Chiltern Wood School we will endeavour to be supportive and have empathy with families in order to enable all pupils to access education safely and free from discomfort.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Short-Term Medical Needs

Many pupils will need to take medicines during the day at some time during their time in the school. This will usually be for a short period only, perhaps to finish a course of antibiotics, which will minimise the time that they need to be absent.

Antibiotics prescribed three times a day can be taken out of the school day. The school will support pupils who have been prescribed antibiotics that need to be taken **four** times day. **This is the ideal situation and CWS staff will take a child specific approach that is in the best interest of the individual.**

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Chiltern Wood School will support parent/carers with the administration of short term medication such as an antibiotic. As pupils are transported to school by taxi; the school will not expect parent/carers to bring the medication to school each day to sign it in. Parent/carers will ensure the medicine is transported safely with the pupil and the staff with responsibility will collect it from the school bag on entry to school. Staff will ensure that medication is returned home via the same route. Parent/carers will complete the necessary forms prior to the first school dose.

- Arrangements will be the same if a pupil stays to an after school club

Controlled Drugs

- Some medicines prescribed for pupils (e.g. methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act, 1971. A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another pupil for use is an offence.
- The school will keep controlled drugs in a locked non-portable container, to which only named staff have access but will ensure they are easily accessible in an emergency.
- School staff may administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions.

A list of named staff who have access to controlled drugs and have agreed to administer medication and have received training is available from the H&S Lead. A hard copy of this information will be displayed in the PPA room at Cressex and in the Medical Room at Downley.

- A record will be kept of any doses used and the amount of the controlled drug held in school, i.e. total number of doses (tablets) provided to the school, the dose given and the number of doses remaining.

- where the dose is half a tablet then this will be cut using a tablet cutter at the time that the medication is required;
- half tablets will be retained but not issued at the time of the next dose; a fresh tablet will be cut;
- half tablets will be returned to the parent/carer for disposal.
- A controlled drug, as with all medicines, will be returned to the parent/carer when no longer required to arrange for safe disposal. If this is not possible, it will be returned to the dispensing pharmacist.

The Deputy Head teacher may occasionally return medicines to a local pharmacy, when this is appropriate, and will receive a signed receipt to be kept on record.

- Some pupils with epilepsy are prescribed rectal diazepam or buccal midazolam. Templates H or I will be used to gain authorisation for administration from parent/carers.

Non-prescription Medication

Chiltern Wood School

Non-prescription medication will be given in some situations to enable a child to attend school comfortably or to avoid unnecessary time away from school. The school will keep Calpol and Piriton, to administer on if required during the school day, with the signed permission of a parent/carer. Chiltern Wood School has pupils with epilepsy and a rise or spike in temperature may cause unnecessary seizures. In the event of a raised temperature, the timely administration of paracetamol may reduce temperature and avoid a more serious event. Parent/carers will be contacted if their child has a fever. If paracetamol/Calpol is required regularly by a pupil/young person then they will need to supply their own which can be kept in school.

Permission to administer paracetamol/Calpol/Piriton will be sought from the Deputy Head teachers or the school nurse.

If pupils require medication to control hay fever symptoms then parent/carers will be asked to take their pupils to their GP for a formal diagnosis and advice on appropriate medication. If it is necessary to use hay fever medication this will be requested via the Template for prescribed medication. However, as an emergency measure we may keep liquid Piriton in school to be administered following verbal parental consent.

- Paracetamol [Calpol or tablets] may be administered if a child has a temperature or is unwell if the parent/carers have given written permission to do so and under what circumstances.

- The school will contact the parent/carers before administering the paracetamol and confirm the time of any previous doses.
- The purpose for administering paracetamol is to avoid further discomfort or pain for a pupil or to reduce the chances of a significant health event such as a seizure.

Parent/carers will be asked to sign a consent form confirming that the medicine has been administered without adverse effect to the child in the past and that they will inform the school immediately if this changes.

Pain Relief

Pupils sometimes ask for pain relief (analgesics) at school, i.e. paracetamol tablets or liquid.

- Pain relief will only be given with the expressed consent of the **Deputy Head teachers** [Headteacher, School Nurse or a Senior Person will deputise in their absence], for example, for pupils returning to school after sustaining a fracture, dental treatment or older girls with dysmenorrhoea (painful periods).
- Parent/carers will be asked to sign a consent form when they bring the medicine to school, which confirms that they have given the medicine to their child without adverse effect in the past and that they will inform the school immediately if this changes.
- The school will only administer paracetamol to those pupils requesting analgesics; generally non-prescription ibuprofen will not be given.
- If ibuprofen is the analgesic of choice then parent/carers will be advised that a dose could be given before school (ibuprofen is effective for six hours); if required the school will 'top up' the pain relief with paracetamol.
- **Ibuprofen can be given as a prescribed medication if authorised by a G.P., Hospital Doctor or Paediatrician [included to meet needs of Chiltern Wood pupils]**
- **A child under 16 will never be given aspirin-containing medicine unless prescribed by a doctor.**
- When a pupil requests pain relief staff will first check maximum dosages and when the previous dose was taken. Parent/carers will be contacted for confirmation. If parent/carers are unavailable, a dose will not usually be given before 12 noon.

- A record will be made of all doses given using the bound Administration of Medicines Record Book and parents will be informed by the most appropriate method if any medicines are given during the day.

10. RECORD KEEPING

- The school will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom in a **bound book (see above)**. Any side effects of the medication to be administered at school will be noted.
- A second person will witness the administration of all medicines including controlled drugs.
- A second person will witness the administration of controlled drugs.
- A record of administration of medicine will not be recorded where the pupil has taken responsibility for their own medication, e.g. asthma inhalers and take their medication, as and when it is required. **This is unlikely with the current pupils.**
- A record will be made where medication is held by the school but self-administered by the pupil.

11. SAFE STORAGE OF MEDICINES

- Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.
- Pupils know where their medication is stored and are able to access them immediately or where relevant know who holds the key.

Class Teams will know which pupils have medication and where it is stored. They will know who is required to administer the medication and how to gain swift access to that person.

- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available in the nearest medical cupboard.

- A few medicines require refrigeration. They will be kept in a clean storage container, clearly labelled, and stored in the Medical Room refrigerator at Downley, which is not accessible to pupils. At Cressex, the Medical Fridge is in the PPA Room. A temperature log of the refrigerators will be taken and records kept.
- Medication will never be prepared ahead of time and left ready for staff to administer.
- An audit of pupil's medication will be undertaken every half term disposing of any medication that is no longer required.
- It is the parent/carer's responsibility to ensure their child's/young person's medication remains in date. The school will remind parent/carers when their child's/young person's medication is due to expire.

12. DISPOSAL OF MEDICINES

- Parent/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. The return of such medicines to parent/carers will be recorded;
- Parent/carers **will receive** medicines held at the end of the summer term. **Any medicines remaining at school, that have expired before the new term** will be taken to a local pharmacy for safe disposal;

Medicines such as Buccal Midazolam are very expensive and parent/carers are required to have more than one set [home, respite, school] which reduces the opportunity to mislay medicines. It would not make good sense to dispose of efficacious medicines. In the unlikely event that medication is not sent home it can be safely stored in the locked medicine cupboard.

- Sharp boxes will always be used for the disposal of needles.

13. HYGIENE AND INFECTION CONTROL

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

8 STEP HAND WASHING TECHNIQUES



14. DAY VISITS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

- The school will actively support pupils with medical conditions to participate in school trips and visits or in sporting activities;
- The school will make reasonable adjustments for the inclusion of pupils in such activities; [\[Lockable, portable, medical bags will be available for school trips\]](#)
- Some pupils may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.
- The school will consider the reasonable adjustments that can be made to enable pupils with medical needs to participate fully and safely in visits. These arrangements will be included in the risk assessment for the event.
- One member of staff accompanying the visit will be asked to take on the lead role for administering medicines or healthcare procedures. Individual Healthcare Plans, medicines, equipment and consent forms will be taken on school visits.
- Medicines are administered and witnessed and recorded on a copy of Template E. This form is added to the file on return from the visit.

15. SCHOOL'S ARRANGEMENTS FOR COMMON CONDITIONS

Asthma

- An inventory of all pupils with asthma will be compiled;
- An Individual Healthcare Plan will be developed;
- All staff will be trained annually to recognise the symptoms of an asthma attack and know how to respond in an emergency following the guidance in Templates O and P;
- Emergency salbutamol inhalers and spacers are kept **The PPA Room and Little Wings building at Cressex and the Medical Room and staff room at Downley**
- Emergency salbutamol inhalers will only be given to pupils previously diagnosed with asthma whose reliever inhaler is not in school or whose inhaler has run out, who are on the register and whose parent/carers have signed the consent form; **Template L**
- All staff will know how and when to use the emergency salbutamol inhaler
- Parent/carers will be asked to sign Template L giving permission to administer an emergency dose(s);
- Parent/carers will be informed of any emergency dosages given using Template M.

Anaphylaxis (Severe Allergic Reaction)

- All staff will attend annual training on the symptoms of anaphylaxis, which includes information and practise on when and how to use the adrenaline auto-injector.
- An Individual Healthcare Plan will be developed which includes the arrangements the school will make to control exposure to allergens;
- Auto-injectors will be kept readily available;
- *Add your own procedures here for pupils who have been prescribed epi-pens/jext pen, e.g. storage, availability, procedures for self-management, record keeping etc.)*

Some staff have been trained to use adrenalin via a 'pen' and can recognise the symptoms of anaphylaxis and signs of allergic reaction. Staff will be aware of all pupils/young people that may need emergency medication.

Epilepsy

- An Individual Healthcare Plan will be developed;
- A appropriate number of staff will be trained in identifying the symptoms and triggers for epilepsy, including administering medication
- There will be a trained member of staff available **at all times** to deliver emergency medication. Details will be recorded on the pupil's Healthcare Plan.

- If needed, the pupil will be able to rest following a seizure, in a safe and comfortable supervised place in a quiet area of the classroom.
- The school will offer support with a mentoring or buddying system to help broaden an understanding of the condition;
- The school will enable students to take a full part in all outings and activities,
- The school will make necessary adjustments e.g. exam timings, coursework deadlines, timetables.
- The school will liaise fully with parent/carers and health professionals;
- Some pupils with epilepsy are prescribed rectal diazepam or buccal midazolam. This will be administered by staff who are specifically trained to undertake this task and have agreed to this responsibility.
- The administration of medication will be recorded **in bound and numbered books as appropriate.**
- Two adults will be present for the administration of rectal diazepam, at least one being of the same gender as the child **if the child/young person's age makes this appropriate.** The dignity of the pupil will be protected as far as possible, even in an emergency;
- If appropriate, a record will be kept of the pupil's seizures, using Template N, so that any changes to seizure patterns can be identified and so that this information can be shared with the pupil's parent/carers and healthcare team. **Some classes have developed their own charts.**
- **Further procedures are individual and specific. These individual protocols are contained with the medical information file and accompany the pupil's/young person's medicine.**

Diabetes

- An Individual Healthcare Plan will be developed;
- Pupils diagnosed with Type 1 diabetes and have been prescribed insulin will be supported by staff who have specifically agreed to this responsibility and have received training and support from the Diabetic Nurses Team.
- A suitable private place will be provided for pupils to carry out blood tests and administer doses, e.g. Medical Room **or quiet area in class.**
- Pupils will not be prevented from eating drinking or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- If a pupil has a hypo, they will not be left alone; a fast acting sugar, such as glucose tablets, a glucose rich gel, or a sugary drink will be given immediately.
- Once the pupil has recovered, slower acting starchy food, such as a sandwich or two biscuits and a glass of milk, will be given, some 10-15 minutes later.

Some pupils have diabetes medication at Chiltern Wood School. General awareness of the condition will be available as training but 'person specific' information will be sought from a trained Diabetes health professional.

16. LIABILITY AND INDEMNITY

The Governing Body will ensure that the appropriate level of insurance is in place for staff providing support to pupils with medical conditions and appropriately reflects the level of risk.

The school will contact their insurers to extend their cover should a medical intervention fall outside the conditions covered by this policy.

17. COMPLAINTS

Parent/carers/pupils should discuss any concerns directly with the school if they become dissatisfied with the support provided. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

18. SCHOOL PROCEDURES FOR MANAGING MEDICINES

Medicines will be collected from school bags as pupils arrive from the school transport by either Caroline Benjamin, Kayleigh Watson or Lynn King at Downley and class SSA's/TA at Cressex

A designated member of staff will ask the parent/carer to sign the relevant consent form or check the form downloaded from the school's website.

A designated person will check that the

- medicine is in its original container as dispensed by a chemist and details match those on the form;
- label clearly states the child's/young person's
 - first and last name
 - name of medicine
 - dose required
 - method of administration
 - time/frequency of administration
- patient information leaflet is present to identify any side effects;
- medication is in date

A designated person will log the medicine in the record book and store the medicine appropriately

- Medicines requiring refrigeration will be kept in the fridge in a clean storage container
- A daily temperature of the fridge will be taken and recorded. [H&S representative]

A designated person[s] will administer medication at the appropriate time.

The following procedure will be followed:

- Staff are encouraged to follow the six rights listed below
- The designated person will ascertain that the medication is to be given to the correct pupil and the name is checked against the label on the bottle, authorisation form and record sheet.
- The name of the medicine will be checked against the authorisation form and record sheet.
- The time, dosage and method of administration will be checked against the authorisation form and record sheet.
- The expiry date will be checked and read out.
- The medicine is administered.
- The record sheet in the bound book is signed by the designated person and the witness (*Controlled medication must be witnessed by a second adult. Some schools prefer that all medication is witnessed by a second adult*)
- Any possible side effects will be noted.
- The medicine is returned to appropriate storage.

If a child refuses to take their medicine, staff will not force them to do so. Staff will record the incident and follow agreed procedures (which are set out in the pupil's Healthcare Plan) and contact parent/carers. If a refusal results in an emergency, the emergency procedures detailed in the Healthcare Plan will be followed.

If the designated person has concerns about a procedure or a medication that they are being asked to administer they will not administer the medicine, but check with the parent/carers or a health professional before taking further action.

Aide Memoire

Chiltern Wood School

Six Rights to Medication

