

St Margaret's Preparatory School



Supporting Pupils with Medical Conditions Policy (incorporating the Administration of Medicines Procedure)

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Content of this Policy

Section	Content	Page
1	Our Vision and Aims	2
2	Policy Statement – Accessibility and Inclusivity	3
3	Early Years Foundation Stage	4
4	Roles and Responsibilities	4
5	How we Communicate this Policy	8
6	Medical Needs Information Needed from Parents/Carers	9
7	Individual Healthcare Plans (IHP's)	10
8	Prescription and Non-Prescription Medicines, Controlled Drugs and Overseas Medicines	11
9	Parental Consents / Request to Administer Medicines Form	12
10	Administration of Medicines:	
10.1	• Administration - Emergency Medication	13
10.2	• Administration of Medication – General	14
10.3	• Administration – Self Medication	14
10.4	• Refusing Medication	14
11	Storage and Disposal of Medicines	15
12	Off Site Trips (including PE Fixtures) and Residentials	15
13	Common Triggers	16
14	Training	17
15	Data Protection in Relation to Medical Records	17
	APPENDIX 1 – Request to Administer Medicines / Record of Administration of Medicine to a Child / Record of Disposal	17

1. Vision and Aims

Our Vision

- We want every child to love coming to school and to love learning.
- We want all children to feel secure and cared for.
- We believe in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

And this is what we aim to do

- Provide a high quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

2. Policy Statement – Accessibility and Inclusivity

The school understands that it has a responsibility to make the school welcoming and supportive to current pupils with medical conditions and to those who may enrol in the future. The school aims to provide all children with medical conditions the same opportunities as others at school. We will help to ensure they can fulfil their academic potential as healthy citizens in the school community.

Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence. All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood. All staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils.

We recognise our duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions may be considered to be disabled under the definition in the Equality Act 2010. The school complies with the duties under that Act. Some 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 their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability Policy.

Inclusivity of Whole School Environment

The school is committed to providing a physical environment that is accessible to pupils with medical conditions. Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible. The school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

The school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

All staff at the school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with

problems in accordance with the school's anti-bullying and behaviour policies. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

The school understands the importance of all pupils taking part in sports, games and activities. The school ensures all those who teach PE and games make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

The school ensures all those who teach PE and games understand that pupils should not be forced to take part in an activity if they feel unwell. All those who teach PE and games are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities. The school ensures all those who teach PE and games are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed. The school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

The school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments/extra support are provided. If a pupil is missing a lot of time at school, they have limited concentration or are frequently tired, all staff at the school understand that this may be due to their medical condition.

Staff at the school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and first aid coordinator to ensure the effect of the pupil's condition on their schoolwork is properly considered.

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors the school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. The school considers additional medication and facilities that are normally available at school.

3. Early Years Foundation Stage

This Policy complies with the requirements of the 'Statutory Framework for the Early Years Foundation Stage – setting the standards for learning, development and care for children from birth to five'.

4. Roles and Responsibilities

Key personnel

Administration of Medication and Medical Conditions Policy

Headteacher	Callum Douglas
First Aid Co-ordinator	Sara Moutard
First Aid at Work Qualified	Andrew Clark Harriett Carter Julie Last Sara Moutard
Staff who are qualified to administer medication	See list in First Aid Room

This school works in partnership with all interested and relevant parties including all school staff, parents, employers, community healthcare professionals, catering staff and pupils to ensure the policy is planned, implemented and maintained successfully. The following are the roles and responsibilities in relation to dealing with the administration of medication and medical conditions at this school.

The Headmaster will:

- Ensure the Health and Safety of their employees, pupils and anyone else on the premises or taking part in school activities
- Ensure responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure the Health and Safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Ensure this policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity for staff who administer medication to pupils with medical conditions
- Ensure the school is inclusive and welcoming and that this policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support, teaching assistants, parents, employers, the school health service, and local emergency care services
- Ensure this policy is put into action, with good communication to all
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place (noting this is reliant on parents updating information)
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy.

The Registrar will:

Ensure that the completed Registration Forms for each child that subsequently enrolls with the school are passed to the Headmasters PA/School Secretary so that the necessary Medical Conditions records can be set up.

The Headmaster's PA/School Secretary will:

- Ensure that all Pupil Data Forms are updated on an annual basis
- Keep all Medical Condition Reports and Special Dietary Requirement Forms on each child up to date and communicated as appropriate
- Ensuring that parent/carer(s) complete the Request to Administer Medicines Form where necessary, that it is fully and properly completed and that it reflects the

advice/information about the medicine provided in the accompanying instruction leaflet or prescription from the GP

- Inform parent/carers on the day that any medication has been administered to their child
- Ensure that all medicines are stored correctly
- Ensure that all information and records are kept and stored in accordance with procedures
- Ensure that up to date information regarding medical needs and conditions is displayed and available to access in the correct locations and that out of date records are stored or disposed of appropriately
- Make sure that all medicines kept at school are within date and contact the parent/carer if they are not.
- Ensure that all medicines are returned to parents/carers at the end of each term if they have not been returned earlier
- Be responsible for all other actions assigned to them under this policy.

The Head of Early Years - or another member of staff in Early Years who is qualified in administering medicines – will be responsible for the correct administration of medication to children for whom they are responsible and for ensuring that the requirements in relation to prescription medicines are adhered to – see Section 8 below.

All school staff:

- Understand this Policy
- Are aware that there is no legal or contractual duty for any member of staff to administer medicines unless they have been specifically contracted to do so
- Are aware, however, that they are required, under the common law duty of care, to act like any reasonable prudent parent in an emergency situation. This may include taking action such as administering medication
- Are aware of the potential triggers, signs and symptoms of common medical conditions, are aware of their duty of care to pupils in the event of an emergency and know what action to take in an emergency
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Individual Healthcare Plan (IHP) – including emergency action plans where required
- Allow all pupils to have immediate access to their emergency medication where appropriate
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Be aware of pupils with medical conditions who may need extra support
- Understand the common medical conditions and the impact it can have on pupils
- Know that pupils should not be forced to take part in any activity if they feel unwell
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

All teaching staff will:

- Ensure pupils who have been unwell catch up on missed school work as far as is practicable
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents and, where necessary, with the First Aid Coordinator
- Use opportunities such as personal, social, health education and economic (PSHEE) classes and other areas of the curriculum to raise pupil awareness about medical conditions.

The First Aid Coordinator will:

- Help to update this Policy
- Organise, where necessary, training for school staff in managing the most common medical conditions at school
- Provide information about where the school can access other specialist training.

Qualified First Aid at Work First aiders will:

- Ensure immediate help is provided to casualties with common injuries or illnesses and those arising from specific hazards with the school
- Ensure, when necessary, an ambulance or other professional medical help is called.

The Special Educational Needs Coordinator will:

- Ensure that she knows which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure staff make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

The Deputy Headteacher and all Form Teachers (in relation to children in their forms) will:

- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Pupils will:

- Treat other pupils with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another pupil is feeling unwell
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- If mature and old enough, know how to take their own medication and to take it when they need it
- Ensure a member of staff is called in an emergency situation.

Parents/carers will:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Pupil Data Form with information about medical conditions or needs and that it is updated with contact details whenever necessary
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in visits, outings and other out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Complete fully a Request to Administer Medicines Form whenever necessary
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the school with appropriate medication labelled with their child's name, in the original container and containing the medicine information leaflet
- Ensure that their child's medication is within expiry dates
- Remove any out of date medicines – or medicines which are no longer required to be administered – from school – either voluntarily or when requested by the office staff
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed (where practicable).

5. How we Communicate this Policy

Communication with Pupils

Pupils are informed and reminded about how the policy can support them and their specific need:

- by their form teachers
- in assemblies
- in personal, social, health education and economic (PSHEE) classes.

Communication with Parents/Carers

Parents/carers are informed and regularly reminded about this policy:

- at the start of the school year when the Pupil Data Forms are sent out
- in the school newsletter at intervals in the school year
- when their child is enrolled as a new pupil and
- via the school's website where it is available all year round.

Communication with Staff

School staff are informed and regularly reminded about the medical conditions policy:

- at the start of each academic year
- as and when changes are made to a child's Medical Conditions Record and Dietary Requirements information
- at any scheduled medical conditions training
- through a copy of the Policy being displayed in the staff room and the First Aid Room; and
- all staff (including supply and temporary staff) are informed of this Policy and their responsibilities at induction.

6. Medical Needs Information Needed from Parents/Carers and How we use it

This section sets out our systems for obtaining information about a child's needs for medicines, and for communicating this information and for keeping it up-to-date:

- 6.1 When a parent/carer registers their child with us, they complete a Registration Form which includes details of any medical or dietary requirements that their child has. The completed Registration Form is kept by the Registrar in her office. She shares the information in the form with relevant staff and with the Catering staff (if necessary) if the child joins us for a 'Taster Day' prior to admission.
- 6.2 Prior to the child starting at the School, the parent/carers complete a Pupil Data Form which includes details of any medical conditions that the child has and any other medical issues that the school needs to be aware of. The Registrar creates a new entry on SIMs for the new pupil and enters the medical and dietary information using the information in the Form. The Pupil Data Form is sent with the admittance paperwork by the Registrar to the school office.
- 6.3 The Headmaster's PA/School Secretary notifies parent/carers that they are required to complete new Pupil Data Forms prior to the start of each new academic year and ensures that this is done. A copy is kept on the Pupil File.
- 6.4 Using this information, the Headmaster's PA/School Secretary updates the Medical Conditions Sheet and Dietary Requirements Sheets which are kept electronically in the Medical and Dietary Information Folder on the Academic Drive. She distributes paper copies as follows:
 - Louise Laurie (Head of Early Years) x 2
 - The registrar
 - The kitchen
 - The Deputy Head
 - The Form Teacher

She puts one copy in a discreet folder in the First Aid Room and one is displayed in the Staff Room. A copy is also kept in the Information and Forms Folder in the school office.

- 6.5 Parents/carers must inform us if their child develops a medical condition which will require any medication to be taken at school, and of any changes to the medication required. Only one parent (person with parental responsibility under the Children Act) is required to agree to, or request, that medicines are administered by staff at school. Where a parent/carer requires medicines to be administered at school they must comply fully with this policy.
- 6.6 Any changes to medical conditions or dietary requirements which are notified to the school after the child has joined are entered on to SIMs by the Headmaster's PA/School Secretary on SIMs. The Medical Conditions Sheet and the Dietary

Requirements Sheets are updated accordingly and the procedure in 6.4 above is followed.

- 6.7 The Medical Conditions Sheet and the Dietary Requirements Sheets are updated whenever an additional need is identified and, in any event, on at least a termly basis.
- 6.8 Out of date Pupil Data Forms / Medical Conditions Sheets and Dietary Requirement Sheets are shredded and disposed of as confidential waste.

7. Individual Healthcare Plans (IHPs)

- All pupils with long-term or complex health needs must have an IHP.
- An IHP details exactly what a child needs in school, when they need it and who is going to give it. It should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professional – and ideally a specialist if the child has one.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- For pupils that are on IHP's, parental consent will be sought regarding details of what medication they need in school and who is going to give it to them on a regular / daily basis.
- *Parents are asked to update their child's IHP if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse) or their medication and treatments change. In any event, every pupil with an IHP has their plan discussed and reviewed with the parent/carer (and other specialist staff if necessary) at least once a year.*
- Once the IHP is implemented, the child's Form Teacher will be responsible for making sure it is adhered to.
- *Parents/carers are provided with a copy of the pupil's agreed IHP. A copy is kept in a secure central location in the school. Specified members of staff (agreed with the parents/carers) securely hold copies of the pupil's IHP. All members of staff who work with the pupil have access to their IHP. When a member of staff is new to a pupil group the school makes sure that they are aware of and have access to the IHP of the pupils in their care.*
- IHP's must not be displayed in a public place such as the staff room or on notice boards because of the sensitive information they contain unless there is a clear, justifiable reason to do so and the parent/carer has also given their written consent for this to happen.

8. Prescription & Non-Prescription Medication / Controlled Drugs and Overseas Medicines

- *Staff may administer non-prescription medication such as Calpol, paracetamol and allergy medication where parents have provided written consent for this to happen in accordance with this procedure. Where medication is administered, parents are informed. This clause does NOT apply to EYFS.*
- Staff will only administer prescribed medication (from a doctor, dentist, qualified nurse or pharmacist) brought in by the parent / carer, for the pupil named on the medication in line with the stated dose.
- Medicine containing aspirin or ibuprofen will not be administered to any pupil unless prescribed by a doctor for that particular pupil.
- Most antibiotics do not need to be administered during the school day and parents should be encouraged to ask the GP to prescribe an antibiotic which can be given outside of school hours, where possible. *If this is not possible the procedure in relation to Storage of Medication below must be followed.*
- We encourage pupils to manage their own asthma inhalers from a very young age. Asthma medication is always kept in or near children's classrooms until children can use it independently and it must always be taken on school trips/events. Spare inhalers are kept in the school office.
- **Controlled Drugs**
Methylphenidate (e.g. Ritalin) is sometimes prescribed for Attention Deficit Hyperactivity Disorder (ADHD) but its supply, possession and administration are controlled by the Misuse of Drugs Act and its associated regulations ie it is a controlled drug. It is not administered at School except in exceptional circumstances, with the agreement of the Headmaster and by a named member of staff at the school. If the Headmaster agrees that it can be administered at school, it must be stored in a locked, non-portable container to which only named staff have access and a record of administration must be kept. Unused Methylphenidate must be sent home via an adult and a record kept.
- If the school is in any doubt about whether a certain type of medication is a controlled drug, the Headmaster's PA or the First Aid Co-ordinator will contact Cognita's UK Health and Safety Manager for guidance.
- See Section 11 - Storage of Medicines - for information about how any controlled medicines / drugs are stored.

- **Overseas Medicines**

Parents/carers of pupils returning from overseas and who bring in medication obtained from another country must be willing to provide, from the prescriber, written details of the name, nature, dose and quantity of drug(s) supplied. These must be written or translated into English, and permission must be sought from the school for the pupil to continue taking them whilst under the care of school.

Storage, administering and procedures for such medicines remain the same. These medicines must not be administered unless they have been prescribed by a doctor, dentist, nurse or pharmacist.

- *FOR STAFF / ADULTS ONLY – Aspirin tablets are held at the school in line with the 10th Revised Edition of the First Aid Manual, whereby should a member of staff have a suspected heart attack, the emergency services may recommend the casualty take 1 full dose of aspirin tablet (300mg). This will be kept in a locked cupboard in the First Aid Room.*

9. Parental Consents / Request to Administer Medicines Form

- The Parent Contract (which all parents are required to sign) contains a clause whereby the parents of all pupils at our school, including Early Years pupils, give their consent to their child receiving emergency medical treatment from an appropriately qualified professional where necessary.
- We ask parent/carer(s) to make sure that only essential medication is taken at school; that is, where it would be detrimental to the pupil's health not to administer the medication during the school day. Where possible, medicines should be taken at home before, and after, attending school, and these are to be returned and collected by the parent/carer(s), not the pupils.
- Parents of pupils who require medication to be administered to their child must complete the **Request to Administer Medicines Form**, available from the school office, prior to the administration of the medication (see Appendix 1)
- If the medicine is a prescription medicine which has been prescribed by a doctor, dentist, nurse or pharmacist the dose to be given **MUST** be in accordance with the instructions on the prescription or which are on the label / packaging.
- If a child is on antibiotics that they have not been given before, the child will not be allowed to attend school for 2-3 days after first taking the medicine in case they react adversely to it.

- If a child's medication changes or is discontinued, or if the dose or administration method changes, the parents/carers **must** inform the school immediately and complete a further copy of the Request to Administer Medicines Form.

10. Administration of Medicines

Only staff who who have successfully completed the Medicines Awareness for Schools training can administer medicines of any sort.

10.1 Administration – Emergency Medication

- All pupils at this school who suffer from asthma or who are at risk of anaphylactic reactions have easy access to their emergency medication
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it
- Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff to assist in helping them take their medication safely
- Pupils know what to do in the event of an emergency, such as telling a member of staff
- Staff including temporary or supply staff at the school are aware of the most common serious medical conditions at the school. They understand their duty of care to pupils in the event of an emergency and know what action to take. This includes:
 - how to contact emergency services and what information to give; and
 - who to contact within the school
- Staff should always dial for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on our school site. Emergency services are rung before the parent/carer, because parents have signed the prior consent form giving the school clear authority to seek emergency medical treatment and medical advice
- Staff should always call for an ambulance if an EpiPen has had to be administered for any reason
- Staff should never take a child to hospital in their own car. It is always safer to call an ambulance **or to call a taxi**. A member of staff must always accompany a child taken to hospital by ambulance unless the parent/carer is present. If a member of staff accompanies the child to the hospital, they must take a copy of the child's contact details and (if applicable) IHP with them and stay with the child until the parent/carer

arrives. There must be no delay while waiting for a parent/carer to arrive before staff take the child to hospital in an ambulance.

10.2 Administration of Medication – General

- Staff administering medicines must sign the appropriate part of the **Record of Medicine Administered to a Child** (which forms part of the Request to Administer Medicines Form) each time a medicine is administered. See Appendix 1. The record will be signed by the administering member of staff and by an additional member of staff in the event that the medication is a controlled drug.
- *Staff administering medicines must also enter the relevant details in the Medical Tracker software on the desk top computer which is kept in the First Aid Room*
- The Request to Administer Medicines Form and the Record of Administration Form are kept in the Office while medical treatment is ongoing. Once the treatment stops, the forms are kept in the Pupil File
- The Headmaster's PA and/or the Admin Assistant must inform the child's parent/carer(s) on the same day that the medication has been administered.
- In some circumstances medication *and/or treatment* can only be administered by an adult of the same gender as the pupil and preferably witnessed by a second adult. Where this is the case, the provisions of the school's Intimate Care Policy will be adhered to at all times.

10.3 Self-Medication

- In special circumstances, it may be necessary and appropriate for a pupil to carry and/or administer prescribed medication themselves under supervision. Where this happens, office staff must ensure that the child's parents/carers have been informed that they have self-medicated that day.

10.4 Refusing Medication

- If a pupil refuses their medication, staff will record this and contact the parents as soon as possible.
- If a child refuses to take medicine, staff will not force them to do so, but should note this in the records and follow any agreed procedures. The procedures may be set out in the individual child's healthcare plan. Parents should be informed of the refusal on

the same day. If a refusal to take medicines results in an emergency, then we will call for an ambulance.

- The school reserves the right to remove any pupil who refuses to take prescribed medication, if it is likely to pose a risk to the pupil or to others.

11. Storage and Disposal of Medication

- All medicines supplied to the School by parents must be provided and stored in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration and storage.
- Medicines are always securely stored in accordance with and together with the individual product instructions paying particular note to temperature. It will be the responsibility of the Headmaster's PA/School Secretary to ensure that this is done.
- Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. It is kept in the locked refrigerator in the First Aid Room.
- We keep medicines locked up and only staff who are qualified to administer medication have access, apart from EpiPens and Asthma pumps, which need to be with or near pupils who need them.
- The Headmaster's PA/School Secretary will, on a termly basis, check the expiry date of all medication stored at school. She will inform the parents/carers of any medication which has passed its expiry date. Parents are responsible for ensuring that any date-expired medication is collected from the school.
- Medication must be returned to the parent/carer(s) at the end of each term. They must also be returned when the course is complete, labels become detached or unreadable, instructions are changed, or the expiry date has been reached. A record of return to parents must be made on the Request to Administer Records Form by the school office staff and kept in the Pupil File.
- If a parent/carer does not take any medication home to dispose of it, it will be disposed of safely and appropriately by a member of school staff.
- If a pupil is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container and only named staff will have access. Controlled drugs must be counted in and witnessed by the Headmaster and the Headmaster's PA or First Aid Co-ordinator - and the medication form must be signed by two people with at least one being a member of staff who is qualified to First Aid at Work level. The records must

indicate the amount of remaining medication *and be logged in a controlled drug recording book.*

12. Off-Site Trips (including PE Fixtures) (non-Residential)

- The Trip Leader is responsible for ensuring that arrangements are in place for any child with medical needs before the trip takes place. They will ensure that the following are taken on the school trip:
 - The Trip Permission Form (if applicable)
 - The Request to Administer Medicines Form (if applicable)
 - A copy of any Individual Health Care Plan (if applicable)
- Any essential medicines which need to be taken on the trip, together with the Request to Administer Medicines Form will be supervised and controlled by the Trip Leader.
- Medication for a child is taken in a sealed plastic folder clearly labelled with the child's name for easy identification together with a copy of the Request to Administer Medicines Form.
- If medication has to be administered on the trip, the member of staff administering the medication will immediately complete the Record of Medicine Administered to a Child form. A copy of the form will be given to the parent/carer by the trip leader on return to school. In addition, the office staff will make a record of the administration of the medication and will place a copy of the Record of Medicine Administered to a Child form in the child's file.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary including any additional medication or equipment needed. This is always addressed in the risk assessment for the visit.
- If the child needs to go to hospital or if any other emergency treatment is needed, the folder will travel with the child.

Residentials

In addition to the procedures for non-residential trips above, the following will apply:

- Parents are sent a residential visit form to be completed and returned to school before their child leaves for an overnight visit. This form requests up-to-date information about the pupil's current condition and their overall health. It provides essential and up-to-date information to staff to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

- All parents/carers of pupils with a medical condition attending a school residential trip are asked for consent, giving staff permission to administer medication **at night or in the morning** if required.

13. *Common Triggers*

The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

The school uses the IHPs to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, taking into account the needs of pupils with medical conditions.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to the school's policies and procedures are implemented after each review.

14. **Training**

Only staff who have successfully completed the Medicines Awareness for Schools training can administer medicines of any sort.

- We ensure that there are members of staff on site who are appropriately trained to manage and administer medicine.
- All staff receive training and know what to do in an emergency for the pupils in their care with medical conditions
- A log of medical condition training is kept by the school and reviewed every 12 months to ensure that all new staff receive training **and that courses are being refreshed within the required timescales**
- Where pupils with emergency medical conditions enrol in the school, suitable training will be provided for all staff to enable them to deal with an emergency situation in relation to that medical condition
- Where further advice or training in relation to administration of a prescription medicine or a particular medical condition is needed, the school will contact a suitable professional, school nurse, health visitor or specialist voluntary bodies who are available for advice, support and training, including any specifically requested by parent/carer(s)

- *The school provides training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had.*

15. Data Protection in Relation to Medical Records

- Relevant records can be provided, subject always to Data Protection law, to parents/carers on request
- The school ensures that all staff protect pupil confidentiality and the school seeks permission from parents/carers before sharing any medical information with any other party
- Under the Data Protection Act, medical documents are deemed sensitive information. Any information in a healthcare plan and/or related information needs to be disseminated to relevant staff but balanced with the need to keep confidential information secure at all times.
- The recommended statutory retention for school records is the date of birth of the child taking medicine plus 25 years.

APPENDIX 1

ST. MARGARET'S PREPARATORY SCHOOL - REQUEST TO ADMINISTER MEDICINES FORM

This form must be completed by parents/carers when they are bringing any medicine or medication into school and wish it to be administered by school staff.

NAME OF PARENT/CARER	
NAME OF CHILD	
NAME OF MEDICINE	
STRENGTH OF MEDICINE	
MEDICAL CONDITION REQUIRING TREATMENT	
EXPIRY DATE OF MEDICINE	
IF TABLETS – THE NUMBER OF TABLETS IN THE CONTAINER	
IS THIS A CONTROLLED DRUG?	YES / NO If YES, the medicine must be accompanied by a letter from your GP stating that the drug has been prescribed and the reasons why
DOES THE MEDICINE CONTAIN ASPIRIN?	YES / NO If YES, the medicine must be accompanied by a Prescription signed by your GP which includes details of the dosage required.
DOSAGE REQUIRED	QUANTITY: FREQUENCY: TIME TO BE ADMINISTERED:
HOW DOES IT NEED TO BE ADMINISTERED (INCLUDE ANY SPECIAL INSTRUCTIONS)?	
HOW DOES IT NEED TO BE STORED?	
I confirm that:	
<ul style="list-style-type: none"> • I have parental responsibility under the Children Act for this child • I have provided all necessary information about the medicine and my child's condition to the school • My child can self-administer this medicine under supervision from a suitably qualified member of the school staff • The medicine is in its original container 	<p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p>

Administration of Medication and Medical Conditions Policy

<ul style="list-style-type: none"> • The instructions about the medicine (including potential side effects of administration) are included 	YES / NO
<ul style="list-style-type: none"> • The medicine has been recommended by a pharmacist, doctor or other suitably qualified health care professional 	YES / NO
<ul style="list-style-type: none"> • My child has already started this course of medicine and has shown no side effects 	YES / NO
<ul style="list-style-type: none"> • I would like, and give my consent to, the school to administer the medicine in accordance with the information set out above 	YES / NO

Signed Print Name.

Relationship to Child Date.

(FOR OFFICE USE ONLY) RECORD OF MEDICINE ADMINISTERED TO A CHILD

NAME OF CHILD			
DATE	/ /	/ /	/ /
TIME GIVEN			
NAME AND STRENGTH OF MEDICATION			
DOSE GIVEN AND METHOD OF ADMINISTRATION			
WERE THERE ANY SIDE EFFECTS?			
REQUEST TO ADMINISTER MEDICINES FORM CHECKED			
NAME OF MEMBER OF STAFF ADMINISTERING THE MEDICINE AND INITIALS			
NAME OF WITNESS MEMBER OF STAFF AND INITIALS (EARLY YEARS)			
PARENTS INFORMED Y/N			

RECORD OF DISPOSAL (to be completed by Office Staff)	DATE DISPOSED OF	SIGNED (BY OFFICE STAFF)
MEDICATION DISPOSED OF / RETURNED TO PARENT/CARER (<i>DELETE WHICHEVER IS NOT APPLICABLE</i>)		