

## THE CHERWELL SCHOOL

### MEDICAL CONDITIONS POLICY

#### Policy statement

From time to time any child may become ill and potentially require some time out of school to recover. In general, where a child requires medication (or treatment) for a condition which is temporary they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions for example:

- When a child has almost fully recovered and simply needs to complete a course of medication (eg antibiotics) for a day or so and is not infectious
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items. They may request a spare to be kept in the medical room in case of an emergency.

#### Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role. However the school acknowledges that circumstances may arise where such administration is desirable and in such cases staff should be cautious agreeing to administer medicines where:*

- The timing is crucial to the health of the child
- Where there are potentially serious consequences if medication or treatment is missed
- Or where a degree of technical or medical knowledge is needed

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs.

Under no circumstances must any medication, even non prescription drugs such as *Paracetamol*, be administered without parental approval.

#### Safety checklist

- Do the staff involved have the specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Paracetamol consent letter?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or carer clear?



- What action is necessary in the event of an accident or failure of the agreed procedures?
- Will medication be stored in a same place and at a suitable temperature?
- Staff must be aware of the policy on infectious diseases as issued by OCC
- Details of this policy and procedures will be publicised widely and available from the school website: [www@cherwell.oxon.sch.uk](http://www@cherwell.oxon.sch.uk)

### **Instruction and Training**

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

Such safeguards are necessary both for the staff involved and to ensure the wellbeing of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

### **Record Keeping**

Parents and Carers of students at The Cherwell School are asked if their child has any health conditions or health issues on the admission form and this information is recorded on SIMS. Parents and Carers are asked to update this information regularly through our data collection sheets.

The Cherwell School uses Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Healthcare Plans are drawn up by our School Health Nurse in consultation with Parents and Carers and the child

- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.
- The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.
- The Cherwell School ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for children with complex healthcare or educational needs.
- Healthcare Plans are used to create a centralised register of children with medical needs. An identified member of staff has responsibility for the register at The Cherwell School
- The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.



### **Ongoing communication and review of Healthcare Plans**

- Parents of students at The Cherwell School are regularly reminded to update their child's Healthcare Plan 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.
- Every pupil with a Healthcare Plan has their plan discussed and reviewed at least once a year.

### **Storage and access to Healthcare Plans**

- Parents and children are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at school.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of children's Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of children have access to the Healthcare Plans of children in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of children in their care.
- We ensure that all staff protect pupil confidentiality.
- We seek permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.
- We seek permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

### **Use of Healthcare Plans**

#### **Healthcare Plans are used to:**

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- Remind children with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- Identify common or important individual triggers for children with medical conditions at school that bring on symptoms and can cause emergencies. We use this information to help reduce the impact of common triggers



**The following information must be completed by the parent and recorded on SIMS**

- Name and date of birth of the child
- Name of parents/guardian, contact address and telephone number
- Name, address and telephone number of GP
- Name of medicines
- Details of prescribed dosage
- Date and time of last dosage given
- Consent given by the parents/guardian for staff to administer these medicines.
- Expiry dates of the medicines
- Storage details

The Parent Consent form, providing all the information above, will be copied and retained in a central file as a record for future reference.

**Safe storage and disposal of medicines**

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The designated member of staff should not sign the medicine record book unless they have personally administered, assisted, or witnessed the administration of the medicines.

When medicines are used staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.

All medicines should be stored in the original container, be properly labeled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labeled and kept separated from any foodstuff.

Medicines should only be kept while the child is in attendance.

Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.

Any unused or outdated medication will be returned to the parent for safe disposal.



### **Accidental failure of the agreed procedures**

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

### **Children with infectious diseases**

Children with infectious diseases will not be allowed in school until deemed safe by their GP and / or the School Nurse or local health authorities.

### **School Trips and Residential**

For trips outside Oxfordshire (including trips abroad) parents are required to complete and submit forms OA1 and OA2 published by the Local Authority. The Cherwell School will provide these forms to parents and carers. The completed forms will be taken on the trip along with any Healthcare Plan and medication. There will be a member of staff trained in first aid on every trip.

For trips inside Oxfordshire we will use the information we have in school to ensure that Health Care plans are followed. There will be a member of staff trained in first aid on every trip.

**THE CHERWELL SCHOOL**

**MEDICATION CONSENT FORM**

**Important: School staff are not required to undertake this duty**

Please use block print throughout

Student: ..... Date: ..... Year: .....

Parent emergency contact: .....

Doctor: ..... Surgery: ..... Surgery Tel: .....

Medication: ..... Storage requirements: .....

Dosage: ..... Use before date: .....

Any special guidance / frequency: .....

Consequences if medication or treatment missed / action required:

.....

**PARENT / CARER CONSENT**

Please read and sign

***This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.***

Signature: ..... Parent/Carer

STAFF MEMBER

DO YOU UNDERSTAND EXACTLY WHAT IS REQUIRED? YES/NO

Signature: .....

1. Original: Retain with medication
2. Copy: to be filed in Medication File