



DAVISON CE HIGH SCHOOL FOR GIRLS

POLICY AND MANAGEMENT DOCUMENT

Medical Policy

JANUARY 2018

Our mission at Davison CE High School for Girls is 'Serve, Inspire, Achieve', which is reflected in this policy.

Serve –means putting the needs of others before our own including:

- Each other,
- Our local community
- Our national community
- Our global community.

Inspire –means motivating others through our actions

- Becoming positive role models
- Giving every student opportunities to excel
- Providing outstanding opportunities for spiritual, moral, social and cultural development

Achieve – Means doing our very best in all we do

- Develop excellent learning and teaching,
- Providing challenge and support
- Enabling every girl to develop their God given potential

Our Vision is that at Davison Church of England High School for Girls, students are free to choose any faith or none, but as a Church school, we want them to flourish, to live life in all its fullness as God intended. We reflect on what God has done for us through Jesus. We model his work through our Christian values. In our school we strive to reflect these values in the way we treat one another, conduct ourselves and care for those in our community and around the world.

This policy reflects our commitment to our vision to supporting every child in our care.

At Davison CE High School, it is a prime aim that every member of the school community feels valued and respected, and that each person is treated fairly. We are a caring Christian community, whose values are built on trust, friendship, thankfulness, hope, forgiveness and friendship. This outworks in the form of respect, love and care for all, as reflected in this policy.

Davison CE High School is committed to the care and well-being of all staff and students. Staff do not have a statutory duty to give medicines or medical treatment. However, prescribed medicines will be administered to enable the inclusion of students with medical needs and to enable regular attendance of all students. Furthermore, in an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care.

Section 100 of the Children and Families Act 2014 places a duty on 'governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions'. The governing body of Davison C.E High School will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' December 2015'.

Medicines will be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Signed
Chair of Governors

Date

Organisation

The governing body will develop policies and procedures to ensure the medical needs of pupils at Davison CE High School are managed appropriately. They will be supported with the implementation of these arrangements by the Head teacher and school staff.

The Student Services Lead for Managing Medicines at Davison CE High School is Gabrielle Heryet or in their absence Charlotte Arinze. In their duties staff will be guided by their training, this policy and related procedures.

Where there is a pupil that requires an EHCP and the SENCo is a more appropriate person, the lead will be Nicola Robertson.

Implementation monitoring and review

All staff, governors, parents/carers and members of the Davison CE High School community will be made aware of and have access to this policy. This policy will be reviewed biennially and its implementation reviewed and as part of the Head teacher's annual report to Governors.

Insurance

Staff who follow the procedures outlined in this policy and who undertake tasks detailed in the RMP Medical Malpractice Treatment Table are covered under WSCC insurance policies. The medical audit is available to view on West Sussex Services for Schools under 'guide to insurance for schools'.

Claims received in respect of medical procedures not covered by the insurers will be considered under the Council's insurance fund.

Admissions

When the school is notified of the admission of any pupil the Lead for Managing Medicines will seek parental consent to administer short term-ad-hoc non-prescriptions medication using 'Template B: Parent/Carer consent to administer short-term non-prescribed 'ad-hoc' medicines'. **Appendix 1 attached**

An assessment of the pupil's medical needs will be completed this might include the development of an Individual Health Care Plans (IHCP Appendix 5) or Education Health Care Plans (EHCP) and require a meeting with the school SENCo, a Risk Assessment and in some cases additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible and a pupil will only begin their admission when both parties are confident that sufficient arrangements can be put in place.

Pupils with medical needs

The school will follow Government guidance and develop an IHCP, EHCP or Risk Assessment for pupils who:

- Have long term, complex or fluctuating conditions
- Require medication in emergency situations – ie Asthma / Anaphylaxis

Parents/Carer should provide Student Services with sufficient information about their child's medical condition and treatment / special care needed at school. Arrangements can then be made to ensure that the pupil's medical needs are managed well during their time in school.

Healthcare plans will be reviewed by the school annually or earlier if there is a change in a pupil's medical condition. Appendix 2 as attached.

All prescribed and non-prescribed medication

Pupils should not bring any medication to school for self-administration. On no account should a child come to school with medicine if she is unwell. Parents may call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine.

The school will keep a small stock of paracetamol, ibuprofen and antihistamine, for administration with parental consent for symptoms that arise during the school day.

All other medication must be supplied by the parent/carer in the original pharmacist's container clearly labelled and include details of possible side effects e.g. manufacturer's instructions and/or patient information leaflet (PIL). Medicines must be delivered to the student services Davison C.E High School with the appropriate consent form: Form 3 Appendix 1

Confidentiality

As required by the Data Protection Act 1998, school staff should treat medical information confidentially.

It is expected that staff with contact to a pupil with medical needs will as a minimum be informed of the pupil's condition and know how to respond in a medical emergency.

Consent to administer medication

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. It is essential that Form 3 'Parental agreement for school to administer medicine' is complete prior to medication being given. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Administration will be recorded using Student Services database and the student will be given a sticker to show what medication they have received.

Parents/carers are expected to remove any remaining medicine from school once the prescribed course has been completed.

Non-prescription Medicines

Under circumstances where it is deemed that their administration is required to allow the pupil to remain in school the school will administer non-prescription medicines.

The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills or tinctures or nutrition supplements unless prescribed or recommended by a Doctor and detailed on an IHCP.

The school will also not administer aspirin unless prescribed. The storage and administration for non-prescription medication will be treated as prescription medicines.

A small stock of standard paracetamol, ibuprofen and antihistamine will be kept by the school for administration if symptoms develop during the school day.

ONLY the following will be administered following the necessary procedures:

- For relief from pain
- Standard Paracetamol will be administered in soluble or tablet form for the relief of pain i.e. period pain, migraine.
- Standard Ibuprofen will ONLY be administered in tablet form to pupils age 12 and over for period pain, migraine and muscle/skeletal disorders involving inflammation i.e. joint sprains. And ONLY if the parent has signed the January 2018 medicines authorisation letter.
- Ibuprofen will NOT be administered to any pupil diagnosed with asthma.
- For mild allergic reaction – anti-histamine [non-drowsy]
- Non-prescription antihistamine will with parental consent be administered for symptoms of mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes), the pupil must be monitored for signs of further allergic reaction.

- For travel sickness – medication will be administered if required before educational visits and must be age appropriate and supplied by the parent/carer in its original packaging with the PIL if available.

Only 1 dose of any of the above medications suitable to the weight and age of the pupil will be administered during the school day.

Pain relief protocol for the administration of paracetamol and ibuprofen

If a request for non-prescribed pain relief is made by a pupil before 12pm:

- The school will contact the parent/carer and confirm that a dose of pain relief (Paracetamol or Ibuprofen) was NOT administered before school, parents/carers and if appropriate the pupil will also be asked if they have taken any other medication containing pain relief medication i.e. decongestants e.g. Sudafed, cold and flu remedies e.g. Lemsip and medication for cramps e.g. Feminax etc. and these conversations will be recorded. If a dose of pain relief has not been administered in the past 4 hours the school will with parental consent administer 1 dose.
- If the school cannot contact the parent/carers and therefore cannot confirm if pain relief (Paracetamol and Ibuprofen) was administered before school then the school will refuse to administer pain relief.

If a dose of pain relief has been administered before school:

- PARACETAMOL - The school will not administer paracetamol until 4 hours have elapsed since the last dose (assume 8am) no more than 4 doses can be administered in 24 hours.
- IBUPROFEN - The school will NOT administer Ibuprofen at all during the school day if it has been administered at home before school.

If a request for pain relief is made after 12pm:

- The school will assume the recommended time between doses has elapsed and will with parental consent, administer 1 standard of dose of Paracetamol or Ibuprofen without any need to confirm with the parent/carer if a dose was administered before school, but if appropriate the pupil will still be asked if they have taken any other medication containing pain relief medication and this conversation will be recorded.

The school will inform the parent/carer if pain relief has been administered this will include the type of pain relief and time of administration.

Medical room, Student Services staff will contact parents via email if your daughter attends the medical room more than four times in a two-week period. Should your daughter continue to frequently visit the medical room, you will be invited to attend a meeting so any medical issues can be addressed.

All other non-prescription medications will only be administered by staff, providing:

- The parent/carer confirms daily the time the medication was last administered and this is recorded on the Student Services database.
- medication is licensed as suitable for the pupil's age;
- medication is suitable for the pupil and their condition
- administration is required more than 3 times per day;
- medication is supplied by the parent or carer in the original packaging with the manufacturer's instructions and/or (PIL);
- and accompanied by parental/carer consent [Form 3] and confirmation the medication has been administered previously without adverse effect;

The school will NOT administer non-prescription medication:

- as a preventative, i.e. in case the pupil develops symptoms during the school day;
- if the pupil is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time;
- for more than 48 hours – parents will be advised if symptoms persist to contact their Doctor;
- A request to administer the same or a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/carers will be advised to contact their Doctor.
- Skin creams and lotions will only be administered in accordance with the Schools Intimate Care Policy and procedures.
- Medication that is sucked i.e. coughs sweets or lozenges, will not be administered by the school.
- if parents/carers have forgotten to administer non-prescription medication that is required before school – requests to administer will be at the discretion of the school and considered on an individual basis.

Asthma

The school recognises that pupils with asthma need access to relief medication at all times. Pupils with asthma will be required to have an emergency inhaler and a spacer (if prescribed) in school. The school will ask the pupils parent/carer to provide a second inhaler which will be stored in the medical room, Student Services.

Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept. The school will develop IHCP's for those pupils with severe asthma, and complete the Individual Protocol [Appendix 6] for pupils with mild asthma.

Anaphylaxis

Where a Doctor has recommended or prescribed antihistamine as an initial treatment for symptoms of allergic reaction this will be detailed on the pupil's IHCP. The school will administer 1 standard dose of antihistamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time the pupil must **NEVER** be left alone and should be observed at all times.

If symptoms develop or there are any signs of anaphylaxis, then the pupil will have an adrenaline auto injector administered if they have one prescribed. An ambulance will be called and the parents informed.

The school will ask parent/ carer to provide a spare auto-injector for school use. One auto-injector will be kept with the student in the event of an emergency and the other will be stored within the medical room, Student Services.

A student is responsible for carrying their auto-injector at all times, including residential and school trips. Parents are responsible for ensuring that the medication is within the expiry date and to update the school of any changes. The school will communicate with the parents if new medication is required and a record of these communications will be kept.

Every effort will be made by the school to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. The school complies with the School Nursing Service recommend that all staff are trained in the administration of auto injectors and that training is renewed annually.

Hay fever

Parent(s)/carer(s) will be expected to administer a dose of antihistamine to their child before school for the treatment of hay fever. The school will only administer antihistamine for symptoms of allergic reaction and not as a precautionary measure.

Pupils taking their own medication

For certain long-term medical conditions, ie Diabetes, it is important for children to learn how to self-administer their medication. Appropriate arrangements for medication should be agreed and documented in the pupil's IHCP and parents should complete the request for student to carry own medication [Form 7] Appendix 4 attached.

Storage and Access to Medicines

All medicines apart from asthma inhalers and adrenaline auto injectors, will be kept securely. Medicines are always stored in the original pharmacist's container with the patient information leaflet [PIL] and the prescription label.

Medicines that require refrigeration are kept in the medical room fridge and will be clearly labelled.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational or residential visits.

Recording Errors and Incidents

If for whatever reason there is a mistake made in the administration of medication and the pupil is:

- Given the wrong medication
- Given the wrong dose
- Given medication at the wrong time (insufficient intervals between doses)
- Given medication that is out of date
- Or the wrong pupil is given medication

Incidents must be reported to the Schools Senior Management Team who will immediately inform the pupil's parent/carer. Details of the incident will be recorded locally as part of the school's local arrangements. Local records must include details of what happened, the date, who is responsible and any effect the mistake has caused. Senior Management will investigate the incident and change procedures to prevent reoccurrence if necessary. NB: Incidents that arise from medical conditions that are being well managed by the school do not need to be reported or recorded locally.

Staff Training

The school will also ensure that other staff who may occasionally need to administer a medicine are trained in the procedure adopted by the school by the person who has completed the Managing Medicines course. Staff given instruction by the Lead for Medicines MUST complete a competency test and achieve a score of 100% in order to administer medication.

All school staff are trained annually to administer an auto-injector and asthma inhaler in an emergency.

A record of all training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

Educational Visits / Residential Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a consent form and supply a sufficient amount of medication in its pharmacist's container. Non-prescription medicines as detailed in this policy can be administered by staff, pupils must not carry non-prescription medication for self-administration.

A copy of the pupils IHCP will be taken on the visit and detail arrangements relating to the management of their medication during the visit should be included in the plan.

Occasionally it may be necessary to administer non-prescription medicines as described in this policy i.e. antihistamine to pupils suffering from an allergic reaction or paracetamol for acute pain from things like headache, period pain, toothache etc. Parents must give written consent prior to the residential visit and sign to confirm that they have administered the medication without adverse effect.

The school will keep its own supply of the following non-prescription medication [Paracetamol / Ibuprofen / Antihistamine] for administration to pupils during a residential visit and parental consent will be required in order for the school to administer their supply. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring non-prescribed medication on the residential visit for self-administration.

If Paracetamol is administered on a school trip a record is kept and passed to student services on return

Complaints

Issuing arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Head teacher. If the issue cannot easily be resolved the Head teacher will inform the governing body who will seek resolution.

Policy Created: July 2015

Policy Reviewed: January 2018

Next Policy Review: January 2020

Template B: Parent/carer consent to administer short-term non-prescribed medicines

The school will not administer medication unless this form is completed and signed. This information will be kept securely with your child's other records. If further information is needed, we will contact you. Please do not hesitate to contact the school if there are any issues you wish to discuss.

Pupils Name	D.O.B
Gender	Year/Tutor Group

The Medicines Policy permits the school to administer the following non-prescription medication if your child develops the relevant symptoms during the school day. Pupils will be given a standard dose suitable to their age and weight. You will be informed when the school has administered medication by email. The school holds a small stock of the following medicines:

- Paracetamol**

- Ibuprofen (pupils age 12 and over)**

- Anti-histamine**

Tick the non-prescription medications above that you give your consent for the school to administer during the school day and confirm that you have administered these medications in the past without adverse effect. Please keep the school informed of any changes to this consent.

Signature(s) Parent/Carer:

Print name:.....

Date:.....

Appendix 2:

PROCEDURE FOR ESTABLISHING IHCP, PROTOCOL's or RISK ASSESSMENTS

Parent/Healthcare Professional informs school that child has been newly diagnosed or is due to attend a new school, or is due to return to school following a long-term absence, or that medical needs have changed.



Staff within medical room, Student Services contact parent/healthcare professional to discuss the child's medical needs and identifies support required in school and most appropriate form of written plan.



Meeting or telephone contact to discuss and agree on the need for an IHCP/Protocol and Risk Assessment.



IHCP/Protocol and Risk Assessment completed by relevant trained staff and sent to Parent/carer for agreement and signed by all parties.



On receipt of signed documents to Student Services only relevant staff will be notified with a copy of IHCP/Protocol or RA.



All IHCP/ Protocols will be reviewed on an annual basis unless there are medical changes notified to school by parent/carer prior to the end of year
All risk assessments will be reviewed according to the injury sustained by the student and the review will be initiated by relevant staff within the medical room, Student Services.

Appendix 3: **FORM 3 – DAVISON C E HIGH SCHOOL FOR GIRLS**

Parental agreement for school to administer medicine.

The school is unable to administer medication to your child unless you complete and sign this form:

NOTE: All medication needs to be in its prescribed box with pharmacy label attached and patient information leaflet inside as per WSCC guidelines.

DATE:

CHILD'S NAME:

DATE OF BIRTH:

CLASS/FORM:

MEDICAL CONDITION/ILLNESS:

NAME & STRENGTH OF MEDICINE:

EXPIRY DATE:

DOSAGE & METHOD:

WHEN TO BE GIVEN:

SPECIAL PRECAUTIONS/INSTRUCTION:

ANY OTHER INSTRUCTIONS:

SELF ADMINISTRATION: YES / NO [PLEASE DELETE AS APPROPRIATE]

NUMBER / QUANTITY OF TABLETS
TO BE GIVEN IN SCHOOL :

DATE FOR REVIEW

[TO BE INITIATED BY MEMBER OF STAFF]

PARENT/CARER CONTACT DETAILS

NAME:

ADDRESS

DAYTIME CONTACT NUMBER:

RELATIONSHIP TO CHILD

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

PARENT/CARER SIGNATURE

PRINT NAME

*If more than one medicine is to be given a separate form should be completed for each one.

**Please return the form once completed to Student Services*.

Appendix 4;

DAVISON CE HIGH SCHOOL FOR GIRLS

FORM 7 – Request for student to carry her medication

THIS FORM MUST BE COMPLETED BY PARENT/CARER

If staff have any concerns, discuss request with school healthcare professional

Students Name:

Address:

.....

Form:

Name of Medicine *

Procedures to take in an
Emergency:

Contact Information:

Name:

Daytime Phone number:

Relationship to student:

I would like my daughter to keep her medicine on her for use as necessary. I have explained to my daughter that the above named medication should be kept in a bag that is either with her at all times or locked in her locker. Under no circumstances should she give any of her medication to any other student

Signed:

Print Name:

Date:

*If more than one medicine is required a separate form should be completed for each

	DAVISON CE High School for Girls	Selborne Road, Worthing West Sussex BN11 2JX Tel: 01903 233835 / 231512 E-mail: info@davison.w-sussex.sch.uk www.davison.w-sussex.sch.uk
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Healthcare plan

	Student's Name: Form: Date of Birth: Student's Address:
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Medical Diagnosis or Condition:

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Describe medical needs and give details of student's symptoms:

--

Daily care requirements (eg. Before sport/at lunchtime):

Should **** require PARACETAMOL for pain during school then she should attend the medical room for the pain killers. [Please note it is school policy not to administer PARACETAMOL before midday without parental consent at the time]

Describe what constitutes an emergency for the student, and the action to be taken if this occurs:

--

Follow up care:

NA

Who is responsible in an Emergency (State if different for off-site activities)

Student Services Officers/ Pastoral Manager/ First Aiders

CONTACT INFORMATION

Family Contact 1

Family Contact 2

Name		Name	
Phone no Work		Phone No. Work	
Home		Home	
Mobile		Mobile	
Relationship to student		Relationship to student	

Clinic/Hospital contact	GP
Name.	Name:
Phone No.	Phone No:

Date Form Completed: September 2017

Review Date: July 2018

Signed Student Services Officer Print Name..... (For School) Date signed	Signed..... Print Name..... Parent/Carer Date signed:
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Individual protocol for Mild Asthma

	Student's Name: Form: Date of Birth: Student's Address:
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CONTACT INFORMATION

Family Contact 1

Family Contact 2

Name		Name	
Phone no Work		Phone no Work	
Home		Home	
Mobile		Mobile	
Relationship to student		Relationship to student	

1. Does your child need an inhaler in school? Yes/No (delete as appropriate)

2. Please provide information on your child's current treatment. (Include the name, type of inhaler, the dose and how many puffs?)

.....

.....

Do they have a spacer?

3. What triggers your child's asthma?

.....

.....

4. It is advised that pupils have a spare inhaler in school. Spare inhalers may be required in the event that the first inhaler runs out is lost or forgotten. Inhalers must be clearly labelled with your child's name and must be replaced before they reach their expiry date. The school will also keep a salbutamol inhaler for emergency use.

Please delete as appropriate:

- My child carries their own inhaler YES/NO
- My child REQUIRES/DOES NOT REQUIRE a spacer and I have provided this to the school office
- I am aware I am responsible for supplying the school with in date inhaler(s)/spacer for school use and will supply this/these as soon as possible. YES/NO

5. Does your child need a blue inhaler before doing exercise/PE? If so, how many puffs?

.....

6. Do you give consent for the following treatment to be given to your child as recognised by Asthma Specialists in an emergency? - Yes/No (delete as appropriate)

- Give **6 puffs of the blue inhaler via a spacer**
- Reassess after 5 minutes
- If the child still feels wheezy or appears to be breathless they should have a further **4 puffs of the blue inhaler via a spacer**
- Reassess after 5 minutes
- **If their symptoms are not relieved with 10 puffs of blue inhaler then this should be viewed as a serious attack:**
- **CALL AN AMBULANCE and CALL PARENT**
- **While waiting for an ambulance continue to give 10 puffs of the reliever inhaler every few minutes**

Please sign below to confirm you agree the following:

- I agree to ensure that my child has in-date inhalers and a spacer (if prescribed) in school.
- I give consent for the school to administer my child's inhaler in accordance with the emergency treatment detailed above.
- I agree that the school can administer the school emergency salbutamol inhaler if required.
- I agree that my child's medical information can be shared with school staff responsible for their care.

Signed:.....Print name.....

Date.....

Please remember to inform the school if there are any changes in your child's treatment or condition.

Appendix 6: