



The Orchards Primary Academy

Where learning has no limits and personal growth is endless...

ADMINISTERING MEDICATION

The following staff are willing to give/supervise the taking of prescribed medication, but all requests to have medicines administered in school must be made through the school office: Ms. C. Creswell (Senior Administrator):

Mrs. A Flynn

Miss H Byrne

Miss K Bell

Mrs. S O'Rourke

Ms. C Creswell

Miss E Roe

Ms. S Roe

Mrs B. Walker-Gordon

Mrs Z. Bayley

There is no legal duty which requires school staff to administer medicine: unless specifically stated in the job description, this is a voluntary role.

Class teachers are informed of all medical needs of the children in their class.

Locked medical cabinets for storing medicines are available in the locations outlined below:

Main school office- The relevant members of staff (see above) have access for the key to this cabinet.

Main building staff room- Fridge for storing medicines. The relevant members of staff (see above) have the access code for this fridge.

Short Term Medical Needs

Pupils who are unwell should be kept at home. Some pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a very short period of time only; to finish a course of antibiotics or apply a lotion. However, medication will be administered at school, only when absolutely essential. It is most likely that medication could be prescribed in dose frequencies, which enable it to be taken outside school hours.

Staff at The Orchards Primary Academy will not give or supervise children taking any non-prescribed medication. Cough sweets or lozenges are not to be brought to school. If a pupil suffers regularly from acute pain, such as migraine, parents are asked to consult a doctor so that medication becomes prescribed and can be dealt with accordingly.

Long Term Medical Needs

For pupils who have long term medical needs the school will do all it can to offer support so that the impact on a pupil's academic attainments and any associated emotional or behavioural difficulties can be minimised. Parents/carers will be asked to support the school in this by providing sufficient information



about the medical condition of their child. To enable the long-term medical needs of the child to be met, the school will draw up an individual health care plan with the parents/carers, and any health professionals who are able to offer assistance (Appendix 1). These forms should be updated yearly by the SENDCO, in September and are shared with the class teacher.

The SENDCO is responsible for coordinating medical needs with support from key staff:

Mrs B Walker-Gordon (Headteacher)

Miss H Byrne (Deputy Headteacher)

Ms C Creswell (Senior Administrator)

Procedures for managing prescription medicines which need to be taken during the school day If it becomes necessary to administer medication for a particular child in school the following procedure must be followed:-

- 1) Parents/carers must complete the 'Request for School to Administer Medication' form. (Appendix 2)
- 2) Medicines must be brought to school in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration.
- 3) Medicines must be kept in the medical cabinet in the main school office, so that this can be locked if ever the room is left unattended. At least two people will always have access to this. This does not apply to inhalers for asthma sufferers, these are kept in the child's own classroom where the child can have immediate access. Medicines, which need to be kept in a refrigerator, will be stored in the medical fridge in the main school staff room.
- 4) Once medication is given, (or the taking of such is supervised) this will be entered onto the record of medication administered in school. This should be kept with the request form and filed in the pupil's file once the need for the medication has ended.
- 5) If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents/carers as a matter of urgency. If necessary, the school should call the emergency services.

Data Collection

Data collection sheets are updated annually and parents/carers are given the opportunity to provide details of any medical needs. These are updated on Bromcom by a member of the office staff and given to all teaching staff responsible for a class.

Educational Visits

We encourage pupils with medical needs to fully participate in safely managed visits. Reasonable adjustments to this policy will be considered in such cases and may include the necessity for a risk assessment for specific children. Staff supervising school visits will always be aware of any medical needs, medication and relevant emergency procedures. Staff taking pupils on a school visit should always ask for an up to date class medical list and data collection sheets in preparation for each visit. Additional staff or a parent/carer may be asked to accompany a particular child.

Sporting Activities

Most pupils with medical conditions can participate in extracurricular sport or PE lessons. Any restrictions on the ability of a pupil to participate in PE should be included in their individual health care plan. Pupils who need to take precautionary measures before or during exercise will be allowed immediate access to



their medication. Children need immediate access to necessary specific medicines such as inhalers. Therefore, these will be moved around the school with the child.

Prescription Inhalers

Inhalers and accessories should be clearly labelled with the child's name. Parents/Carers should complete the form (Appendix 2) to outline when the inhaler/s should be taken. In the Early Years Foundation Stage, inhalers will be kept under staff supervision. In Years 1 to 6, inhalers are kept in the classroom, in blue medical bags. Except in Early Years Foundation Stage, or in exceptional circumstances, the child will administer their own inhaler. It is a parent's/carers responsibility to ensure that appropriate inhalers are in school and that these are in date.

Roles & Responsibilities

Staff

- No child will be given medicines without their parent's written consent
- Any member of staff giving medicines to a pupil will check the name of the pupil, the prescribed dose, the expiry date and the written instruction provided by the prescriber on the label or container.
- If in doubt about any procedure staff will not administer the medicines but will check with the parents/carers or a health professional before taking further action.
- Staff administering the medicines will complete and sign the appropriate record each time they give medicine to the child (Appendix 2).

Parents/Carers

- Parents/carers must inform the school in writing about any particular needs before a child is admitted or when a child first develops a medical need. This includes information about allergies (Appendix 4).
- It must be a parent/carer (or someone with parental responsibility) who gives consent for medicines to be administered.
- Parents/carers should make every effort to arrange for medicines to be administered outside of the school day, or to come to school to administer themselves.
- Parents/carers must complete the appropriate form before any medicines can be administered by a member of staff.

Anaphylaxis (Severe Allergic Reaction) THIS IS LIFE THREATENING

Signs and symptoms

Anaphylaxis has a whole range of symptoms.

Any of the following symptoms may be present although most pupils with anaphylaxis would not necessarily experience all of them:

- Swelling of the throat which can restrict the air supply
- Tingling or itching in the mouth
- Hives on the body
- Flushing of the skin
- Abdominal cramps, nausea and vomiting.



**GREEN
HEART**

In the case of Anaphylactic Shock appropriate medication is available for use on the pupil who is known to the school. In the case of an Epipen, this is kept by the staff responsible for the child and must only be used by trained staff. It is held against the skin on the thigh and the trigger pressed to administer the dose. Liquid medication is kept in the relevant medical cabinet. Parents/carers and staff will agree a protocol on the management of the pupil. An ambulance must be called and then the parents/carers must be informed.

Staff receive annual training for Asthma and Anaphylaxis; this is provided by the Birmingham Community Healthcare NHS Foundation Trust.



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Individual Healthcare Plan Form

Child's Name	
Date of Birth	
Home Address	
Class / Teacher	
Person responsible for care in school	
GP Name / Telephone	

INSERT PUPIL PHOTO

Emergency Daytime Contact 1 (Name, relationship and telephone):	Emergency Daytime Contact 2 (Name, relationship and telephone):

Medical condition(s): give a brief description of the medical condition(s) including description of signs, symptoms, triggers, behaviours and anything else of relevance.

Allergies / Intolerances: nuts / seafood / strawberries etc:

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Medical condition	Regular medication name	Does	When?	How is it administered?

If there are more medications to the list, please do so on a separate sheet and attach this to the form.

Important Notes Regarding Medication. Any possible side effects? Any other ongoing treatment outside school? Does this medical treatment affect behaviour/concentration, and if so, how?

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Daily care requirements

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Specific support for the pupil's educational, social and emotional needs

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Arrangements for school trips / visits etc.

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Other information

Individual Healthcare Plan developed with (insert staff name):	
Any staff training needed / undertaken (who / what / when?)	

I agree that:

- The information in this form is, to the best of my knowledge, accurate and up-to-date at the time of writing.
- I will inform the school immediately, if there are any changes or additions to the medical conditions or medications described in this form, or if any treatment is stopped.
- I will inform the school immediately, if my emergency contact details change.
- My child's medical information can be shared with school staff responsible for their care.

Signed: _____ Print name: _____ Date: _____

For all short-term illnesses: once the course of treatment has been completed, the hard copy must be scanned onto the pupil's file and then destroyed securely.



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Administering Medication

Child's Name	
Date of Birth	
Class / Teacher	
GP Name / Telephone	

I agree to members of staff administering medicine / providing treatment to my child as directed below or in the case of an emergency, as staff consider necessary.

Signed: _____ Date: _____

Name of medicine	Dose	Frequency / Times	Date of completion
Special instructions:		Allergies:	
Other prescribed medicines child takes at home:			

No.	Date	Time	Medicine Given	Dose	Signature

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Asthma Form

Child's Name	
Date of Birth	
Class / Teacher	
GP Name / Telephone	
Emergency daytime contact (name and number)	

INSERT PUPIL PHOTO

Inhaler needed in school Y / N	Inhaler Type	Dose / No. of puffs	Spacer provided Y / N
Special instructions:		Allergies:	
Asthma triggers for school to be mindful of:			

Inhalers will always be within reach during the school day, in classrooms, outside and during PE / other activities.

I agree to:

- Ensure my child has in-date inhalers and a spacer (if prescribed) in school.
- Give consent for the school to administer my child's inhaler in line with emergency treatment detailed
- The school can administer the in-school inhaler in an emergency.
- My child's medical information can be shared with school staff responsible for their care.

Signed: _____ Print name: _____ Date: _____



- 6 puffs of blue inhaler (via a spacer if prescribed)

- Reassess after 5 min

- If still wheezy / breathless

- 4 puffs of blue inhaler (via a spacer if prescribed)

- No relief after 10 puffs (total)

- **SERIOUS ATTACK**

- Call 999

- Call parent

- Give 10 puffs of reliever inhaler every few minutes



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Allergies Form

Child's Name	
Date of Birth	
Class / Teacher	
GP Name / Telephone	
Emergency daytime contact (name and number)	

INSERT PUPIL PHOTO

Allergies (please list here):			
What symptoms should we look out for? (rash, swelling etc.)			
Antihistamine allowed?	Dose as prescribed on the box?	Frequency / times	Date of completion

I agree to members of staff administering medicine / providing treatment to my child as directed above or in the case of an emergency, as staff consider necessary.

Signed: _____ Date: _____