



Administration of Medicines, Medical Information and Health Care Plans

Reviewed: September 2014

Review date: September 2016



The “Every Child Matters” agenda reminds us that we have a responsibility to keep our pupils safe and of promoting their well-being. This responsibility extends to adults working at Cardinal Allen as part of our overall aim of **creating a secure, caring, Christian and happy school.**

Children with medical conditions

Many children suffer medical conditions requiring the administration of prescribed medication during school. Some short-term conditions require a course of medication to be completed whilst the child is able to attend school. We obviously encourage this, as our desire is that pupils have high attendance. Other pupils have long-term conditions requiring regular medication. Our desire is to ensure support for the proper care of our pupils and in principle, where they have volunteered to do so, staff will administer prescribed medications to pupils during the school day. Such cases will only be allowed where there is a clear consultation with the child’s parent/guardian and the relevant paperwork has been completed.

Please note, however, that staff at our school are not, as a general rule, expected to administer medication. Staff who do volunteer to administer medication will be covered by the Local Authority’s indemnity policy within the stated conditions. The school will, of course, pay particular attention to the safe storage, handling and disposal of medicines. Training for staff who volunteer includes guidance in safety procedures. For some children a full Health Care Plan

may be appropriate and in such cases contact should be made with the school Learning Support Department.

How do I inform school?

If you are concerned or have any questions, please contact us at any time and we will advise you of actions to take. On your child's entry to Cardinal Allen, you will be asked to provide written details relating to any health concerns or relevant information you have which we will need to know so as to care for your child properly. This information is also used as a basis for school trips where such further protects your child in case of an emergency. (You may be asked for additional details in relation to specific trips/visits).



In the case of children who may require a Health Care Plan, it is essential that parents and guardians alert us and provide us with relevant information as soon as they are notified that their child has been offered a place at Cardinal Allen.

Summary of guidelines

- Medication will only be accepted in school if a doctor has prescribed it and when there have been complete written & signed instructions from a parent/guardian.
- The school will only store reasonable quantities of medicines.
- Each item of medication must be handed over in its original container and handed directly to the designated person in school. (Practically, the administration staff will arrange this when you come to school)
- In the case of a child who travels with an escort, it is the responsibility of the parent to inform the escort of any medication sent with their child.
- Medications must be clearly labeled with the following information:

Child's name

Name of medication

Dosage

Frequency of dosage

Date of dispensing

Storage requirements

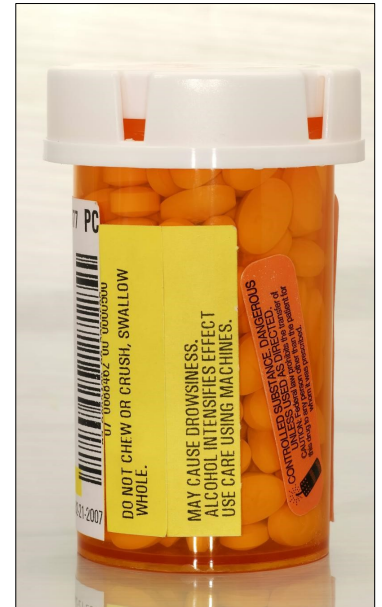
Expiry date

- We will not accept medication in unlabeled containers
- The medication will be stored in a safe place in school
- On request the school will provide information of when medicines have been administered to their child
- Where possible pupils will be encouraged to administer their own medication under the supervision of the designated volunteer member of staff. Parents will be asked if they are happy for their child to carry medications with them in school (e.g. inhaler, epipen, diabetic medication)

- Parents/guardians are responsible for notifying school of changes to medication including amendments or terminations of dosage etc.
- Whilst every effort will be made to include all pupils on school visits the school reserves the right to withhold this privilege if there are extreme concerns for care of an individual. Parents/guardians are entitled to a meeting and every attempt will be made to agree any decision made.

Health Care Plans

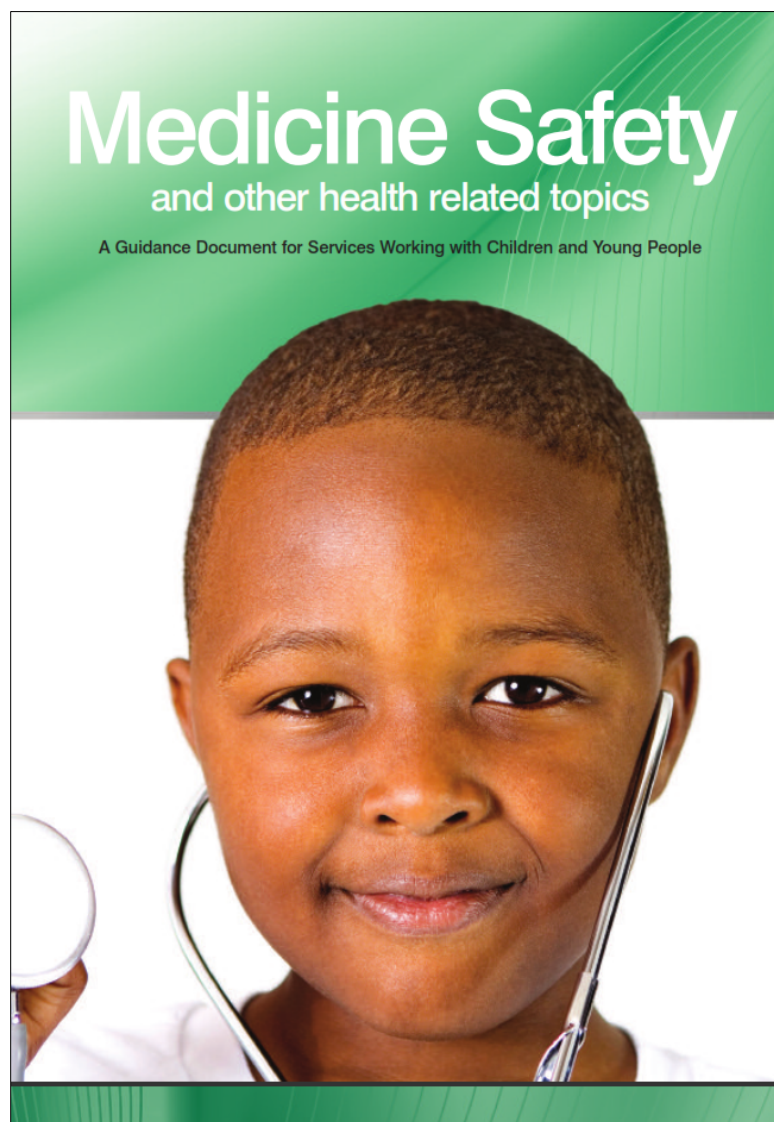
Not all pupils who have medical needs will require a Health Care Plan. The purpose of such plans is to ensure that school staff have sufficient information to understand and support a pupil with long term medical needs such as asthma, ADHD, diabetes, epilepsy, anaphylaxis or other condition. The information contained within the plans is intended to allow the school to set up an effective provision for care and support. Health Care Plans are drawn up between parents or guardians and the school. In some cases this may involve the participation of the school nurse, other health practitioners, and, if necessary, written advice from the child's doctor or paediatrician. The plan will summarise the measures needed to support a child in school, including preparing for an emergency situation. Health Care Plans should be reviewed at least annually. If there is a significant change in the pupil's medical needs, this should happen immediately.



Dealing with sick pupils in school

A detailed routine is followed in cases where children fall ill, are injured or suffer more severe medical symptoms in in school. We recognise our duty as a first point of contact for children who are suffering pain etc. We politely remind all parents and guardians that we are not a hospital. We do not have the resources or expertise to look after sick children for long periods. Please view school policy for dealing with emergency situations that in a majority of cases require the child to be taken from school for rest, medical examination or medical treatment. In the event of a child requiring an ambulance in an emergency the school will send a member of staff with the child. Parents/ guardians will be notified as soon as possible. It is reasonable to expect parents/guardians to attend to such emergencies immediately so that the child can be handed over ensuring their needs are met at all times.

Please log on to the school website in either our Policies or Safeguarding sections.



Parents may also wish to peruse this document which is downloadable from the school website. In particular there is a very good guide to a multitude of websites with additional information.

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