

Supporting Pupils with Medical Conditions, Administration of Medicine, First Aid and Accident Policy

Adopted from West Sussex Model Policy on Medicines in School dated October 2017
(pages 1- 9)

Date reviewed by the Safeguarding Committee: October 2017

Date of next review: October 2018

At Handcross School, every child is special

Aims for the School

- To make all children and staff feel safe, happy, respected, cared for and have a sense of belonging. To create a trusting atmosphere in which the spiritual life and personal qualities of the children will flourish and their growing confidence and independence nurtured.
- For there to be high expectations which inspire, motivate and challenge **every** child to learn in every aspect of a broad curriculum. For the children to learn how to think independently, develop their imaginations and have fun. For every day to be used to the full.
- To have good working relationships between all who work in the school and a strong partnership with the parents, other schools and the community.
- To create an in/outdoor environment which is attractive, lively, stimulating, informative and which supports the children's learning.
- For the learning to be based on our knowledge of *how* children learn, the preferences and interests expressed by the children themselves and from stimuli within the locality.
- For exciting and memorable lessons to be well planned and resourced, with plenty of rich, satisfying, enjoyable, multi-sensory experiences, and for lessons to be suitably differentiated to meet every individual need.
- For the good and relevant use of IT to be fully exploited.
- To set short, medium and long-term goals which challenge and stretch each individual, and for progress to be carefully tracked.
- For teachers to accurately assess individuals at every stage of the learning so that the resulting interventions have a direct *impact on the children's learning*.
- For the children to be able to talk about their progress towards their targets, and for their achievements to be celebrated.
- For the children to be prepared to lead a life within a diverse and constantly changing society, in which they will respect British values, adopt a healthy lifestyle, achieve economic well-being, and make a positive contribution.

September 2017

Statement of Intent

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 Handcross Primary School will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' April 2014'.

Establishment staff do not have a statutory duty to give medicines or medical treatment. However 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.

The lead staff members for the administration of medicines and first aid are *Mel Vallance and Sarah Goodenough*.

Signed Mrs Jan Elliott
Chair of Governors

Date 19.10.17

Appendix 1 – WSCC Care Plan Templates September 2017

Appendix 2 – WSCC Administering Medicines Templates September 2017

Appendix 3 – Summary guidance medicines policy

Organisation

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

The Lead members of staff for Managing Medicines at Handcross Primary School are Mel Vallance and Sarah Goodenough. In their duties staff will be guided by their training, this policy and related procedures.

Implementation monitoring and review

All staff, governors, parents/carers and members of the Handcross Primary 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 a pupil with medical needs the Lead for Managing Medicines will seek parental consent to administer short term-ad-hoc non-prescriptions medication using 'Template B: Parent/guardian consent to administer short-term non-prescribed 'ad-hoc' medicines'. An assessment of the pupil's medical needs will be completed this might include the development of an Individual Health Care Plans (IHP) or Education Health Care Plans (EHC) and require additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible. However the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

Pupils with medical needs

The school will follow Government guidance and develop an IHP or EHC for pupils who:

- Have long term, complex or fluctuating conditions – these will be detailed using Template 1 (Appendix 1)
- Require medication in emergency situations – these will be detailed using Template 2 for mild asthmatics and Templates 3, 4, 5 and 6 for anaphylaxis (Appendix 1).

Parents/guardians should provide the Head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents/guardians, Head teacher, school nurse and other relevant health professionals 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.

All prescribed and non-prescribed medication

On no account should a child come to school with medicine if he/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. If a pupil refuses their medication, they should not be forced, the school will contact the parent/guardian and if necessary the emergency services. Pupils should not bring any medication to school for self-administration.

The school will keep a small stock of paracetamol and antihistamine, all other medication must be supplied by the parent/guardian 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 school office with the appropriate consent form Template C and/or C1 (Appendix 2). The school will inform the parent/guardian of the time and dose of any medication administered at the end of each day by text message through the Teachers 2 Parents website.

Confidentiality

As required by the Data Protection Act 1998, school staff should treat medical information confidentially. Staff will consult with the parent, or the pupil if appropriate, as to who else should have access to records and other information about the pupil's medical needs and this should be recorded on the IHP or EHC. 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

Parental/guardian consent to administer medication will be required as follows:

- **Short term ad-hoc non-prescribed medication** - The school will request parent/guardian consent using Template B (Appendix 2) to administer ad-hoc non-prescription medication when the pupil joins the school. The school will send annual reminders requesting parents/guardians to inform the school if there are changes to consent. If the school is not informed of any changes by the parent/guardian it will be assumed that consent remains current.
- **Prescribed and non-prescribed medication** - each request to administer medication must be accompanied by 'Parental consent to administer medication form (Appendix 2 Template C and/or C1) or if applicable on the IHP)

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. 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 Template D or E and the parent/guardian informed. Parents/guardians are expected to remove any remaining medicine from school once the prescribed course has been completed.

Non-prescription Medicines

Under exceptional 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 IHP or EHC as part of a wider treatment protocol. As recommended by the Government in Supporting Pupils at School with Medical Conditions December 2015 the school will also not administer aspirin unless prescribed. The storage and administration for non-prescription medication will be treated as prescription medicines.

If the relevant symptoms develop during the school day as detailed under the paragraph 'short term ad-hoc non-prescribed medication' the school will administer the following non-prescription medications:

- paracetamol (to pupils of all ages)
- antihistamine,

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

- The parent/guardian confirms daily the time the medication was last administered and this is recorded on Template C1 (Appendix 2);
- medication is licensed as suitable for the pupil's age;
- medication is suitable for the pupil i.e. if a child is asthmatic the medication is suitable for that condition;
- administration is required more than 3 to 4 times per day;
- medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or (PIL);
- and accompanied by parental/guardian consent Template C and C1 (Appendix 2) 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/guardians 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/guardians 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.

Short term ad-hoc non-prescribed medication

A small stock of standard paracetamol 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 liquid or tablet form for the relief of pain i.e. period pain, migraine.
- For mild allergic reaction – Standard Piriton (see Anaphylaxis)
- For travel sickness – medication will be administered if required before educational visits and must be age appropriate and supplied by the parent/guardian 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

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

- The school will contact the parent/guardian and confirm that a dose of pain relief was NOT administered before school, parents/guardians 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 the school cannot contact the parent/guardian and therefore cannot confirm if pain relief (Paracetamol) 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.

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

- The school will assume the recommended time between doses has elapsed and will administer 1 standard dose of PARACETAMOL without any need to confirm this with the parent/guardian 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/guardian if pain relief has been administered this will include the type of pain relief and time of administration.

Asthma

The school recognises that pupils with asthma need access to relief medication at all times. The school will manage asthma in school as outlined in the Asthma Toolkit. Pupils with asthma will be required to have an emergency inhaler and a spacer (if prescribed) in school. The school may ask the pupils parent or guardian to provide a second inhaler. 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 inhaler will only be used in an emergency and will always be used with a spacer as outlined in the Asthma Toolkit. The school will develop IHP's for those pupils with severe asthma, and complete the Individual Protocol for pupils with mild asthma.

Anaphylaxis

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 recommendation that all staff are trained in the administration of auto injectors and that training is renewed annually.

In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice the school will ask parent/ guardian(s) to provide 2 auto-injectors for school use. 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.

Some antihistamine medication can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any contact hazardous equipment after administration of the medication i.e. P.E. Science, Design and Technology.

Mild Allergic Reaction

Non-prescription antihistamine will 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. If antihistamine is not part of an initial treatment plan, anaphylaxis medication will be administered following the guidance for short term ad-hoc non-prescribed medication.

Hay fever

Parent(s)/guardian(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.

Severe Allergic Reaction

Where a GP/Consultant has recommended or prescribed antihistamine as an initial treatment for symptoms of allergic reaction this will be detailed on the pupils IHP. 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 pupils must NEVER be left alone and should be observed at all times.

If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then if the pupil has been prescribed an adrenaline auto injector it will be administered without delay an ambulance called and the parents informed.

Medical Emergencies

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHP or EHC, the emergency procedures detailed in the plan are followed, and a copy of the IHP or EHC is given to the ambulance crew. If applicable the pupil's emergency medication will be administered by trained school staff, if the pupils medication isn't available staff will administer the schools emergency medication with prior parental consent.

In accordance with amendments made to the Human Medicines Regulations 2012 from October 2014 a sufficient number of salbutamol inhaler(s) spacer(s) will be held by the school to cover emergency use. Parents are expected to provide 2 in date auto-injectors for administration to their child, if the school does not hold 2 in date auto-injectors for each pupil then a suitable number of auto-injectors will be purchased for use by the school in an emergency.

Parental consent to administer the 'school inhaler and/or auto-injector' will be gained when the pupil joins the school using Template 2 for asthmatics and Templates 3, 4, 5 and 6 for anaphylaxis (Appendix 1). The school will hold a register of the pupils diagnosed with asthma and/or anaphylaxis, and if parental consent has been given to administer the school

medication. The school will be responsible for ensuring the school medication remains in date.

Instructions for calling an ambulance are displayed prominently by the telephone in the school office. (Appendix 2 Template G)

Controlled Drugs

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves whilst in school. Controlled drugs will be stored securely in a non-portable locked medicines cabinet in a locked room and only named staff will have access. Controlled drugs for emergency use e.g. midazolam will not be locked away and will be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug stock held in school. (Appendix 2 Templates D and E)

Pupils taking their own medication

For certain long-term medical conditions, 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 IHP or EHC and parents should complete the self-administration section of 'Parental consent to administer medication' form (Template C Appendix 1).

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, adrenaline auto injector, midazolam etc.) will be kept securely (where access by pupils is restricted). Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key and staff will be fully briefed on the procedures for obtaining their medication.

Emergency medicines such as inhalers, adrenaline auto injectors and midazolam must not be locked away. If appropriate certain emergency medication can be held by the pupil, or kept in a clearly identified container in his/her classroom. The school will make an assessment as to the competency of each individual pupil to carry their own medication. Parents will be asked to supply a second adrenaline auto injector and/or asthma inhaler for each child and they will be kept in the school office. Staff must ensure that emergency medication is readily available at all times i.e. during outside P.E. lessons, educational visits and in the event of an unforeseen emergency like a fire.

Medicines that require refrigeration are kept in the staff room fridge to which pupil access is restricted, and will be clearly labelled in an airtight container. There are specific arrangements in place for the storage of controlled drugs see page 7.

Waste medication

Where possible staff should take care to prepare medication correctly. If too much medication is drawn into a syringe the remainder (amount above the required dose) should be returned to the bottle before administration. If only a half tablet is administered the remainder should be returned to the bottle or packaging for future administration. If a course of medication has been completed or medication is date expired it will be returned to the parent/guardian for disposal.

Spillages

A spill must be dealt with as quickly as possible and staff are obliged to take responsibility/follow the guidelines. Spillages will be cleared up following the schools procedures and considering the control of infection. Any spilled medication will be deemed unsuitable for administration and if necessary parents will be asked to provide additional medication.

The school has additional procedures in place for the management of bodily fluids which are detailed in the bodily fluids risk assessment.

If the school holds any cytotoxic drugs, there management will be separately risk assessed and follow Health and Safety Executive (HSE) guidance.

Record Keeping – administration of medicines

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. The pupil's parent/ guardian will also be informed if their child has been unwell during the school day and medication has been administered. For record sheets see Appendix 2 Template D and E.

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/guardian. Details of the incident will be recorded locally as part of the schools 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 ensure a sufficient number of staff complete Managing Medicines in Schools training before they can administer medication to pupils. 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.

Supply and locum staff will be given appropriate instruction and guidance in order to support the pupils with medical needs in their care. 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.

The school will ensure that the staff who administer medicine for specific chronic conditions are trained to administer those specific medicines, for example, Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the school nurse.

Educational Visits (Off - site one day)

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a consent form (Appendix 2 Template C) 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.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Residential Visits (overnight stays)

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care 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 and anti-histamine for administration to pupils during a residential visit and parental consent will be required in order for the school to administer their supply (Appendix 2 Template C and C1). 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.

Risk assessing medicines management on all off site visits

Pupils with medical needs shall be included in visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals so that extra measures (if appropriate) can be put in place. A copy of the pupils IHP or EHP will be taken on the visit and detail arrangements relating to the management of their medication(s) during the visit should be included in the plan.

If a pupil requires prescribed or non-prescribed medication during visit and an IHP or EHP has not been developed and the management of their medication differs from procedures followed whilst in school, the school will conduct a risk assessment and record their findings.

Travelling abroad – a risk assessment will be developed considering parental and medical advice and documented on the pupils IHP or EHP. If an IHP or EHP has not been developed, the school will record their findings. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number). European Health Insurance Cards (EHIC) should be applied for by parents and supplied to the school prior to travel for all pupils that travel abroad.

The results of risk assessments however they are recorded i.e. IHP, EHP etc. will be communicated to the relevant staff and records kept of this communication.

Complaints

Issues 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.

First Aid Provision

Our support staff receive regular training in emergency first aid (to include resuscitation, control of bleeding and treatment of an unconscious casualty) and in the care and support of asthmatics, diabetes and anaphylaxis in school from the school nurse (yearly training). This comprehensive policy makes considered use of the information and training that we were given. Mrs Vallance and Mrs Goodenough are our named Lead First Aiders (3 day First Aid at Work trained). First aid will only ever be administered by an adult.

First Aid Kits and First Aid Supplies

The contents are checked termly and replenished as necessary by Mrs Vallance and Mrs Goodenough.

Care of sick children in school

Parents are responsible **for ensuring that their child is well enough to attend school. Children who are unwell should stay at home.**

If a child feels unwell or has a temperature we will try to contact the parents so that the child may be taken home. The child will wait in the office until the parent arrives for collection.

Procedures for contacting parents and calling an ambulance

Parents must be contacted by the Headteacher, Senior Teacher or Office Administrators when a child receives an injury which may require medical treatment and likewise when an ambulance is called. See Appendix 1 Template G.

If parents or emergency contacts cannot be reached and a child needs hospital treatment, the child will be taken to hospital in an ambulance (NEVER in a car) with the First Aider or the Headteacher who will stay with the child until the parent arrives. The school will continue to try to contact the parents.

Special Medical Conditions

If a child has a specific medical condition e.g. diabetes, epilepsy, asthma or allergy, class teachers will be informed by the Office Administrators and his/her name will be added to the list on the Green Medicine Administration File which is kept in the First Aid cupboard. All staff will likewise be informed. A care plan, including a photo of the child, will be displayed above the photocopier.

Medical Need Pupils defined as having **'medical needs'** are those with medical conditions that, if not properly managed, could limit their access to education. Parents of children with 'medical needs' should provide sufficient information about any medical condition and treatment/special care required at school. An individual care plan will be developed as necessary. If a child needs intimate care, we ensure that two adults are present and the child's privacy is respected.

Pupils with Long-term or Complex Medical Needs

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, school nurse and other relevant health

professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in an Individual Healthcare Plan (IHP) or Educational Health and Care plan (EHC). See Appendix 1 Template A & E. These plans will be reviewed by the school annually or following a significant change in a pupil's medical condition.

Procedures to follow in the event of Anaphylactic shock

Please see Appendix 1 Templates 3-6

Some children and adults are extremely allergic to e.g. stinging nettles, wasp and bee stings, nuts, peanut butter, pollens, animal hair, vaccinations and drugs such as penicillin. Anaphylaxis is the state in which a severe generalised reaction has occurred. The whole body is affected, usually within minutes of exposure to the allergen.

The signs of anaphylactic shock may include:

- itching or a strange metallic taste in the mouth
- swelling of the throat and tongue
- hoarseness
- cold and clammy
- difficulty in swallowing, difficulty talking, noisy breathing
- difficulty breathing due to narrowing of airways or swelling of the throat
- urticaria (nettle rash/hives) anywhere on the body, especially large or numerous lesions
- generalised flushing of the skin
- abdominal cramps and nausea
- sudden feeling of faintness (due to a drop in blood pressure), pallor, clammy skin, rapid weak pulse, blue lips
- sense of apprehension or doom
- collapse or unconsciousness

If any one of these signs are present:

- 1. Lie child flat. If breathing is difficult, allow to sit**
- 2. Give Jext / Epi Pen**
- 3. Dial 999 for an ambulance and say Anaphylaxis**
- 4. If in doubt, give Epi Pen in thigh**
- 5. After giving Epi Pen, stay with child, contact parent/carer**
- 6. Commence CPR if no signs of life**
- 7. If no improvement after 5 minutes, give a further Epi Pen.**

In ALL cases hospitalisation is required and the procedures for contacting parents and calling an ambulance must be followed.

Procedures to follow in the event of an Asthma Attack

In the event of an asthma attack, staff will follow the school procedure:

- Encourage the pupil to use their inhaler
- Summon a first aider who will bring the pupil's Asthma Information Form and will ensure that the inhaler is used according to the dosage on the form
- If the pupil's condition does not improve or worsens, the First Aider will follow the 'Emergency asthma treatment' procedures
- The First Aider will call for an ambulance if there is no improvement in the pupil's condition
- If there is any doubt about a pupil's condition an ambulance will be called

Mild Symptoms:

- **Cough**
- **Feeling of 'tight chest'**
- **Wheeze**

Ensure that the pupil has access to their reliever (blue inhaler)

- **Sit the pupil down in a quiet place if possible**
- **Younger pupils or those using 'puffer' style inhalers should use a spacer**
- **Allow the pupil to take 2 or 4 puffs of the inhaler**
- **Assess effect and if fully recovered, the child may rejoin usual activities**

Moderate Symptoms:

- **Increased cough and wheeze**
- **Mild degree of shortness of breath but able to speak in sentences**
- **Feeling of 'tight chest'**
- **Breathing a little faster than usual**
- **Recurrence of symptoms / inadequate response to previous 'puffs'**

Ensure that the pupil has access to their reliever (blue inhaler)

- **Sit the pupil down in a quiet place if possible and loosen any tight clothing around their neck**
- **Younger pupils or those using 'puffer' style inhalers should use a spacer**
- **Allow the pupil to take 4 or 6 puffs of the inhaler**
- **Assess effect, if fully recovered the pupil may rejoin activities but a parent/carer should be informed**

Severe symptoms:

- **Not responding to reliever medication**
- **Breathing faster than usual**
- **Difficulty speaking in sentences**
- **Difficulty walking/lethargy**
- **Pale or blue tinge to lips/around the mouth**
- **Appears distressed or exhausted**

Ensure that the pupil has access to their reliever (blue inhaler)

- **Sit the pupil down in a quiet place if possible and loosen any tight clothing around their neck**
- **Younger pupils or those using 'puffer' style inhalers should use a spacer**
- **Allow the pupil to take 6 puffs of the blue inhaler**
- **Assess effect, if the child still feels wheezy or appears to be breathless they should have a further 4 puffs of the blue inhaler**
- **Reassess:**
- **If 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 5 minutes**

Procedure to follow with nosebleeds

- Remove the child quickly and with minimum fuss from the classroom.
- Provide a supply of tissues.
- The child **MUST** catch his or her own blood.
- Wear plastic gloves.
- Lean the child forward, ask the child to pinch the soft part of the nose for up to 10 minutes. This procedure can be carried out for two further periods of ten minutes.
- If the bleeding continues for more than 30 minutes follow the procedures for contacting parents and calling an ambulance.
- Dispose of all blood stained tissues etc. in yellow body spillage bag or in a plastic bag which can be sealed and disposed of safely.
- Advise the casualty to rest quietly for a few hours and avoid exertion and not to blow their nose.

Head Injuries

Parents are always notified by phone/letter (head injury leaflet) if a child has had a head injury which requires treatment. A child with a head injury wears a sticker so that all staff and parents are aware of the incident. Whenever a child is badly hurt, the parents are notified immediately; if we are in doubt about the seriousness of the injury, we contact the parents.

Recording injuries

Any injury requiring treatment will be recorded in the First Aid Accident Book (Green File) located in the first aid cupboard in the office.

In the case of head injuries or any injury which requires treatment from a doctor, the Headteacher or Lead First Aider must be informed prior to contacting parents.

Infectious Diseases

- Children must stay at home until they feel well or longer if there is still a risk of infection.
- Children must stay at home until 48 hours after the last episode of vomiting or diarrhoea.
If a number of pupils/staff are affected the Local Health Protection Team (0344 2253861) will be notified.
- The school will notify vulnerable people eg: pregnant women if there is incidence of chickenpox, measles, German measles (rubella) or slapped cheek disease (parvovirus).
- See Guidance notes on Infection Control in Schools & other settings dated May 2016

Head Lice

- Health promotion and education is the best way to control head lice. Parents are given a head lice information leaflet when their child begins school and are asked to check hair each week.
- 'Alert letters' are sent to parents.
- If live lice are identified during the school day parents are informed **that day** and advised to go to the GP or pharmacist. **The child may not be sent home nor may their heads be inspected.**

Health, Hygiene and Intimate Care

- Disposable gloves, body fluid powder, paper towels and plastic bags are to be kept in the school for use when dealing with spillages of bodily fluids.
- The headteacher will arrange for training about medical problems that may be encountered with particular children. The office will arrange training by the school nurse at the start in the Autumn term.
- If children wet or soil themselves, we feel we have a duty of care to ensure that they are cleaned and comfortable. If these situations arise, we ensure that two members of staff are present and the privacy of the child is respected. The office informs parents about these incidents as soon as possible.
- Dogs are not allowed on the school premises (except for guide dogs). Efforts will be made to deter dog fouling.

Serious Accidents

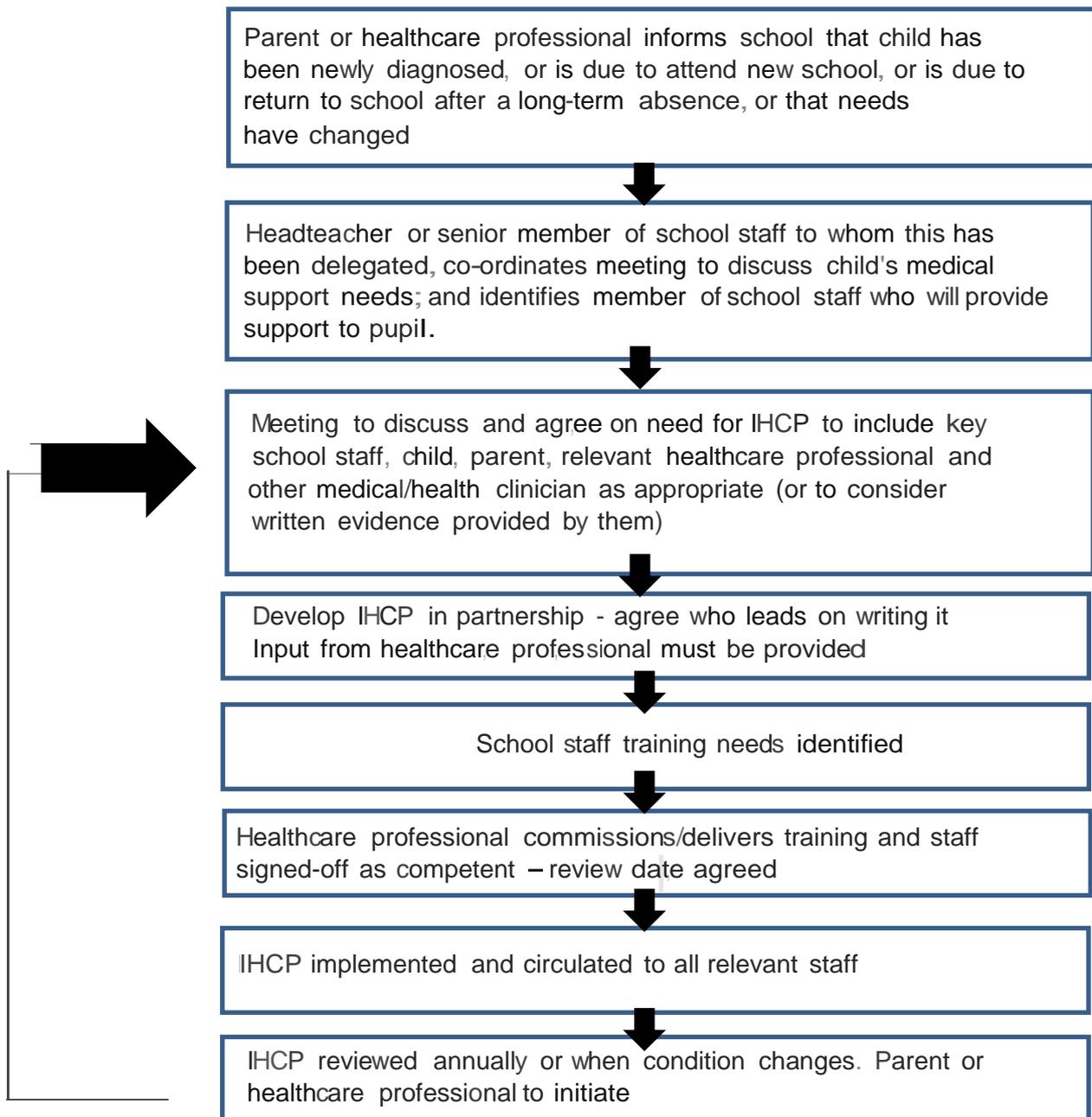
More serious accidents, including broken bones, to children, staff or visitors require notification to County Council on the West Sussex School Incident online reporting



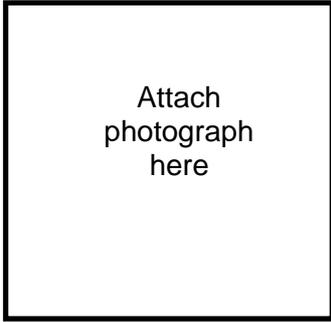
September 2017

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Model process for developing Individual healthcare plans



Template 1: individual healthcare plan (IHCP)



Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

--

Daily care requirements

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

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I agree that my child's medical information can be shared with school staff responsible for their care.

Signed by parent or guardian

Print name

Date

Review date

Copies to:

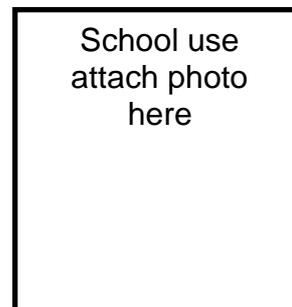
Template 2: Individual protocol for Mild Asthma

Please complete the questions below, sign this form and return without delay.

CHILD'S NAME.....

D.O.B.

Class



Contact Information

Name				Relationship to pupil				
Phone numbers	Work		Home		Mobile		Other	

If I am unavailable please contact:

Name				Relationship to pupil				
Phone numbers	Work		Home		Mobile		Other	

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.....
I am the person with parental responsibility

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

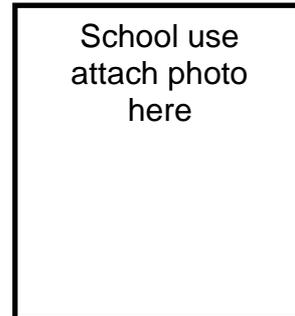
Parental Update (only to be completed if your child no longer has asthma)	
My child no longer has asthma and therefore no longer requires an inhaler in school or on school visits.	
Signed <i>I am the person with parental responsibility</i>	Date

For office use:

	Provided by parent/school	Location (delete as appropriate)	Expiry date	Date of phone call requesting new inhaler	Date of letter (attach copy)
1 st inhaler		With pupil/In classroom			
2 nd inhaler Advised		In office/first aid room			
Spacer (if required)					
Record any further follow up with the parent/carer:					

Template 3 : Individual protocol for Antihistamine as an initial treatment protocol for mild allergic reaction

CHILD'S NAME.....
 D.O.B.
 Class



Nature of Allergy:

Contact Information

Name					Relationship to pupil		
Phone numbers	Work		Home		Mobile		Other
If I am unavailable please contact:							
Name					Relationship to pupil		
Phone numbers	Work		Home		Mobile		Other

GP

Name:
 Phone No:
 Address:

Clinic/ Hospital Contact

Name:
 Phone No:
 Address:

MEDICATION - Antihistamine

Name of antihistamine & expiry date

- **It is the parents responsibility to ensure the Antihistamine has not expired**

Dosage & Method: **As prescribed on the container.**

- **It is the schools responsibility to ensure this care plan is reviewed and parents inform the school of any changes in condition or treatment.**

Agreed by: School Representative.....Date.....

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education, and I give my consent to the school to administer anti-histamine as part of my child's treatment for anaphylaxis. I confirm I have administer this medication in the past without adverse effect.

Signed:.....Print name.....Date.....
I am the person with parental responsibility

Individual protocol for using Antihistamine (e.g. Piriton)

Symptoms may include:

- Itchy skin
- Sneezing, itchy eyes, watery eyes, facial swelling (does not include lips/mouth)
- Rash anywhere on body

Stay Calm

Reassure
.....

Give Antihistamine delegated person responsible to administer antihistamine, as per instructions on prescribed bottle

Observe patient and monitor symptoms

Inform parent/guardian to collect
.....

from school

**If symptoms progress and there is any difficulty in swallowing/speaking /breathing/ cold and clammy
Dial 999**

**A = Airway
B = Breathing
C = Circulation**

If child is prescribed an adrenaline auto injector administer it - follow instructions on protocol

If symptoms progress Dial 999 - Telephone for an ambulance

You need to say: "I have a child in anaphylactic shock".

Give school details: Handcross Primary School, London Rd, Handcross, RH17 6HB

Give details: Pupils name has a severe allergy and what has happened.

DO NOT PUT THE PHONE DOWN UNTIL YOU ARE SURE ALL THE NECESSARY INFORMATION HAS BEEN GIVEN

Someone to wait by the school gate to direct the ambulance staff straight to the child.

Template 4 : Individual protocol for an Emerade adrenaline auto injector

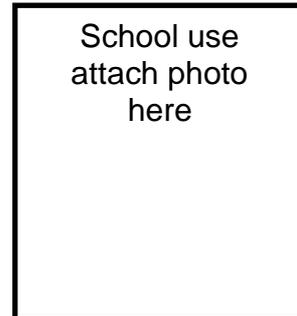
CHILD'S NAME.....

D.O.B.

Class

Nature of Allergy:

.....



Contact Information

Name					Relationship to pupil		
Phone numbers	Work		Home		Mobile		Other

If I am unavailable please contact:

Name					Relationship to pupil		
Phone numbers	Work		Home		Mobile		Other

GP

Name:

Phone No:

Address:

Clinic/ Hospital Contact

Name:

Phone No:

Address:

MEDICATION Emerade

Name on Emerade & expiry date:

.....

- It is the parents responsibility to supply 2 EMERADE auto injectors and to ensure they have not expired

Dosage & Method: **1 DOSE INTO UPPER OUTER THIGH**

- The school staff will take all reasonable steps to ensure does not eat any food items unless they have been prepared / approved by parents
- It is the schools responsibility to ensure this care plan is reviewed and parents inform the school of any changes in condition or treatment.

Agreed by: School Representative.....Date.....

- I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education.
- I give my consent for the school to administer my child's Emerade or the school held adrenaline auto-injector (if my child's pen is lost/forgotten or malfunctions) to be administered in an emergency as detailed in this plan

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

I am the person with parental responsibility

Individual protocol for.....using an EMERADE (Adrenaline auto injector)

Symptoms may include:

- Difficulty in swallowing / speaking / breathing
- Wheezy / irregular breathing / excessive coughing
- Hoarseness
- Nettle rash (hives) anywhere on body
- Sense of impending doom
- Swelling of throat and mouth
- Abdominal pain, nausea & vomiting
- Feeling of weakness (BP drops)
- Collapse & unconsciousness
- Cold and clammy

Stay Calm

Reassure.....

One member of staff to Dial 999

REMEMBER

**A = Airway
B = Breathing
C = Circulation**

Give EMERADE first then dial 999

Administer Emerade in the upper outer thigh

Remove cap protecting the needle
Hold Emerade against upper outer thigh and press it against patients leg. You will hear a click when the adrenaline is injected.

Hold Emerade in place for 10 seconds.

Can be given through clothing, but not very thick clothing.
Note time injection given.

If no improvement give 2nd EMERADE 5 minutes later

Call Parents

Reassure
.....

Telephoning for an ambulance

You need to say: "I have a child in anaphylactic shock".

Give school details: Handcross Primary School, London Rd, Handcross, RH17 6HB

Give details: Childs name has a severe allergy and what has happened.

DO NOT PUT THE PHONE DOWN UNTIL YOU ARE SURE ALL THE NECESSARY INFORMATION HAS BEEN GIVEN

Someone to wait by the school gate to direct the ambulance staff straight to the child.

Template 5 : Individual protocol for an EpiPen adrenaline auto injector

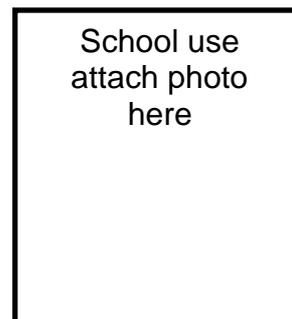
CHILD'S NAME.....

D.O.B.

Class

Nature of Allergy:

.....



Contact Information

Name					Relationship to pupil		
Phone numbers	Work		Home		Mobile		Other

If I am unavailable please contact:

Name					Relationship to pupil		
Phone numbers	Work		Home		Mobile		Other

GP

Name:

Phone No:

Address:

MEDICATION EPIPEN

Name on EPIPEN & Expiry date:

.....

Clinic/ Hospital Contact

Name

Phone No:

Address:

- It is the parents responsibility to supply 2 EPIPEN auto injectors and to ensure they have not expired

Dosage & Method: **1 DOSE INTO UPPER OUTER THIGH**

- The school staff will take all reasonable steps to ensure does not eat any food items unless they have been prepared / approved by parents
- It is the schools responsibility to ensure this care plan is reviewed and parents inform the school of any changes in condition or treatment.

Agreed by: School Representative.....Date.....

- I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education.
- I give my consent for the school to administer my child's EpiPen or the school held adrenaline auto-injector (if my child's pen is lost/forgotten or malfunctions) to be administered in an emergency as detailed in this plan

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

I am the person with parental responsibility

Individual protocol for using an Epipen (Adrenaline Auto injector)

Symptoms may include:

- Difficulty in swallowing / speaking / breathing
- Wheezy / irregular breathing / excessive coughing
- Hoarseness
- Nettle rash (hives) anywhere on body
- Sense of impending doom
- Swelling of throat and mouth
- Abdominal pain, nausea & vomiting
- Feeling of weakness (BP drops)
- Collapse & unconsciousness
- Cold and clammy

**Give EPIPEN first
then dial 999**

**Administer Epipen in the
upper outer thigh**

Remove grey safety cap
Hold epipen with black tip
downwards against thigh
jab firmly.

**Hold epipen in place
for 10 seconds**

Can be given through clothing,
but not very thick clothing.
Note time of injection given

**If no improvement give
2nd EPIPEN 5 minutes
later**

Stay Calm

Reassure

**One member of staff
to Dial 999**

REMEMBER

**A = AIRWAY
B = BREATHING
C = CIRCULATION**

Call Parents

Reassure

.....

Telephoning for an ambulance

You need to say: "I have a child in anaphylactic shock".

Give school details: Handcross Primary School, London Rd, Handcross, RH17 6HB

Give details: Child's name has a severe allergy and what has happened.

**DO NOT PUT THE PHONE DOWN UNTIL YOU ARE SURE ALL THE NECESSARY
INFORMATION HAS BEEN GIVEN**

Someone to wait by the school gate to direct the ambulance staff straight to the child.

Template 6 : Individual protocol for an Jext pen adrenaline auto injector

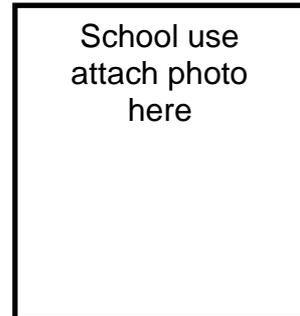
CHILD'S NAME.....

D.O.B.

Class

Nature of Allergy:

.....



Contact Information

Name					Relationship to pupil		
Phone numbers	Work		Home		Mobile		Other

If I am unavailable please contact:

Name					Relationship to pupil		
Phone numbers	Work		Home		Mobile		Other

GP

Name:

Phone No:

Address:

Clinic/ Hospital Contact

Name:

Phone No:

Address:

MEDICATION JEXT

Name on JEXT & expiry date:

- It is the parents responsibility to supply 2 JEXT pen auto injectors and to ensure they have not expired

Dosage & Method: **1 DOSE INTO UPPER OUTER THIGH**

- The school staff will take all reasonable steps to ensure does not eat any food items unless they have been prepared / approved by parents
- It is the schools responsibility to ensure this care plan is reviewed and parents inform the school of any changes in condition or treatment.

Agreed by: School Representative.....Date.....

- I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education.
- I give my consent for the school to administer my child's Jext pen or the school held adrenaline auto-injector (if my child's pen is lost/forgotten or malfunctions) to be administered in an emergency as detailed in this plan.

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

I am the person with parental responsibility

Individual protocol for using a JEXT Pen (Adrenaline Autoinjector)

Symptoms may include:

- Difficulty in swallowing / speaking / breathing
- Wheezy / irregular breathing / excessive coughing
- Hoarseness
- Nettle rash (hives) anywhere on body
- Sense of impending doom
- Swelling of throat and mouth
- Abdominal pain, nausea & vomiting
- Feeling of weakness (BP drops)
- Collapse & unconsciousness
- Cold and clammy

**Give JEXT pen first
Then call 999 Administer
in the upper thigh**

Remove yellow cap, place black tip against upper outer thigh, push injector firmly into thigh until it clicks.

Hold in JEXT Pen in place for 10 seconds.

Can be given through clothing, but not very thick clothing

Note time of injection given

**If no improvement give
2nd JEXT Pen
5 minutes later**

Stay Calm

Reassure

**One member of staff
to Dial 999**

REMEMBER

**A = AIRWAY
B = BREATHING
C = CIRCULATION**

Call Parents

Reassure

.....

Telephoning for an ambulance

You need to say: "I have a child in anaphylactic shock".

Give school details: Handcross Primary School, London Rd, Handcross, RH17 6HB

Give details: Child's name has a severe allergy and what has happened.

**DO NOT PUT THE PHONE DOWN UNTIL YOU ARE SURE ALL THE NECESSARY
INFORMATION HAS BEEN GIVEN**

Someone to wait by the school gate to direct the ambulance staff straight to the child.

Template 7: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Guardian

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **xx/xx/xx**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

**Template 8: Example letter to send to parent/guardian who has not provided an in-date inhaler or auto injector.
Please amend as necessary for the individual circumstances.**

Dear (Name of parent)

Following today's phone call regarding (name of pupil)'s **asthma inhaler/adrenaline auto injector**, I am very concerned that in date medication has not been provided. You have confirmed on the Individual Protocol that (name of pupil) requires an inhaler in school and you have agreed to provide the medication. Please ensure that the following are provided without delay:

- an inhaler/ adrenaline auto injector
- a spacer

If (name of pupil) no longer requires an inhaler/auto injector, please inform the school in writing as soon as possible.

Please be aware that in the absence of in date medication, should (name of pupil) suffer an attack, and you have given your consent staff will administer the schools **reliever inhaler/adrenaline auto injector**. However if you have not given consent for the school **reliever inhaler/adrenaline auto injector** to be administered staff will not be able to follow suitable emergency procedures. They will be reliant on calling 999 and awaiting the Emergency Services.

Yours sincerely

Protocol for the administration of Paracetamol

- Paracetamol can be administered to children of any age, dose must be suitable for their age and weight
- Verbal parental consent must be gained during the day to administer paracetamol between the start of school day and 12pm. If the parents cannot be contacted paracetamol cannot be administered. Conversation with parent/guardian must be recorded.
- The school can administer paracetamol without additional parental consent on the day between 12pm and end of school day.
- If paracetamol is administered at any time during the school day parents will be informed of the time of administration and dosage.
- The school will keep records of the administration of paracetamol as for prescribed medication.
- Pupils must not bring paracetamol (or other types of painkillers) to school for self-administration.

Use with caution:

- Liver problems
- Kidney problems
- Long term malnutrition
- Long term dehydration
- Epilepsy

SIDE EFFECTS:

- Allergic reaction rash, swelling difficulty breathing
- Low blood pressure and a fast heartbeat
- Blood disorders
- Liver and kidney damage (overdose)

Do not administer if the pupil is also taking any of the following drugs:

- Metoclopramide (relieves sickness and indigestion)
- Carbamazepine (treats a number of conditions including epilepsy)
- Phenobarbital or phenytoin (used to control seizures)
- Lixisenatide – used to treat type 2 diabetes
- Imatinib – used to treat leukaemia
- **Other drugs containing paracetamol e.g. Lemsip, Sudofed, Feminax**

IF YOU SUSPECT AN OVERDOSE CALL 999 IMMEDIATELY only 4 dose in 24 hours



Appendix 2 WSCC Administering Medicines Templates

Supporting pupils with medical conditions

September 2017

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HANDCROSS PRIMARY SCHOOL
Template A: Pupil Health Information Form

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.

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

Please complete if applicable

Has your child been diagnosed with or are you concerned about any of the following:

Condition	Yes	No	Medication
Asthma NB:Parents of pupils with mild asthma must also sign an asthma protocol form (template 2 in Appendix 1) available from the school			
Allergies/Anaphylaxis NB:Parents of pupils prescribed an auto injector must also sign the relevant auto injector protocol form (template 3, 4, 5 in Appendix or available from the school)			
Epilepsy			
Diabetes			

Is your child taking regular medication for any condition other than those listed on the previous page – continue on a separate sheet if necessary.

Condition	Medication, emergency requirements

Please use the space below to tell us about any other concerns you have regarding your child's health, continue on a separate sheet if necessary:

Thank you

HANDCROSS PRIMARY SCHOOL

Template B: Parent/guardian consent to administer short-term non-prescribed 'ad-hoc' 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 text message through the Teachers 2 Parents website. The school holds a small stock of the following medicines:

Paracetamol (Sainsburys Junior Paracetamol suspension)

Anti-histamine (Piriton Allergy Syrup)

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/Guardian

Date

Print name

HANDCROSS PRIMARY SCHOOL

Template C: parental consent to administer medication (where an Individual Healthcare Plan or Education Healthcare Plan is not required)

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy and the manufacturer’s instructions and/or Patient Information Leaflet (PIL) must be included

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff or school location]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I confirm that this medication has been administered to my child in the past without adverse effect. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

If this is a request to administer non-prescribed medication, please work with the school to complete Template C1 on the reverse of this form

HANDCROSS PRIMARY SCHOOL

Template C1 - Individual Protocol for non-prescribed medication

This form should be completed in conjunction with Template C – parental consent

Under exceptional 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 for a maximum of 48 hours.

Date (requirement reviewed daily)	Time last dose administered at home as informed by parent/guardian	Dosage given in school	Time	Comments
Day 1				
Day 2				

3 main side effects of medication as detailed on manufacturer's instructions or PIL		
1.	2.	3.

Emergency procedures – if the pupil develops any of the signs or symptoms mentioned above or any other signs of reaction as detailed on the manufacturer's instructions and/or PIL this might be a sign of a negative reaction or if it is suspected that the child has taken too much medication in a 24 hour period staff will call 999 and then contact the parent/guardian(s).

I agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education.

I am aware that each day I must inform the school when I last administered the medication and that I will be informed by the school in writing when medication has been administered by text message through the Teachers 2 Parents website.

Agreed by:
 Parent/guardian.....Date.....

Template D: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		

D: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		

Date			
Time given			
Dose given			
Controlled drug stock			
Name of member of staff			
Staff initials			
Witnessed by	_____		

Template F: staff training record – administration of medicines

Training can also be recorded on a matrix, in SIMS or similar database or using this form.

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by – print name and signature	
Refresher/update training date	
Profession and title	
I confirm I have received and understood the above training	signature

Additional training:

Type of training received	
Date of training completed	
Training provided by – print name and signature	
Refresher/update training date	
Profession and title	
I confirm I have received and understood the above training	signature

Type of training received	
Date of training completed	
Training provided by – print name and signature	
Refresher/update training date	
Profession and title	
I confirm I have received and understood the above training	signature

Template G: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. telephone number

School telephone 01444 400291

2. your location as follows [insert school/setting address]

School address

London Road
Handcross
West Sussex

3. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code

Postcode RH17 6HB

4. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

Best entrance is: Front of school (office)

5. your name
6. provide the exact location of the patient within the school setting
7. provide the name of the child and a brief description of their symptoms
8. put a completed copy of this form by the phone

HANDCROSS PRIMARY SCHOOL

Template H – Consent to administer non-prescribed medication on a Residential Visit

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. Whilst away if your child feels unwell the school staff may wish to administer the appropriate non-prescription. 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

If your child develops the relevant symptoms during the residential visit, they will be given a standard dose suitable to their age and weight of the appropriate non-prescribed medication. If symptoms persist medical advice will be sought and if necessary the emergency services called. You will be informed when the school has administered medication on our return by text message through the Teachers 2 Parents website. The school will hold a small stock of the following medicines:

- Paracetamol

- Anti-histamine

- Travel sickness

Tick the non-prescription medications above that you give your consent for the school to administer during the residential visit 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/Guardian

Date

Print name

Short term - prescribed medication

Short term - prescribed medication

Type of medication	Forms to complete	Administer:	Requirement for Individual Health Care Plan (IHP)	Training	Other
Prescribed medication e.g. Anti-biotics required more than 3 times per day,	Form Template C parental consent completed for each episode Form Template E to record administration	As directed by GP/Pharmacist/ Medical Professional	No IHP required	Managing Medicines in Schools available from WSCC or instruction and guidance from schools Lead for Medicines (who has completed Managing Medicines) and competency test completed scoring 100%.	Medicine labelled with the child's name and medication must be supplied by the parent/guardian in its original container, with prescriber's instructions and patient information leaflet (PIL). PIL can also be downloaded from the Electronic Medicines Compendium https://www.medicines.org.uk/emc/ Parent to take medication away if course is finished and any medication remains un-administered.

Long term – prescribed medication

Prescribed medication e.g. Anti-biotics, long term prescribed medication that is administer as part of an IHP	Parental consent is part of IHP Form Template D to record administration of medication for an individual pupil	As directed by GP/Pharmacist/ Medical Professional	Template 1- IHP required complete standard form	Long term prescribed medication that requires specialist administration – training via School Nurse /Community Nursing Service Long term prescribed medication without specialist administration Managing Medicines in Schools available from WSCC or instruction and guidance from schools Lead for Medicines (who has completed Managing Medicines) and competency test completed score 100%	As short term prescribed medication and: Parents are responsible to provide the school with medication that is in date. Schools must keep records of all communication with parents regarding requests for in date medication and/or out of date medication.
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Prescribed emergency medication

Type of medication	Forms to complete	Administer:	Requirement for Individual Health Care Plan (IHP)	Training	Other
<p>Short term prescribed emergency medication e.g.</p> <ul style="list-style-type: none"> • Auto Injectors (Epipen, Jext pen Emerade) for Anaphylaxis • Asthma Inhalers i.e. salbutamol • Midazolam for epilepsy (NB controlled drug) • Other unspecified 	<p>Parental consent is part of IHP</p> <p>Form Template D to record administration of medication for an individual pupil</p> <p>NB Midazolam is a controlled drug and administration must be witnessed and record of stock recorded on Form D</p>	<p>Emergency medication - as symptoms arise and/or in the event of a medical emergency administer as per training</p>	<p>Yes IHP required complete standard forms:</p> <p>Template 1 for pupils with severe asthma and those needing midazolam for epilepsy</p> <p>Template 2 pupils with mild asthma</p> <p>Templates 3 or/and 4 or 5 or 6 for Anaphylaxis dependent on type of medication</p>	<p>Asthma – inhaler training renewed annually delivered by School Nursing Service</p> <p>Auto-injectors – Best practice that all staff are trained to administer an auto-injector training renewed annually delivered by School Nursing Service</p> <p>Midazolam training renewed annually available from Community Nursing Service NB basic first aid must be renewed annually to validate midazolam training – basic first aid is offered by Outdoor Ed Team</p> <p>Other unspecified emergency medication – training as detailed on IHP and delivered by relevant medical professional</p>	<p>As short term prescribed medication and:</p> <p>Parents are responsible to provide the school with medication that that is in date. Schools must keep records of all communication with parents regarding requests for in date medication and/or out of date medication.</p> <p>Parents are expected to provide the school with 2 in date asthma inhalers and/or 2 auto-injectors.</p> <p>Asthma protocol for administration must be followed see main policy</p> <p>School will hold an asthma inhaler, spacer for emergency use.</p> <p>If parents do not provide 2 in date auto-injectors for their child the school will purchase an auto injector for emergency use as permitted by the Human Medicines Act 2017</p> <p>All emergency medication must be readily available and not locked away this includes controlled drugs i.e. midazolam</p>

Short term ad-hoc non-prescribed medication

Type of medication	Forms to complete	Administer	Requirement for IHP	Training	Other
<p>ONLY the following may be administered if symptoms develop during the school day:</p> <ul style="list-style-type: none"> • Paracetamol, • Anti-histamine • Travel sickness 	<p>Template B Parental consent - for Paracetamol, Anti-histamine gained when pupil joins school</p> <p>Template C - for Travel sickness or H completed for parental consent</p> <p>Template E - administration of medication to all children and any conversations with parents recorded under comments.</p>	<p>All of the below follow guidance on PIL or packaging for side effects, dosage</p> <p>Consent gained when pupil joins school using template B</p> <p>Administer only where there is a health reason to do so.</p> <ul style="list-style-type: none"> • Paracetamol, <p>Administer following relevant pain relief protocol see main policy and instructions on PIL and/or packaging</p> <ul style="list-style-type: none"> • Anti-histamine – administer as per instructions on PIL or packaging <p>Anti-histamine will ONLY be administered if pupil exhibits associated symptoms and not as a preventative</p> <p>Ibuprofen cannot be administered to pupils diagnosed with asthma</p> <p>Travel sickness administered for school trips</p>	<p>No IHP required</p>	<p>Managing Medicines in Schools available from WSCC or instruction and guidance from schools Lead for Medicines (who has completed Managing Medicines) and competency test completed scoring 100%.</p>	<p>School should hold a small stock of standard paracetamol, ibuprofen (age 12 and over) and anti-histamine, all in their original container, with prescriber’s instructions and PIL. Medication mixed with other substances i.e. paracetamol and caffeine or paracetamol plus etc. are not permitted</p> <p>ONLY ONE STANDARD DOSE CAN BE ADMINISTERED IN SCHOOL</p> <p>BEWARE DOSAGE – guidance on packaging is based on ‘average’ height and weight and may need to be revised for pupils that are below average. Do not increase dose for pupils who are above average</p> <p>NB: Parents will be expected to administer a dose of anti-histamine to their child before school for hay fever; schools will only administer anti-histamine for symptoms of allergic reaction and not as a precautionary measure.</p> <p>Paracetamol administration - the school will follow the pain relief protocol as outlined in the main policy</p> <p>Antihistamine - Staff must monitor symptoms closely if symptoms persist the emergency services should be called or prescribed an auto-injector should be administered.</p>

Other Non-prescription medicines

Type of medication	Parental consent	Administer:	Requirement for IHP	Training	Other
<p>Non-prescribed medication will be administered if they are required to allow a pupil to remain in school:</p> <ul style="list-style-type: none"> • Parent/guardian confirms daily in writing the time the medication was last administered by completing Template C1 (Appendix 2 of main policy); • medication is licensed as suitable for the pupil's age; • administration is required more than 3 to 4 times per day; • medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions and/or (PIL); • and accompanied by parental/guardian consent Template C and C1 (Appendix 2) and confirmation the medication has been administered previously without adverse effect; <p>Will NOT be administered:</p> <p>The school will NOT administer non-prescription medication:</p> <ul style="list-style-type: none"> • 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 a different non-prescription medication that is for the 	<p>Template C and C1 for parental consent and info on medication</p> <p>Template C1 used to record administration or Template E depending on schools admin procedures</p>	<p>Administer as instructions on medication</p>	<p>No IHP required</p>	<p>Managing Medicines in Schools available from WSCC or instruction and guidance from schools Lead for Medicines and competency test completed scoring 100%.</p>	<p>Medicine supplied by the parent/guardian in its original container, with prescriber's instructions and patient information leaflet (PIL). PIL can also be downloaded from the Electronic Medicines Compendium https://www.medicines.org.uk/emc/</p> <p>Parent to take medication away if course is finished and any medication remains un-administered.</p>

<p>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/guardians will be advised to contact their Doctor.</p> <ul style="list-style-type: none">• Skin creams and lotions will only be administered in accordance with the Schools Intimate Care Policy and procedures.• Medication that is sucked i.e. sweets or lozenges, will not be administered by the school.• if parents/guardians 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.					
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