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Supporting Pupils in School with Medical Conditions

At Arden we have 'Supporting Pupils at School with Medical Conditions' policy and this is available to view on the school website – <https://www.arden.solihull.sch.uk/about-us/arden-policies-2/>. This policy will ensure that, as a school, we work in line with the recommendations of the Department for Education and Solihull Local Authority.

We would like to share with you some information that outlines the procedures for pupils having medicines in school. Please may we ask that you take time to read this.

Care Plans – Life Saving Medication

For administration of emergency medication e.g. Epipen/Anapen, a Care Plan must be completed by the parent/guardian in conjunction with the school nurse. These are recorded at school so staff are aware and the medicine/s are available in school in the event of an emergency. Parents/guardians are involved in the development and review of their child's individual Care Plan. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

There are other medical conditions that also require a Care Plan; the school nurse is aware of all pupils' medical information at Arden.

Minor changes to the Care Plan can be made if signed and dated by the school nurse. If, however, changes are major, a new Care Plan must be completed. Care Plans should be reviewed at least annually and it is the parents' responsibility to notify school/school nurse of any changes required to the Plan e.g. treatment, symptoms, contact details.

Other Medicines

With the exception of those pupils for whom we have a Care Plan, if your child needs to have medicines or prescribed drugs whilst at school, there are specific requirements that must be adhered to:

Pupils MUST NOT carry any medicines on them whilst at school without their parent/guardian completing a consent form – this includes over the counter medication such as paracetamol and ibuprofen. Medicines carried without consent will be confiscated, but held safely in case needed by the pupil whilst at school; this is to ensure safety of our pupils during the school day. If the medication is necessary on that day, we will contact the parent/guardian to obtain consent to administer.

Parent/Guardian Responsibilities

Parents/Guardians should provide the school with sufficient and up-to-date information about



their child's medical needs. Verbal instructions cannot be accepted in order for the school to administer medicines; we can only do so in an emergency. A document 'Consent Form to Administer Medicines' must be completed in all instances. This is available on the school website: <https://www.arden.solihull.sch.uk/pupil-wellbeing/medicines-in-schools/>

Only one parent (defined as those with parental responsibility) is required to agree to, or request, that medicines are administered by staff.

If it is known that pupils are self-administering medication in school on a regular basis, a completed consent form is still required from the parent/guardian.

The parent/guardian needs to ensure there is sufficient medication and that the medication is in date. Parents/guardians are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal.

Medication should always be provided in an original container with the pharmacist's original label and the following, clearly shown:-

- Child's name, date of birth
- Name and strength of medication
- Dose
- Any additional requirements e.g. in relation to food etc
- Expiry date whenever possible
- Dispensing date

Antibiotics

Parent/guardians should be encouraged to ask the GP to prescribe an antibiotic which can be given outside of school/setting hours wherever possible.

Most antibiotic medication will not need to be administered during school/setting hours.

Twice daily doses should be given in the morning before school/setting and in the evening. Three times a day doses can normally be given in the morning before school/setting, immediately after (provided this is possible) and at bedtime. **It should normally only be necessary to give antibiotics in school/setting if the dose needs to be given four times a day, in which case a dose is needed at lunchtime.**

All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing, be in their original container and brought into school in the morning and taken home again at the end of each day by the pupil.

School Contact

We hope this information is useful and clarifies the school's policy; should you have any queries or concerns or wish to obtain a 'Consent Form to Administer Medicines' form, please contact Mrs Moore in the School Office - 01564 773348. The School Nurse team may be contacted on 0121 770 1919.