



Administration of Medicines Policy

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Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school "day"

The Wherry School will only accept medicines which have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will always be provided in the original container as dispensed and include the prescriber's instructions for administration and dosage.

Introduction

From time to time the school will be asked by parents to arrange for their children to be given medication during the school day. While the school will normally be willing to co-operate in any matter which will support the child's health and welfare it is necessary to ensure that where such requests are received appropriate arrangements are made to safeguard the interests of both staff and children.

The administration of medication to children is the responsibility of parents. It should be noted that **staff are under no legal duty, nor is it a requirement of their roles, to administer medication to children.**

It has been agreed that at The Wherry School that the administration of medicine will be undertaken by staff, who will receive appropriate training. All staff will ensure, as set out in the Asthma policy and Epilepsy awareness guidance and policy that they would act appropriately as an *in loco parentis* adult, in the case of an emergency. Only trained staff

What is meant by Medication?

There is a difference between prescribed and non-prescribed medicine, however it is increasingly common for Doctors and dentists to suggest parents purchase Neurofen /paracetamol based products to support treatments.

- **Prescribed Medication:**
Any medication requiring a Medical or Dental Practitioner's prescription is defined as a prescribed medication. Examples may include, asthma inhalers, antibiotics, Valium, adrenalin, etc.
- **Non-Prescribed Medication:**
Any medication not requiring a Medical or Dental Practitioner's prescription is defined as a non-prescribed medication. Examples may include, analgesics, milk of magnesia tablets or liquid, creams and sprays, etc.

When might it be required?

There are two main sets of circumstances in which requests may be made to school staff to deal with the administration of prescribed medication to children. They are:

Cases where children recovering from a short-term illness are well enough to return to school/establishment, but are receiving a course of prescribed medication such as antibiotics.

Cases of chronic illness or long-term complaints such as asthma, or children with Complex Health Needs such as, diabetes, anaphylaxis or epilepsy;



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Following a period of illness, a child's own doctor is the person best able to advise whether or not the child is fit to return, and it is for parents to seek and obtain such advice as is necessary.

In the case of children with Complex Health Needs Children's Services staff may feel reluctant to provide certain treatments, for example, the administration of rectal valium, assistance with catheters, or the use of equipment for children with tracheostomies.

There is no requirement for all staff to undertake these responsibilities. However, as the number of such cases will be very staff will be trained accordingly, SEN staff appointed to support specific children will be trained as part of their role.

- Early identification and careful planning by the relevant Health Authority will result in detailed discussion with the establishment and the formulation of a carefully designed individual programme to meet the needs and circumstances of a particular case.
- Children requiring on-going support from the school, parents and medical teams are identified with the School Community Nursing Team; care plans will be drawn up with all parties.

Parental Responsibilities

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. However, if this is not practical parents may make a request for medication to be administered to the child at the school/establishment.

- Where such a request is made by parents, it should be made using the Parent/Principal agreement for School Administration of Medicines - **Held in the school office**
- It only takes one parent to agree to or request that medicines are administered. Where parents disagree over medical support the school will continue to administer the medicine in line with consent and instructions unless and until a Court decides otherwise.
- If a parent refuses to complete this form, the Principal will make it clear to the parent (in writing) that the establishment is not prepared to administer medication.
- The medication, in the smallest practical amount, should be delivered to the school/establishment wherever possible by a parent.
- Parents should ensure the container (the chemist's original container) is clearly labelled with the contents, the child's name, and the dosage and/or other instructions. The receiving member of staff will check the intelligibility of the instructions. Any concerns about the supply, transportation or storage of a suitable container may be discussed with the GP or the Consultant Community Paediatrician.
- Parents should also ensure the child is familiar with the dosage and, subject to age and physical and mental capacity, is able to self-administer the medication under adult supervision.



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- In cases where children require medication over long periods of time, any change in the dosage or other arrangements must be notified by parents, in writing, to the manager.
- The renewal of any medication which has passed its expiry date is the responsibility of the parent. Expired medication should be collected by parents within 7 days of the expiry date. The establishment will contact parents/guardians immediately if medication remains uncollected.

The role of the Staff:

Children's Services staff cannot be required to administer medication, but as persons in *loco parentis* they must take appropriate action when a child in their care is ill, to secure either the attendance of a parent or of medical assistance.

When a parent requests that medication be administered to their child the Principal will deal with the case sympathetically and on its merits. The Principal will consider all the circumstances of the case and have regard to the best interests of the child and the implications for the staff.

Role of the Principal

- The Principal will ensure all parents and staff are aware of the establishment's procedures with respect to the administration of medication and that the appropriate systems for information sharing are followed. It is clear that learners who are acutely unwell should be kept at home until well enough for school; medication can be administered once the children are well.
- The Principal will agree with the parents exactly what support can be provided in relation to medicine administration; if expectations are unreasonable then advice will be sought from the nursing team or doctor or other medical advisers and the Health, Safety and Wellbeing team.
- **All requests for administration of medicine by staff in school will need to be agreed by the Principal or the appointed representative.**

Role of Staff

In the case of learners with Complex Health Needs, staff who come into contact with that child will be made aware of the precautions that need to be taken and the procedure for coping with an emergency. The Principal and staff will do what a "reasonable parent" would do in the circumstances prevailing at the time.

- All staff who have contact with learners with a medical or life threatening position will be made aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover will be provided if key members of staff are absent.
- Staff will be offered relevant training and support – recorded on the Staff Training Record (Administration of medicines) – form

Procedures



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- **Prescribed Medication**

A clear copy of the school administration of medicines policy and arrangements for the administration of medication will be given to parents, including a statement of their responsibilities as detailed above and how to make a request for medication to be given.

- Where any doubt exists about whether or not to agree the administration of a particular course of medication, the Principal should seek advice from the GP or relevant medical professionals – see above
- Where medication is to be administered at the school, the Principal will ensure that a named person is responsible for the medication, together with a nominated deputy. These members of staff will be suitably trained to undertake the responsibility. Any training given must be recorded on the **Staff training form (administration of medicine)**
- Long-term illnesses, such as epilepsy or asthma, will be recorded on the child's record card, together with appropriate instructions.
- A written record will be kept of the administration of all prescribed medication to children. Such a record should be kept together with the instructions given and checked on every occasion and completed by the member of staff administering the medicine. **The administration of medicines form will be used to record medicines administered and will be retained on the premises for 5 years.**
- Prescribed medication kept at the school are kept under suitable storage and arrangements made for it to be readily accessible when required, **(Locked cupboard in Office, for medicines not requiring refrigeration; in the school medical fridge for other medicines)**
- If the medication must be kept refrigerated proper arrangements should be implemented to ensure that it is both secure and available whenever required. Under no circumstances should medicines be kept in first-aid boxes.

- **Non-Prescribed Medication**

Non-prescribed medication will not be administered by staff in school.

- In circumstances when children suffer headaches, menstrual pains or toothache, the Principal or another member of staff may be asked to provide a mild analgesic (e.g. paracetamol) to relieve pain, request from Parents needs to be through **the relevant form**
- Analgesics will only be given to children under the age of 16 when parents have given prior written permission. Circumstances under which it might be appropriate for the Principal to seek such permission from parents would include residential visits. In such cases, specific members of staff will be authorised to issue tablets and they will keep a record of issues including name of child, time, dose given and the reason.
- Tablets, which will be standard paracetamol for children aged 12 and over, or preparations of paracetamol designed specifically for children for those under 12, will be kept in a secure place during residential visits and not in First Aid boxes.



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- **On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen; be given to children unless prescribed by a doctor. This is particularly important where children under 16 years of age are concerned.**

Self-Management

- It is good practice to support and encourage children who are able, to take responsibility to manage their own medicines from a relatively early age; older children will be encouraged to participate in decisions about their medicines and to take responsibility.
- If children can take their medicines themselves, staff may only be needed to supervise. Children who are considered to be mature enough to self manage their condition and make decisions about when to administer their own medicines will be encouraged to do this (e.g. asthma/diabetes) **A parental consent form – Request for Child to administer under supervision His/her own Medicine) will be used in these situations.**
- Where children might need to use an inhaler, a flexible approach will be adopted. After discussion with the parent, the child and the doctor, some children will be considered sufficiently responsible to have charge of their own inhalers at all times. In other cases the inhaler will be kept in a secure place. The teacher or other member of staff concerned will have immediate access to the inhaler whenever the child requires it. – **See School Asthma Policy**
- Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action) when, for example, participating in outdoor physical education or in the event of an evacuation or fire drill.
- Where a number of children may be taking regular medication at any one time, a suitably trained member of staff will be appointed as a drug administration co-ordinator to monitor and record routines – **School Asthma Responsible Named Persons – Alex Gotte**
- Where children have been prescribed CONTROLLED drugs, staff need to be aware that these need to be stored safely – as set out in a child's health care plan.

Refusing medicines

- If a child refuses to take medicine staff will not force them to do so. This refusal will be noted in the records; and parents and others noted in health care plan informed immediately.

Record Keeping:

It is the responsibility of parents to inform the school about the medicines that their child needs to take and provide written details of any changes or the support required. Staff will need to ensure that this complies with the information provided by the prescriber.

In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration



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- Side effects
- Expiry date

This will all be included on the **Form – Agreement for school to administer medicine.**

The form will confirm, with parents, that a member of staff will administer medicine to their child. School will record medicine administered on the Form - Record of Medicine Administered to an Individual child.

All information regarding medication should expire at the end of each academic year. If the administration of medication is to continue all relevant information must be confirmed in writing at the start of the new academic year.

Educational Visits and Sporting Activities

- Children with medical needs will be encouraged to participate in safely managed visits. The Schools will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.
- Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures.

Copies of health care plans will be taken on visits in the event of the information being needed in an emergency.

- If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit they should seek parental views and medical advice from the school health service or the child's GP.
- Most children with medical conditions can participate in physical activities and extra-curricular sport. There will be sufficient flexibility for all children to follow in ways appropriate to their own abilities. Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan.
- All adults should be aware of issues of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Home to School Transport



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Where learners have life threatening conditions, specific health care plans will be carried on vehicles. Individual transport health care plans will need input from parents and the responsible medical practitioner for the learner concerned. The care plans will specify the steps to be taken to support the normal care of the learner as well as the appropriate responses to emergency situations.

School will make every effort to provide relevant information to the transport team so that risks to learners are minimised during home to school transport.

All drivers and escorts should have basic first aid training. Additionally trained escorts may be required to support some learners with complex medical needs. These can be healthcare professionals or escorts trained by them.

Some learners are at risk of severe allergic reactions. These risks can be minimised by not allowing anyone to eat on vehicles. All escorts should also be trained in the use of an adrenaline pen for emergencies where appropriate.

Dealing with Medicines Safely

Storing Medicines and Access

Large volumes of medicines will not be stored.

- Staff will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.
- Where a child needs two or more prescribed medicines, each will be in a separate container.

Children will be informed where their own medicines are stored and who holds the key.

- All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and will not be locked away.
- The school will allow some children to carry their own inhalers, through discussion with parents in relation to maturity of the individual child.

Other non-emergency medicines should generally be kept in a secure place not accessible to children.

A few medicines need to be refrigerated.

- They will be kept in a refrigerator which may contain food but should be in an airtight container and clearly labelled.
- There is restricted access to the refrigerator holding medicines
- The refrigerator for medicines is in the **Main School office**
- **Other refrigerators MUST NOT be used to store medicines.**

Children need to have immediate access to their medicines if required. The school will make special access arrangements for emergency medicines that it keeps. However, it is also important to make sure that medicines are only accessible to those for whom they are prescribed. **This will be noted on individual Health Care plans – where relevant**

Disposal of Medicines

Staff will not dispose of medicines.



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- These will be returned to the parent.
- Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.
- Parents will also collect medicines held at the end of each term.
- **If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.**

Sharps boxes will always be used for the disposal of needles.

- Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician.
- Collection and disposal of the boxes will be arranged with the district council's environmental services.

Hygiene and Infection Control

All staff will be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

- Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.
- Spillage kit available from Office
- Disposal of urine, blood etc. can be done through disposal in Disabled toilet; yellow bags
- **See also guidance on Infection control and controlling hazardous substances in First Aid and Incident Policy in line with guidance with Health and Safety Policy**

Emergency Procedures

Rachel Quick (or her designated deputy) and Vice Principal, Rob Speck, will be responsible for carrying out emergency procedures in the event of need.

- A member of staff will always accompany a child taken to hospital by ambulance and will stay until the parent arrives (nominated by Rachel Quick or her designated deputy)
- Health professionals are responsible for any decisions on medical treatment when parents are not available.
- Staff should never take children to hospital in their own car unless it is clear that any paramedic is unable to attend – or ambulance service is unable to attend.
- As it is safer to call an ambulance, this will be called to transport children to hospital.
- The school may be informed that instead of an ambulance that a local health professional will offer emergency cover.

Individual health care plans should include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency – these will accompany children to hospital.

In all cases where, following the administration of medication, there are concerns regarding the reaction of the child, medical advice must be sought immediately.

Where a child's case makes it necessary, emergency supplies of drugs will be stored in the establishment, but only on a single dose, named patient, basis. In these cases specific training on how and when to administer will be sought from relevant health professionals –e.g. Epipens

The review and monitoring of individual long term cases, and the necessary liaison with General Practitioners, will be undertaken by the Consultant Community Paediatrician.



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It is stressed that the arrangements described in this document relate only to situations where there is an explicit request by the parents. **In no circumstances should school staff administer prescribed medication on their own initiative.**

Further Advice and Assistance

Further advice and assistance can be sought from the Children's Services Health and Safety Adviser on 01603 223470 or 01603 223989 or Consultant Community Paediatricians in each locality as appropriate.



Annexe 1: Guidance on the Care and Management of Children with Complex Health Needs

Introduction

This guidance concerns procedures for the management and care of children with significant and complex health needs.

The term 'complex health needs' includes those children:

- Whose clinical well being changes significantly from day to day
- Who need many hours of care each day; and
- For whom there is a daily risk of a life threatening event

Healthcare professionals will identify such children.

Procedures associated with the above include:

- Invasive procedures, including augmentative feeding (nasogastric tubes, gastrostomy, other 'ostomies' including tracheostomy, ileostomy, colostomy and urinary catheters)
- Regular medication to be given during the school day other than inhalers, antibiotics and medication for epilepsy
- Oxygen supplementation
- Management of emergencies likely to require hospital admission such as:
 - diabetes mellitus
 - allergy
 - asthma
 - seizures
 - anaphylaxis

A significant health need may include feeding or toileting.

There is an important difference between the **management of first aid** within school and the management of medical emergencies.

Procedures

The school will ensure that suitable and secure arrangements are provided for the storage of medication, particularly where manufacturers' instructions require that it is stored in a temperature controlled environment, e.g. refrigerated.

Healthcare Plans

An Individual Healthcare Plan must be maintained for every child with complex health needs. Less detailed plans will also be required for other learners where there has been a parental request for medication to be administered.

Healthcare Plans for children with complex health needs will be initiated by the responsible healthcare professional.

Plans should be agreed by the responsible healthcare professional, the Principal and parents/persons with parental responsibility, prior to the admission of a learner to a school/establishment or whenever a change is made to an existing plan. Healthcare Plans should be



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signed to indicate acceptance by all parties.

Proformas for use with children with significant and complex healthcare needs are available and include:

- Request for a School/Establishment to Administer Medication (Form MED 1)
- Healthcare Plan for a Child with Complex Health Needs (Form MED 2)
- Healthcare Procedures Sheet - To be completed for a child with Complex Health Needs (Form MED 3)
- Checklist for Administration of Rectal Diazepam in Epilepsy and Febrile Convulsions for Non-Medical/Non Nursing Staff (Form MED 4)
- Record of Medication Administered (Form M/R 1)
- Record of Use of Rectal Diazepam (Form M/R 2)
- Record of Staff Medical Training (Form M/R 3)

The Principal is responsible for the health and safety of staff and learners. They must ensure that appropriate training, as required to support Healthcare Plans, is given prior to the admission of a child with complex health needs. Training must also be provided if needs change and new procedures are introduced.

The Principal will ensure that parents/carers understand their responsibility to inform the school of any changes in the learner's care needs as soon as these occur.

Where practicable, the Principal should allow young people to be offered a carer of their own gender for all intimate special care.

It is advisable for school staff to work in pairs when carrying out intimate invasive procedures.

Role of the School Nursing Service

A Nurse will be available to give advice and to monitor Healthcare plans for those with complex and significant healthcare needs. The nurse will not be expected to be on school premises at all times.

The Nurse, or other appropriate healthcare professionals, will be responsible for the training of school/establishment staff.

In some circumstances a qualified health professional may be employed to monitor, assist and advise in the management of children with complex needs. This will usually be the case when a significant number of children with such needs are attending the same establishment.

Staffing

Support staff will normally be employed to meet the daily healthcare needs of children whilst in schools or other settings. They will not be asked to undertake procedures that would not ordinarily be carried out by the parent or carer. They will be provided with appropriate training and the guidance of a Healthcare Plan.

No member of staff will be required to administer medicines or undertake invasive procedures if it is not in their existing contract. Such duties will be voluntary although the Principal may appoint staff specifically for this purpose.



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Staff employed to meet children's healthcare needs must be familiar with the establishment's procedures for the administration of medicines.

Where a member of staff notices any significant emotional, medical or physiological change to a learner in their care, this should be communicated immediately to the Principal, or designated member of staff, who will take appropriate action. This action should be recorded on the child's medical file.

Insurance

All staff working in the Wherry school are covered in respect of public liability insurance while they are acting on behalf of the School. This includes any duties that are undertaken to support a healthcare plan.



School Statement Regarding Children with Diabetes – adapted from LA Guidelines Appendix 1 - Learners with Diabetes in Norfolk Schools: General Guidelines for Staff

‘We believe that all children and young people have the right to be healthy, happy and safe; to be loved, valued and respected; and to have high aspirations for their future.’

It is important that children and young people with diabetes are properly supported in our schools. Over 15,000 children of school age in the UK have diabetes. Life expectancy is improved and the risk of significant long-term complications reduced when a strict routine of medical treatment and self care is followed. This guidance gives general information, and details sources of further information.

Learners with diabetes have rights under the Disability Discrimination legislation. They cannot be treated less favourably than their non-disabled peers in admissions, exclusions and access to education and associated services. For example a child with diabetes cannot be excluded from a school visit or sports activity for a reason directly related to their diabetes, refused admission to a school, or excluded because of their condition.

The new Disability Equality duties (DDA) require schools to promote equality of opportunity between disabled persons and other persons, promote positive attitudes towards disabled persons, and take steps to take account of disabled persons’ disabilities even where that involves treating disabled people more favourably than their non-disabled peers. Your school Disability Equality Scheme may well include plans to improve equality for both learners and staff with diabetes.

For information and advice about individual children, schools should always consult with the family and the diabetes support team. The child’s diabetes specialist nurse will be an important contact and can advise the school on specific cases.

What is Diabetes?

Diabetes is a condition in which the amount of glucose in the blood cannot be controlled due to the auto immune destruction of special cells within the pancreas.

All the food we eat is broken down into glucose. Glucose passes via the gut out into the bloodstream. If you do not have diabetes your body will release the hormone insulin in exactly the right amount at the same time as the glucose releases into the bloodstream. If you do have diabetes, both the production of insulin, and the regulation of how much glucose is available in the bloodstream, fails.

The aim of the treatment for diabetes is to keep the blood glucose levels close to the normal range so that it is neither too high (hyperglycaemia) nor too low (hypoglycaemia, also known as a hypo).

Most children with diabetes will have Type 1 diabetes. Their pancreas does not produce insulin so they will need insulin injections to regulate their blood sugar levels.

Treating Diabetes

Insulin has to be injected, and most children with diabetes will need several injections every day. While some injections will be given out of school hours, it is increasingly likely that learners will require one or more injections during the school day.



Blood Glucose Monitoring

Most children with diabetes will need to test their blood sugar levels during school time. This is vital to the management of the condition and must be facilitated. Blood glucose testing involves pricking the finger, using a special device, and placing a small drop of blood onto a reagent strip. The level is displayed on a small

electronic meter. The procedure takes as little as a minute to complete. Schools will endeavour to provide privacy for the child to carry out this procedure (if the learner desires it) though that need not be out of the classroom.

Staff may need to oversee the blood glucose test and help a young child to interpret the reading. If a child has low blood glucose level (hypo) they may also interpret the reading incorrectly, or need assistance inserting the testing strip etc.

There are no exposed sharps that could pose a danger to other learners in a blood glucose testing kit, though it is important to discuss the safe use and disposal of equipment in the classroom.

Insulin Injections

The Diabetes team is happy to discuss safe procedures if there are concerns. In most cases the equipment will be an insulin 'pen' rather than a syringe. Learners usually administer the insulin injection themselves, however younger children may need the dose 'double checked' by staff prior to injection.

When required - **Staff training, support and information is available from the Diabetes or School Nursing Team in your area.**

Diet

A balanced diet is just as important for children with diabetes as all other children. A regular intake of starchy carbohydrate foods is important to keep the blood glucose levels within the normal range. Meals and snacks will need to be eaten at regular intervals, usually at normal school break and lunchtimes. However, there may be occasions when a snack or dextrose will need to be taken during lesson times. Learners should feel that they are able to ask to eat during lesson time if they need to do so, without fear of reprisal.

It is important to know the times the child needs to eat and make sure that they keep to these times. Staff must allow the learner to attend first sitting of lunch for example. Children should eat all of their lunch to prevent a hypo occurring.

Spare food for the support of the child is kept in the fridge.

Hypoglycaemia (Hypo)

Hypoglycaemia is the most common short-term complication in diabetes and occurs when blood sugar levels fall too low. Hypos are most likely to happen before meals and during or after exercise.

It is important to understand that a hypo cannot be predicted. It is a physiological response that can happen very suddenly and without warning. It is during a hypoglycaemic episode that adult support is most likely to be required and there is a need for awareness and training for all staff.



This can happen as a result of:

- Too much insulin
- Not enough food to fuel an activity
- Too little food at any stage of the day
- A missed meal, or delayed meal or snack
- Cold weather
- The child vomiting
- Hormonal development (particularly menstruation)
- Growth
- Emotional changes – exam stress, peer pressures etc.

Most children will have warning signs that will alert them, or people around them, to a hypo. However, some children will have no hypo awareness at all and can be completely unaware of their deteriorating state. It is vital to encourage learners displaying symptoms to test their blood glucose levels.

The warning signs can include:

- Hunger
- Sweating
- Drowsiness
- Glazed eyes
- Pallor
- Trembling or shakiness
- Headache
- Lack of concentration
- Mood changes, especially angry or aggressive behaviour

The symptoms can be different for every child and it important to get information from the child and the parents about each individual.

It is vital that a hypo is treated quickly. If left untreated, the blood sugar level could fall so low that the child can become unconscious. A learner should never be left alone during a hypo, nor be sent off to get food to treat it. Sending a learner to the school office alone, for example, is not appropriate. Recovery treatment must be brought to the child.

Most children will know when they are going hypo and will be able to take appropriate action themselves. Learners with diabetes will usually have a snack in their school bag and an emergency kit box kept in school (often in the school office or MI room). The emergency kit box should contain snacks, a sugary drink and dextrose tablets. It is the family's responsibility to keep that box stocked. If the child is becoming very drowsy, providing they are still able to swallow, you can offer a sugary drink (non-diet). If they are reluctant to drink, massage a glucose gel, honey or jam, into the inside of their cheek. The glucose will be absorbed through the lining of the mouth, or swallowed and they will recover.

Having some starchy food on recovery is important to prevent blood glucose levels falling again – foodstuffs to support diabetic children are found in the fridge.

In the unlikely event of a child losing consciousness, do not give them anything by mouth. Place them in the recovery position and call an ambulance informing them that the child has diabetes.

All learners with diabetes should have a Health Care Plan in place and all staff should be made aware



of it.

Physical Activity

Diabetes should not stop children with the condition from enjoying any kind of physical activity or being selected to represent the school and other teams, providing they have made some simple preparations.

If a child does not eat enough before starting an activity, their blood sugar level could fall too low and cause a hypo. The more strenuous and prolonged the activity, the more food will be needed beforehand, and possibly during and afterwards. A snack whilst preparing for the exercise may be appropriate.

Many learners with diabetes will have a sports drink prior to activities.

While it is important to keep an eye on all children, the child with diabetes should not be singled out for special attention as this can lead to embarrassment.

Other Considerations

If a child is unwell their blood glucose levels may rise. This can cause them to become very thirsty and to need to go to the loo more frequently. If staff notice this they should report it to the parents.

If a child vomits at school contact the parents and support the child to monitor their blood glucose level.

Day visits out of school should not cause any real problems, as the routine should be very similar to that at school. The child with diabetes should take their insulin and injection kit with them, in case of any delays over their usual injection time. They should have some starchy food with them to eat after the injection. It is a good idea for parents to provide extra snacks in case of delay in returning home. The usual supply box should also be taken as back up.

On residential visits the child's routine will include insulin injections and blood glucose monitoring. If the learner is not able to do their own injections then there will need to be a member of staff willing to take responsibility for their medical care. Staff volunteering to administer medicines can receive training and support from Health colleagues.

Overnight assistance may be required to check blood glucose levels do not fall too low, and to assist learners with snacks during the night should this occur.

If a school visit involves travel outside of the UK it is important to check that travel insurance covers pre-existing conditions, in case of a medical emergency. Diabetes UK produces guides for a number of countries giving information about local foods, translations of useful phrases and diabetes care. It may be useful for the learner to carry an emergency identity card.

As with all educational visits it is important to discuss planning with the learner's parents to ensure all Health needs are met.

Staff Administering Medication

Anyone caring for children, including teachers and other school staff have a common law duty of care to act like any reasonably prudent parent. Staff will need to make sure that children are healthy



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and safe. In some circumstances, (for example, a child with diabetes) the duty of care could extend to administering medication and/or taking action in an emergency. This duty extends to staff leading activities taking place away from the school site such as outings, residential visits or field trips.

There is no legal or contractual duty on staff to administer medication or supervise a child taking it. However, any member of staff who agrees to take responsibility for administering or supervising the administration of medication should have appropriate training and guidance. Staff should be reassured that they would be covered by relevant employers insurance should the need arise.

The Advisory Service provides regular courses raising awareness of common medical conditions including asthma, epilepsy and diabetes. And medical professionals will support schools in preparing Health Care Plans for individual learners.

The Special Educational Needs and Disability Act requires reasonable adjustments to be made to prevent the less favourable treatment of disabled learners. Diabetes is a disability within the definition of the Act and learners cannot be discriminated against. The responsible body (the Governing body in maintained schools) would need to justify their reasons if they were to fail to make reasonable adjustments for a learner with diabetes.

The duties of SENDA are anticipatory and include planning for the admission of a learner with medical needs. Your school access plan might include the intention to recruit staff with medical experience and/or train staff to meet the needs of prospective learners with diabetes and other medical conditions. Your Disability Equality Scheme may address specific issues around people with diabetes.

Many schools are ensuring that support staff have specific duties to provide medical assistance as part of their contract. Support staff with medical experience can be a valuable addition to any school, benefiting both disabled and non-disabled learners.

The employer is responsible under the Health and Safety at Work Act , for making sure that a school has a Health and Safety Policy. This should include procedures for supporting learners with medical needs, including managing medication. It is important that all school policies and procedures do not discriminate against disabled learners.

Further guidance:

* Managing Medicines Guidance in Schools and Early Years Settings'.

* Children with Diabetes at school and other useful information available to download from [the Diabetes UK website](#).

* Your School Nursing Team/Specialist Diabetes Paediatric Team

See also specialist advice for child with epilepsy – (as required)

See Forms relating to medical support below:



Form A: individual healthcare plan

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

Family Contact Information

Name	
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	
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Administration of Medicines Policy

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

Form copied to



Form B: Parental agreement for The Wherry School staff to administer medicine

The school will not give your child medicine unless you complete and sign this form in line with the agreed information within the school administration of medicines policy, with Supporting Pupils with Medical Needs.

Date for review to be initiated by	
Name of school/setting	
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

Contact Details

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



Administration of Medicines Policy

Agreement:

The information, overleaf, 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.

Signature(s)

Date



Form C: record of medicine administered to an individual child

Name of school/setting	The Wherry School, Norwich
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			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



Supporting Learners with Medical Conditions incorporating Administration of Medicines Policy

Form E: staff training record – administration of medicines

Name of school/setting	The Wherry School, Norwich
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [.....] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [.....].

Trainer’s signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date



Supporting Learners with Medical Conditions incorporating Administration of Medicines Policy

Form F: 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. your telephone number	School telephone: School Mobile: 07557196745
2. your name	
3. your location as follows 4.	School Address: 280, Hall Road, Norwich,
5. state what the postcode is	NR1 2GB
6. provide the exact location of the patient within the school setting	State where in school – room number may be appropriate
7. provide the name of the child and a brief description of their symptoms 8.	
9. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient	
10. put a completed copy of this form by the phone	Main office/reception area



Supporting Learners with Medical Conditions incorporating Administration of Medicines Policy

Form G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

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