



Malbank School & Sixth Form College

Medical Needs and Administration of Medication Policy

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Malbank School and Sixth Form College

Medical Needs and Administration of Medication Policy.

Some students have a history of medical problems. In most cases pupils will be able to attend school and participate in educational activities. It may be necessary to make reasonable adjustments to facilitate this. If students have any medical problems staff are made aware of this. This includes teaching and support staff. The pastoral team work with Health professionals to ensure that care plans are devised and shared. Care plans are displayed in the staffroom and copies shared with staff as appropriate.

1. Medical Concerns

There are a small number of students who suffer from allergies. This is recorded on SIMS and may include allergies that could lead to anaphylactic shock or other specific conditions. As well as being recorded on SIMS, which can be accessed by all staff, the information is displayed in the staffroom. Other medical conditions, such as Asthma or diabetes are also recorded on SIMS and care plans shared if appropriate. The care plans will contain information on the pupil's condition, special requirements, medication, possible side effects of medication, what action to take in an emergency and the role that staff can play.

The School Nurse team hold annual EPIPEN training for staff and the Diabetic team train staff on the treatment of individual pupils as necessary.

Training is also provided annually on Asthma and Diabetes. See appendix B for advice on Asthma, Epilepsy, Diabetes and Anaphylaxis.

2. School Trips

The school considers what reasonable adjustments we may need to make to enable pupils with medical needs to participate fully and safely in school visits. Before any pupil is allowed to participate in an organised activity the MN1A form must be completed. The information provided forms part of the risk assessment in line with LA policy. Trip leaders ensure that there is an appropriately trained member of staff accompanying any trip where there is a pupil with a medical condition and that arrangements are made for taking any necessary medication. A copy of the care plan is available during the visit.

3. Illness

When a student complains of feeling ill they are be assessed by a member of staff and an appropriate course of action is agreed upon. If a pupil needs to be sent home, they must report to Student Services. The staff in Student Services will contact home and organise for their collection. If there is a concern about a pupil's attendance record, the main office will liaise with the appropriate Key Stage team, prior to making a call to parents.

4. Minor Accidents

In the case of minor accidents, students are attended to by their class teacher or member of staff on duty during break and lunch. The pupil is seen by a trained first aider who will record details of the incident and what action was taken. Parents are contacted.

5. Accidents

In the case of a more serious accident or illness the priority is to ensure that the pupil involved is safe and the welfare of the pupil is the primary concern. A qualified first aider is sent for immediately and the advice and support of other health professionals called for, as necessary. If a pupil is sent to hospital a member of staff remains with the pupil until a parent or carer arrives. This may mean accompanying a pupil in an ambulance.

The incident is recorded in school, and also recorded on the PRIME system.

6. First Aiders

There are a number of qualified first aiders working at **Malbank School and Sixth Form College**. These are;

Name	Where they are based in school
Vicki Denny	Student Services
Hayley Dickinson	Student Services
Sarah Stewart	Reception
Carla Brizell	Student services
Laura Kirk-Bradshaw	KS5 pastoral team
Wayne Clough	Site
Wayne Newton	Site
Alan Killalee	PE
Nicki Hemmings	Student Services
Tina Baker	Red Coat
Graham Stubbs	Science
Jordanne Woods	KS4 Office
Mariana Ambrus	Site
Joanne Heath	Middy/Cleaner
Janet Erlam	Cleaner
Andrew Terry	Maths
Stewart Cope	Music
Sally Handley	LSA/Forest School
Louise Cracknell	Head's PA/HR
Hollie Boatman	Reprographics

7. Administration of Medication in School

A few students, whilst fit to attend school, may require medication during school hours. In addition, it may be necessary for children with long term complaints or chronic illness such as asthma or diabetes to receive medication. The following policy is designed to give direction as to the procedures and arrangements which should be observed when dealing with this subject.

8. Parent /Carer's Responsibility

The parent / carer has the prime responsibility for their child's health and is required to supply the school with information about their child's medical condition. Wherever possible the parent/carer should make arrangements to administer medicines at home. However, when a student needs to take medication at school a written consent form provided by the school must be completed in advance by the parent/ carer authorising the school personnel to administer the medication (Appendix A). Medicines will not be administered by school personnel if all sections of the form are not completed. A note from a health professional should also be provided to explain that it is necessary for medication to be administered during school hours.

Prescriptive medication must be brought into school in the original labelled container as dispensed by a pharmacist and include the prescriber's instructions for administration. The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions. Where medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents / carer must ensure that this is done.

Over the counter medicines must also be brought in their original container / package and placed inside a sealed container clearly showing the student's name and dosage to be given. Details of any possible side effects should be clearly stated. A "request for the school to give medication form" must be completed prior to administration of medication by school personnel.

No persons under the age of 16 will be given aspirin or medications containing ibuprofen unless prescribed by the doctor and requested by the parents / carer.

Herbal, holistic, homeopathic and/or natural products will not be administered by the school.

Any medicines stored in school will be kept in an individual student locker outside the school medical room. Students should report to student services to be able to access medication.

It is the responsibility of parents / carers to maintain adequate supplies.

The parent / carer must collect any medications from school either when the student is no longer taking that particular medication or at the end of the school year. If the

medicines are not collected within one month of the above, medicines will be safely destroyed.

It is important that a parent / carer provides an up-to-date record of home and work contact numbers in case of emergency.

9. School's Responsibility

The day-to-day administration of medicines is delegated to fully trained first aid personnel in Student Services. Medication will only be given once the parental consent form has been completed; consent forms will then be stored with the medication. If a student refuses to take the medicine staff will not force them to do so but will note this in the records and inform the parent / carer.

Staff will ensure that the container in which the medicine is held is clearly labelled with the name of the student, name and dosage of medicine and the frequency of administration. Medication will be stored in individual lockers outside the medical room. Access to the medicine will only be allowed in the presence of a fully trained first aid member of school personnel unless the parent / carer determines that the student is able to administer independently for example students who are diabetic or asthmatic.

10. Non- Prescribed Medicines (e.g., Paracetamol)

Staff should never give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents and accompanied by a doctor's (or Health Professional's) note for medicine to be administered during school hours. For example: if a young person suffers from frequent or acute pain the parents should be encouraged to refer the matter to their GP.

The exception to this is paracetamol. On some occasions, administration of paracetamol may mean that a student is able to stay in school which will have a positive impact on learning and well-being. If paracetamol is to be administered in school the following must take place:

- Parents' permission must be sought and logged on the administration of paracetamol log (See Appendix). The permission can be given verbally.
- Prior to administration, the student services team must ensure that the log has been checked and the student has not had paracetamol administered with a 4-to-6-hour time frame.
- The school's supply of paracetamol must be used which is kept in a locked storage facility within student services.
- Paracetamol must only be administered by Student Services.
- Full details of dose, time and students name must be recorded on the administration of paracetamol log.

- Parent/carer to be sent message via SIMS app to inform them of the time and quantity of the dose
- Use of paracetamol will be monitored and the letters in the appendix sent as appropriate

Medication needed for emergency situations will be readily accessible. Inhalers should be carried by students wherever possible; a spare inhaler may be stored in school and should be clearly marked with the student's name.

The school nurse will, in conjunction with the students put together the health care plan. This will be kept in the staff room.

The school will support and encourage students, who are able, to take responsibility to manage their own medicines.

A record of all medicines administered to all students by school personnel will be held in Student Services.

Medicines will be stored in accordance with the product instructions and in the original container in which dispensed. These will be kept either as described above in individual lockers or were necessary in a sealed container in the fridge in the print room.

During Educational visits involving a residential or overnight stay (when a parent / carer is unlikely to be available to administer pain / flu relief to their child) an appropriate pain / flu relief may be administered so long as the parent has given consent and specified the medicine on the parent / carer consent on an educational visit form which is available from the school. No persons under the age of 16 will be given aspirin or medications containing ibuprofen unless prescribed by the doctor and consent given by the parent / carer.

Signed:

Headteacher _____

Chair of Governors _____

Date -----

Appendix - Administration of paracetamol log

Date	Student Name	Form	Consent	Batch Number	Time	Amount	Reason	Email sent home	Any notes

Message 1: 5 separate instances of paracetamol being given/requested.

Dear Parent/Carer,

I am writing to inform you about a matter concerning your son/daughter, [Student's Name], that has been raised through our Student Services department.

Over the past [time period], [Student's Name] has made multiple visits to Student Services to request paracetamol. While we always aim to support our students' well-being, repeated visits for medication have triggered an internal protocol to report this to you, as part of our commitment to ensuring that all students are healthy and well-supported during their time at school.

We recommend that you monitor [Student's Name]'s health and well-being at home and consider whether there may be any underlying health concerns. If your child is experiencing ongoing or frequent discomfort, it may be helpful to consult with your family doctor or healthcare provider for further guidance.

We also encourage all students to maintain healthy habits, such as staying hydrated, eating well-balanced meals, getting adequate sleep, and managing stress. If there are any concerns or if you need additional support, please don't hesitate to contact us or seek advice from a medical professional.

Please do not hesitate to reach out to us, via the relevant Key stage office, if you would like to discuss this further or if you have any concerns regarding your child's health and well-being at school.

Thank you for your attention to this matter. We appreciate your support in ensuring that [Student's Name] remains healthy and happy during their time at school.

Yours sincerely,

Julie Machin

Assistant Headteacher

Senior Attendance champion

Message 2: 10 (5 more) separate instances of paracetamol being given/requested.

Dear Parent/Carer,

I hope this letter finds you well. I am writing to follow up on a previous communication regarding your son/daughter, [Student's Name]. As noted in our earlier letter dated [date of first letter], [Student's Name] had made several visits to Student Services to request paracetamol. Unfortunately, we have now observed a further increase in the frequency of these visits, which has prompted us to again contact you as part of our internal protocols.

While we understand that students occasionally need medication, the continued need for paracetamol raises concerns about your child's overall well-being. We strongly encourage you to monitor [Student's Name]'s health and seek advice from your family doctor or healthcare provider to ensure that there are no underlying health issues that need addressing.

In addition, we advise promoting healthy lifestyle choices, including proper hydration, balanced meals, regular sleep, and stress management, as these factors can contribute to general well-being. If [Student's Name] continues to experience discomfort, please do not hesitate to seek professional medical advice.

We are here to support both you and your child, so if you would like to discuss this matter further or have any concerns, please feel free to contact us via the relevant Key stage office.

Thank you for your attention to this issue, and we look forward to working together to ensure [Student's Name] stays healthy and supported.

Yours sincerely,
Julie Machin

Assistant Headteacher

Senior Attendance champion