

These guidelines are written to ensure that pupils at Saxon Wood School receive their medications and/or nursing care effectively and safely.

These guidelines take into consideration Section 100 of The Children and Families Act 2014 which places a duty on the governing body to make arrangements for supporting children at their premises with medical conditions. The DFE have produced statutory guidance 'Supporting Pupils with Medical Conditions (September 2014) and we will have regard to this guidance when meeting this requirement.

At Saxon Wood we have a full time NHS Associate Practitioner. She is lined managed by a full time nurse based at a nearby special school.

At Saxon Wood we endeavour to involve a wide range of NHS and other professionals in meeting the needs of children in our care. When dealing with complex medical needs our Associate Practitioner will liaise with the community health team and other professionals as required to ensure robust health plans are in place. When necessary she will liaise with her line manager and the community health team.

Parents are a crucial member of the process and confidentiality is maintained throughout by school and other professionals.

Medication

All regular medication requires a signed consent from parents. The form will be supplied by the Associate Practitioner and must be signed within the last 12 months to be valid.

Oral Medications

Pupils will receive oral medications at times agreed with parents. This will usually coincide with school break and lunch times. Pupils will be given oral medications in a way appropriate to them (e.g. by syringe or spoon or with food). The School's Associate Practitioner will give these unless:

- Pupil is off site (medication will be dispensed to class staff)
- Associate Practitioner is off site (medication will be dispensed to class staff).

In the case of emergency

- School staff should only be required to dispense medication in an emergency at school, for instance if the Associate Practitioner is absent and a suitably qualified staff nurse is not available

- Two trained members of school staff should be involved in dispensing medication and signing the pupil's medication chart
- If pupils refuse medication or any medical procedures the parents must be informed immediately and if necessary the emergency services contacted.

Medication sent in by parents

Only paracetamol can be given without a prescription label. All other medications must have a prescription label. Any changes to prescribed medications can only be actioned when written confirmation from a consultant is received.

- Parents should provide their child's medication in a container with the prescription label attached or a non prescription medicine in a named container with directions and write in the home book to say their child has medication
- Medication brought into school should be sent to the Associate Practitioner for safe keeping.

Pupils off site

- Staff off site are responsible for administering medication dispensed by the School Associate Practitioner
- When pupils are going off site a member of the class team signs the medication book to say the medication has been received. The Associate Practitioner signs it on return to school
- The person responsible for receiving the medication from the Associate Practitioner should be the person responsible for checking that it has been administered
- If medication is not administered the Associate Practitioner needs to be informed.
- Medication administered should be signed for by the staff member, this form will be provided and returned to the Associate Practitioner

Rectal Diazepam and Buccal Midazolam

- Rectal Diazepam or Buccal Midazolam will be administered as agreed with the child's paediatrician and parents following appropriate criteria for intervention (e.g. give after seizure of 5 minutes). This will be given by the Associate Practitioner or a member of the class team under her supervision
- If the School Associate Practitioner is off site or the pupil is off site with school staff, the medication will be administered by staff trained to do so. Annual update training is required to enable staff to do this.

Paracetamol

- The Associate Practitioner will give Paracetamol as agreed with parents if a pupil is unwell. If the Associate Practitioner is off site a member of the class team will contact parents to ask if Paracetamol can be given. If Paracetamol is to be administered before 12.30pm it is important to contact parents to ascertain whether it has been administered at home that day, before school.

Gastrostomies/tracheostomies

- Gastrostomy feeds are provided by parents and given as agreed, by trained educational staff. Staff will be trained to provide support for tracheostomies as detailed in the pupil's care plan.

Home/School Books

- Class staff should draw the Associate Practitioner's attention to any medical information in home/school books.

Pupils who are unwell in school

- Parents should be discouraged from sending pupils into school if they are unwell
- If the class teacher has concerns about a pupil's deteriorating general health she should inform the Associate Practitioner. If there is still concern the Associate Practitioner will contact the parents to advise them of their child's condition. If the Associate Practitioner and parents decide it is appropriate for the pupil to go home she will inform the Head Teacher, Class Teacher and office staff
- If the Associate Practitioner is absent a senior member of the class team will inform staff as above
- Pupils who are unwell in school may be kept in class until their parents collect them or they may be looked after by the Associate Practitioner.

Life threatening conditions

- Pupils who have life threatening conditions will have individual care plans drawn up by Associate Practitioner, class staff and parents.
- Care plans will:
 - Give details of what to do in an emergency situation. This will include what emergency action to take and whom to inform
 - Be reviewed regularly and any appropriate changes made
 - Be held by health staff, education staff and parents.

Training

- The Associate Practitioner will arrange training for class staff in all procedures appropriate for their new class at the beginning of the Autumn Term and update as appropriate on individual pupils. This will include:
 - administration of Rectal Diazepam and Buccal Midazolam
 - gastrostomy feeding/medication
 - dispensing medication.
- Records of staff training will be held by the Associate Practitioner and a copy maintained within school.
- It is the parent's responsibility to dispose of their child's medication. All expired medications or medication no longer administered in school will be sent home. A

note in the home/school book will inform parents of this along with a phone call if necessary.

Review Date

These guidelines are due for review in 2020 or sooner if appropriate.

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