



Sherwood Foundation School  
Sherwood Park Campus  
Sherwood Hill Campus  
Sherwood Manor Campus

# SUPPORTING STUDENTS WITH MEDICAL NEEDS AND ADMINISTRATION OF MEDICINES POLICY

Policy Name	Supporting Students with Medical Needs and Administration of Medicines Policy
Date of Issue	September 2025
DFE Guidance (statutory or recommended)	Statutory
Description Content	Policy to support the management of medicines and medical care for students with medical needs
Reviewing Body	Reviewing body - Governors Responsibility for review - Senior Leader for Well-being
Assigned Reviewing Period	Annually
Date of Next Review	End of Spring Term 2025-2026 <i>(Note: This policy will remain in force until an updated policy has been approved)</i>

Version Number	Review Date	Amendment Details
Version 1.1	10/11/22	Paragraph added for children who cannot attend school
Version 1.2	11/05/23	Feeding, dysphagia and risk feeding policy added. Postural management policy added

## **SHERWOOD PARK SCHOOL**

### **Supporting Students with Medical Need and Administration of Medicines Policy**

#### **Table of Contents:**

Overview (Including Our Philosophy)	5
Our Principles	6
Our Procedures	6
Training of Staff	6
Understanding Medical Conditions	7
Learners who are Unwell During the School Day	8
Emergency Procedures	8
Individual Health Care Plans	8
The Administration of Medication	9
Transporting of Medication	10
Procedures for Receiving and Storing Medication	10
Medication Consent Forms	10
Medication Record Forms	11
Administration of Medicine	11
Medication Errors	12
Medication on School Outings	12
Non Prescription Medicines/ Over the counter (OTC)	12
Calpol (Liquid Paracetamol)	13
Use of Food Supplements	13
Emergency Medication	13
Buccal Midazolam	13
Borderline Substances	14
Record Keeping and Documentation	14
Support for Children who Cannot Attend School	15
Responsibilities	15
Governing Body	15
Senior Leadership	15
Teaching and Therapy Staff	16
All Staff	16
Specialist School Nursing Team	16
Individual doctors and specialist healthcare professionals	16
Emergency care service personnel in this area	16
The CYP	17
The parents of a CYP at this school	17
Staff Indemnity	17
Performance Monitoring	18
Legal Duties and Relevant Guidance	18
References	18

Appendices	20
Enteral feeding Policy	20
Feeding, Dysphagia and Feeding with Acknowledged Risk Policy	22
Supporting	25
Epilepsy Policy	26
Asthma Policy	28
Allergy/Anaphylaxis (Epipen) Policy	29
Diabetes Policy	30
Procedures for Oral Suction	31

## **Overview (Including Our Philosophy)**

This policy must be published and circulated to parents and staff at least once a year. This policy should be seen within the context our approach to special educational needs and should be read in conjunction with the School's:

- Special Educational Needs (SEN) policy
- Well-being - Behaviour Policy
- Health and Safety Policy
- Attendance / Guidelines for returning to school following hospitalisation Policy
- Ethos, Framework and Pathways for Learning Document
- Intimate Care Policy
- Individual Health Care Plans
- Individual Risk Assessments
- Manual Handling & Positioning Plans

Sherwood Park School is an inclusive community that supports and welcomes children and young people (CYP) with complex medical needs. We are committed to ensuring that all CYP with medical conditions, in terms of both physical and mental health, are properly supported at Sherwood Park School so that they can play a full and active role in school life, remain healthy and achieve aspirational outcomes in their wellbeing, communication, independence and functional academic progress.

At Sherwood Park School we aim to work closely with our health and nursing colleagues in order that we can:

- Ensure that all staff understand that medical conditions should not be a barrier to learning.
- Provide all learners with all medical conditions the same opportunities as others at school.
- Ensure that all staff understand their duty of care to CYP with medical conditions across in all activities, including in the event of an emergency.
- Ensure that all staff feel confident in knowing what to do to support CYP effectively with their day to day medical needs as well as in an emergency
- Safeguard against accidents arising from the transport, storage and administration of medicines.
- To protect the staff and the school in case of errors.
- To avoid unnecessary exclusion of any pupil who is fit for school but who is completing a course of treatment.
- To help those pupils with longer term conditions to take appropriate medicines so they can take as full a part as possible in all school activities.

Within this policy the following terminology and definitions are being used:

- SSN (a member of the Special Schools Nursing Team)
- CA (externally funded Care Assistant)
- Member of teaching staff (those employed by Sherwood Park School)
- Medicine - A medicine is defined as any substance used, usually internally, for the treatment or prevention of disease or medical conditions

- Medical Care - Medical care may include the need to help a CYP with the administration of medications, a CYP requiring tube feeding (gastrostomy)
- The term parent implies any person or body with parental responsibility including a foster parent. Carer, guardian or local authority.

## **Our Principles**

Sherwood Park School's medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings. We have a team of health professionals including Special Schools Nurses (SSN) within our school at all times (Sherwood Park Campus), with support given to the Sherwood Hill Campus by this team.

We intend to ensure that:

- This medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation
- All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Sherwood Park School
- All staff understand and are trained in the school's general emergency procedures
- Sherwood Park School has clear guidance on the administration of medication at school
- All staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks
- Sherwood Park School:
  - o Has clear guidance on the storage of medication at school
  - o Has clear guidance about record keeping
  - o Ensure that the whole school environment is inclusive and favourable to pupils with medical conditions
- Ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities
- Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy
- The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year

## **Our Procedures**

### **Training of Staff**

The Sherwood Park medical conditions policy is supported by a clear communication plan for staff, parents, governors and other key stakeholders to ensure its full implementation

As part of the school's commitment to continuing professional development, the SSN and Community Nurses (CN) offer training regarding the medical conditions relevant to the CYP at Sherwood Park School and the implications that staff need to be aware of in the day to day management of the learners. Staff training is also provided in administering medication (SSS training online), Rectal Diazepam, Buccal Midazolam and Epipens, depending on the needs of the current pupils. Staff based at the Sherwood Hill Campus have been trained in best practise in relation to the administering of medication by the attached school nurse.

- Our CYP are at the centre of their health care plan and wherever possible will be involved in communication about this. Learners are informed about their own health needs and reminded about the medical conditions policy as appropriate:
  - o in personal, social and health education (PSHE) classes
  - o through their own healthcare plans, all about me profiles
- Parents are informed and regularly reminded about the medical conditions policy:
  - o by including the policy on the school's website
  - o when meeting with the SSN and through communication sent out about Healthcare Plans
  - o when their CYP is enrolled as a new learner
  - o Through school-wide communication about results of the monitoring and evaluation of the policy
  - o Communication updates and reminders via the school newsletter and letters home from both school and NHS staff
- School staff are informed and regularly reminded about the medical conditions policy:
  - o through Healthcare Plans which, once written by the SSN and agreed with parents, are shared with school staff
  - o at scheduled medical conditions training where appropriate
  - o all supply and temporary staff are informed of the policy and their responsibilities via their line manager for the day
- SSN & health funded Health and/or joint funded CA are informed and regularly reminded about the school's medical conditions policy:
  - o through the school's policy which is reviewed annually and shared at the first staff meeting of the school year
  - o through communication about results of the monitoring and evaluation of the policy
- Governors agree the policy and review it annually
- All other external stakeholders are informed and reminded about the school's medical conditions policy:
  - o via the copy placed on the school's website

### **Understanding Medical Conditions**

Staff understand and are trained in what to do in an emergency for the most common serious medical conditions

- Staff are aware of the most common significant medical conditions at Sherwood Park School (epilepsy, asthma, anaphylaxis).
- Staff understand their duty of care to learners in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication (eg asthma inhalers, auto-injector devices) and/or contacting emergency services.
- Staff receive training from the SSN and know what to do in an emergency for the CYP in their care with medical conditions
- Training in the agreed most common serious medical conditions (i.e. epilepsy, asthma) is refreshed for all staff at least once a year
- Actions for staff to take in an emergency for the common serious conditions is contained within the CYP's healthcare plan – shared within the CYP's pupil folder. Actions for health colleagues to take is also specified in this document

- The school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of learners in their care who may need emergency support
- The School and the SSN have made arrangements with the local hospital to ensure the timely transfer of the learner's Healthcare Plan with the CYP to the emergency care setting.
- For information regarding CYP who are medically too unwell to attend school or require support returning to school after illness, please see our Attendance / Guidelines for our returning to school following hospitalisation policy

All professionals need to ensure that a CYP medical and health needs are adequately assessed and information used to inform the CYP's Education, Health and Care Plan (EHCP) in order that their needs and provision are effectively outlined for effective delivery of services.

### **Learners who are Unwell During the School Day**

If a learner is unwell on arrival at school or becomes unwell during the course of the day, the parents/carers will be contacted and asked to come and collect him/her. This is the responsibility of a member of the Senior Leadership team (SLT) on both Campus', considering advice from the SSN. Whilst waiting for the CYP to be collected he/she must be supervised by a member of the class staff either in the medical room or in the classroom. The School Nurse cannot take responsibility for looking after the pupil. CYP who have been prescribed antibiotic medicine by the doctor should be kept at home until they are well enough to take part in all their class's activities. He/she may return to school if well enough but just finishing the last few doses of the course of medicine. The SLT, in consultation with the SSN, will need to obtain written permission from the parents/ carers each time this situation arises.

### **Emergency Procedures**

All school staff understand and are trained in the school's general emergency procedures:

- All staff know what action to take in the event of a medical emergency. This includes how to obtain emergency medical support from the on-site SSN (by ringing the emergency call bell in each classroom or toilet at Sherwood Park Campus or by phone if required by staff at the Sherwood Hill campus)
- New staff and supply staff are inducted into school processes
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. The named person on the outing form takes responsibility for collecting and administering any medication.

In the event of a medical emergency during the school day, the Headteacher or member of the SLT, in consultation with the SSN, will make the decision to call an ambulance. The office staff or a member of SLT will then call the CYP's parents in order to inform them of the situation and ascertain if they can get to school to travel with the learner to the hospital or if they will meet the team at the A&E Department. A member of staff that the CYP knows well will always accompany them and will stay with them until a parent arrives. Learners are only taken to hospital by ambulance and not in staff cars.

### **Individual Health Care Plans**

For learners who require one, e.g. with a chronic illness, health conditions requiring medication, or a potentially life threatening condition, the leadership team is responsible for ensuring care plans are in place. The SSN will draw up an 'Individual Health Care Plan' for the CYP in agreement with their parents and a qualified medical practitioner where required.

The Individual Health Care Plan could include the following information where appropriate:

- Definition and details of the condition
- Food and drink management
- Emergency procedures to be adopted
- Staff training where required
- Consent and agreement

Each Individual Health Care Plan is located where appropriate e.g. in the medicines bag when going offsite, in the CYP health folder within the Google Drive and in the classroom.

### **The Administration of Medication**

The school has clear guidance on the administration of medication at school. Many of the CYP who attend Sherwood Park need to take prescribed medicines on a regular basis. As part of the admissions process the SSN will take a medical history from the parents in order to write up a Health Care Plan if it is needed. Parents must sign forms giving permission for the School Nurse (for CYP attending the Sherwood Park Campus) or the Assigned Teacher and Teaching Assistants (for CYP attending the Sherwood Hill Campus) to administer the CYP's medicines during the school day. A CYP's designated CA may also be responsible for administering medication as part of their job role.

- All matters to do with medication are confidential.
- The storage and administration of CYP's medication follows the school's procedures at all times.
- Procedures have been set up after consultation with the SSN . They are regularly reviewed and updated.
- Staff who administer medication must have the necessary training before they do so.
- If a CYP does not like taking medicine willingly, an assessment must take place with the parents, Well-being Lead or member of the SLT and the SSN. A plan will be drawn up as to how this situation will be managed.

Medication permission forms and medication record forms are essential to the safety of the system. The name, dose and time for each medication are listed individually on 'Consent for medication in School' form.

Each CYP requiring medication has their own medication record form which lists the medication, dose, route and time. Medication must come in its original package and must have the original label, both as supplied by the pharmacy. The label must state the following:

- pupil's name
- name of dispensing pharmacy
- date of dispensing name of medication
- dose/frequency
- Batch number
- Expiry date.

If any of these details are missing, no member of staff should administer the medication. Where administration of this medication is essential to the welfare of the CYP, ie anaphylaxis, a member of SLT will be informed and we will call an ambulance, the parents and the SSN. SLT and/or the SSN will seek further advice.

### Transporting of Medication

Parents and staff are asked to ensure that they notify each other, and the escorts and taxi drivers, that a CYP is carrying medication. Medicines must not be put into the learner's school bag or overnight bag if they are going from school to respite care. Staff must check all bags that come to class for medication.

- Parents are asked to hand the CYP's medication directly to the escort for safe passage and delivery to a member of school staff.
- Parents are requested to write in the home school book when they are sending medication into school that is not commonly administered as part of their Health Care Plan.
- On arrival at school, the escort must hand the medication to the designated member of staff immediately
- At the end of the school day the medication must be handed directly to the escort for safe passage and delivery to the parent by a member of staff.
- On arrival at home, the escort should hand the medication to the parent/carer.

### Procedures for Receiving and Storing Medication

On arrival at school the escort must hand the medication to the designated member of staff immediately:

- Sherwood Hill Campus - All medication is handed to the designated member of staff collecting the CYP from transport and handed in to the office staff where it is signed in for safe storage.
- Sherwood Park Campus - Medication used for transport is handed to a member of the office staff by a member of the transport team when they sign in. This is then signed in for safe storage throughout the day. All other medicine is stored in the first aid room and is the responsibility of the SSN.

The office staff will lock medication in the medicine cabinet located either in the office (Sherwood Park) or the medical room (Sherwood Hill). For medication being administered by school staff during the school day (excluding emergency medication for transport only - generally Sherwood Park only), staff must make sure all medication is in its original container or bottle with the dispensing pharmacist's label attached, labelled with the CYP's name, dose and frequency of administration. Also the expiry date must be checked upon receiving medication. Medication must be checked against the medication record form. This information is recorded on the medication log sheet by two members of staff. Expiry dates must be checked with notice being given to parents to request replacement. Parents are responsible for the disposal of date-expired medication. School staff should not dispose of medicines - parents should be sent or should collect medicines held at school at the end of each term

All medicine with the exception of inhalers and Epipens must be kept in a locked cupboard or fridge, and the keys must be kept in a named place, at all times. Inhalers and Epipens should be stored in the CYP's classroom / back pack and spare inhalers/Epipens should be stored in a separate cupboard on the wall in the Medical room.

### Medication Consent Forms

Consent forms are obtainable from the SSN or school office on request (template B). Parents must sign forms giving permission for the SSN / CA (for pupils attending the Sherwood Park Campus) or the assigned trained member of school staff (for pupils attending the Sherwood Hill Campus), to administer the learner's medicines during the school day. Each medication will be listed on the permission form stating: names of medication, dose, times to be given, route, signature and printed name of parent, and date.

If there are any changes to medication, new consent forms must be completed and signed by the parents.

For “one-off medication”, such as antibiotics, written instructions from the parents must be obtained (usually a note written in the home/school book). Staff should notify the SSN or designated member of staff who will complete a medication record form and arrange for the administration of medication. The SSN are available for advice regarding medication. Once the course of medication is finished, the forms should be filed.

Temporary medication is to be given by a member of the SSN / CA or a trained member of staff.

### Medication Record Forms

The medication record forms are stored within the medications folder in the medical room (template C). The medication record forms are completed, amended, signed and dated by the designated trained member of staff. These forms are for school purposes only. They indicate the times when a CYP should receive their medication. In the event of “one-off” medication being sent into school (see 3) a medication record form must be used and countersigned by a SSN or member of the SLT.

Staff must not use Tipex or other correction fluid on the medication record forms - these are legal records and they must not be tampered with. It is a legal requirement to store medication record forms for two years. These will be filed and stored in the medical room. Black pen only should be used to sign the medication record form.

At the end of the school day, the assigned teacher and teaching assistants responsible for administering medication have the responsibility to check that all medication and / or feeds have been given and all signatures have been recorded.

### Administration of Medicine

Staff may only give medication to a CYP if they have received the necessary training and have been deemed competent to administer medication in school. Staff can only give authorised medication to a CYP.

Before administering, all medicine must be checked against the medication record form, ensuring the correct medicine/dose/route/time and the name of the CYP along with the expiry date. To administer medication in school, two members of staff need to prepare, administer and sign the record on Template C – Record of medication administered to an individual CYP. All medicine must be prepared IMMEDIATELY before giving it to the CYP and signed for by the staff administering the medication, immediately after on the medication record form. Medication should be given in the medical room unless prior agreement has been given from SSN or SLT, linked to the learners risk assessment and well-being plan.

CYP needs to be encouraged to take their medication. If a learner spits out or refuses to take the medication, the SSN or a member of the SLT must be informed immediately. This will also have to be indicated on the medication record form and appropriate action will need to be taken. Spillage must be recorded on a school incident form and the SSN or a member of the SLT informed. Parents should also be informed.

Learners should have their own syringes for medication stored separately in a named container. These should be washed in warm soapy water after use, rinsed and allowed to air dry.

Relevant staff are expected to adhere to the health care plan in relation to when to deliver PRN medication. This should be administered using the procedures described within this policy.

## Medication Errors

If errors occur, e.g. overdose, wrong medication administered or medication forgotten, staff must inform a member of the SLT immediately. They will liaise with the SSN. The member of staff involved must complete a record in the incident and near miss form and My Concern. Parents must be informed of any errors immediately by a member of the SLT or SSN.

Medical advice must be sought immediately from the SSN, by telephoning the pharmacist, or by telephoning NHS Direct on 0845 4647 or 111

## Medication on School Outings

When taking learners out, staff must be aware of the CYP's medical needs and their current Health Care Plan. If the off-site activity is less than half a day e.g. swimming, horse riding, the SSN (for pupils attending the Sherwood Park Campus) or the Assigned Teacher and Teaching Assistants (for pupils attending the Sherwood Hill Campus) will administer the learner's medicine before or after the outing if this is possible. For any outings where a CYP's medication time occurs when they are off-site,

- Sherwood Park Campus: a member of the accompanying staff will give the medicine having been instructed by the SSN. The SSN will dispense the medication before the CYP leaves the school and placed in the class medication bag. The designated member of the teaching staff will administer the medication following the procedures above using the administration form provided by the nursing team
- Sherwood Hill Campus: The Assigned member of teaching staff will use the medication travel case provided and dispense and administer the medication using the procedure above.

The SLT must be confident that the member of staff taking responsibility for the medication is a competent person with the relevant training when signing off the outings form & accompanying risk assessment.

Asthma inhalers and Epipens for any learner who has one prescribed must be taken whenever they are going off-site. Accompanying staff must know when the inhaler / Epipen must be given and how much assistance the learner needs when using it.

The medication needed for an outing must be taken in its original container and stored in an identifiable bag (not plastic.) The above procedures should be followed.

## Non Prescription Medicines/ Over the counter (OTC)

School Staff should never give a non-prescribed medicine to a CYP unless there is specific prior written permission from the parents and agreement from SLT. Staff should also check that the medicine has been administered, without adverse effect to the CYP in the past, and that parents have certified that this is the case. The medication must be in its original container with the manufacturer's name and guidelines. An expiry date must be present. When administering non-prescribed medication to a CYP the above procedures should be followed. Non-prescription medication should never be administered for reasons other than outlined in the manufacturer's guidelines. For example, Calpol is licensed to be used for "pain and fever" as per the OTC licence, however, this medication is out of its licensing recommendation if you suggest it is to be given following an epileptic seizure. Therefore, this would require to be prescribed or have a medical letter from the prescriber outlining Calpol to be given to the CYP following a seizure.

OTC medications are also typically licensed to be taken for a limited time, and any medication taken long-term needs to be prescribed, even if it is available as an OTC medication. This is in order to maintain patient safety.

### Calpol (Liquid Paracetamol)

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention. Although a CYP who is unwell should be at home it is sometimes appropriate to give paracetamol at school. In this respect, parents are asked to give written consent for the administration of paracetamol in school. Each CYP has their own consent form stored in the Calpol Folder in the medical room. Paracetamol may only be given by the SSN or a member of the staff trained to administer medication. If paracetamol is required the parent must be contacted to confirm whether the CYP may have been given a dose of paracetamol before coming to school. There should be at least four hours between any two doses of paracetamol containing medicines. No more than four doses of any remedy containing paracetamol should be taken in any 24 hours. Many non-prescription remedies such as, but not limited to, Beechams Powders, Boots Pain Relief Syrup for Children, Lemsip, Night Nurse, Vicks Cold Card, etc. contain paracetamol. If paracetamol liquid / tablets are taken soon after taking these remedies it could cause an unintended overdose. If this fails to alleviate the symptoms we will contact the parents or the emergency contact. When administering non-prescribed medication to a CYP, the above procedures should be followed and parents informed. The school must write to the parent on the day, stating the time and the amount of the dose. Administration of paracetamol should be recorded on a medication record form, stating the dose and time given.

### Use of Food Supplements

Some CYP are prescribed food supplements for example Maxijul/Seravit from the dietician or food thickeners such as Thik n' Easy which is prescribed by Speech and Language Therapist (SALT). Parents should fill in school consent forms stating quantities to be given and times due. This should be recorded on a medication record form and administered by trained staff. Parents are responsible for providing the food supplements required for their child. Staff will contact parents in the event of food supplements not being available, and in emergencies, when school stocks have not been replenished, parents will be asked to bring in an emergency supply.

### Emergency Medication

Staff who are trained to give emergency medication in the event of a prolonged seizure, asthma attack or anaphylaxis, may do so by strictly following the individual CYP's emergency medication care plan (see Epilepsy, Asthma and Allergy policies below). Administration will be recorded on the appropriate medication record form and parents should be informed. In relation to epilepsy, changes to the care plan can only be made at the direction of the Lead Consultant in liaison with the SSN. It is the responsibility of parents to contact the Lead Consultant regarding any amendments to the care plan. Care plans must be signed by the Lead Consultant, parents/carers, the SSN and a member of the senior leadership team.

### Buccal Midazolam

Although not a legal requirement it is good practice for controlled drugs to be accounted for at all times. Buccal Midazolam is a controlled drug.

- Buccal Midazolam should be stored in a locked room.
- Buccal Midazolam should be signed out of the room, when taking it out and signed back in when returning it. The record sheet will be in the medical room, adjacent to the medical cabinet.
- Whenever a CYP goes off site their medication must go with them and kept with them for use in an emergency.

- A CYP may only go off site if there is an accompanying member of staff trained to administer Buccal Midazolam. School staff who have been trained to administer Buccal Midazolam and have been identified by the insurance section of the London Borough of Sutton may do so, if one of the CYP that they are accompanying off-site has a seizure during the outing.
- This member of staff must collect and sign for any medication and the learner's emergency health care plan before leaving the school site and take responsibility for it throughout the outing:
  - o For CYP at the Sherwood Park Campus it will be collected from and returned to the SSN.
  - o For CYP at the Sherwood Hill Campus, the Assigned Teacher / Teaching Assistant will take responsibility for signing the medication in and out of school and take responsibility for the medication throughout the outing.
- In the event that there is not a staff member trained to administer the emergency medication, someone must take responsibility for signing out and carrying the medication so that it is available to the emergency services should the need arise. A 999 call must be made so that the CYP can be treated and then taken to the accident and emergency department.
- As a general rule if Buccal Midazolam has been administered on a school outing, parents must be contacted and an ambulance must be called for the CYP to be taken to hospital for a check up. If this has been administered at school, in some circumstances, in consultation with the school, the parent may wish to collect their child and take him/her home instead of to the hospital.
- A CYP's emergency medication should be available to them at all times. However, if for any reason their medication is not brought into school with them there is no reason for their exclusion. However, parents should be informed and possible emergency medication should be brought into school at the earliest possible time. The Headteacher and SSN should also be informed.
- If a CYP has a seizure and their emergency medication is not available an ambulance should be called immediately.

*NB: This training is undertaken on a voluntary basis.*

For any Outings or Extended Schools Clubs that extend beyond the school day, the accompanying staff must be in possession of medical information, any medication and home contact phone numbers for each learner in case of any emergencies.

### **Borderline Substances**

The following borderline substances may be applied by school staff during the normal day to day care of a CYP. These include, but are not limited to, sunscreen, emollients/barrier creams, eg. E45, Vaseline, Sudocrem, Metanium, toothpaste and Lip Balm (this excludes creams containing steroids). It is the responsibility of the parent to provide instructions as to the application and to ensure they are clearly labelled with the CYP's name. Parents are also responsible for ensuring any products are in date. These items are only to be used on the CYP for which they were supplied (Please refer to the Well-being Physical Intervention Policy).

### **Record Keeping and Documentation**

A record will be kept of all medication administered in school hours. Where trained staff administer medicines or undertake medical care, they are responsible for ensuring that these events are recorded. Records of accidents and medical interventions occurring on school premises or on school visits will be kept in accordance with the LEA requirements (file in front office, nurses room and recorded on the monitoring system).

Parents/carers are encouraged to contact the SSN for advice if they have any worries concerning their child's health and they may be able to suggest someone who can offer some help or may be able to make a referral on behalf of the parent/carers.

## **Support for Children who Cannot Attend School**

For some pupils, their health (physical or mental health) condition will require them to have an extended period of time out of school. The school will do all that it can to ensure that these children are supported through their period of absence from school and sensitively re-integrated once they are well enough to attend.

The class teacher and therapists will take an active and continuing role in the child's wellbeing, educational, social and emotional progress. The SENDCo will also be closely involved to ensure that the team around the child is working in the most effective way to support them and their family. The school will at all times aim to work in partnership with parents and outside agencies to ensure the best outcomes and a return to school as soon as possible.

Where a child's health (physical or mental health) condition requires an extended period of absence from school, the school will work with the hospital school, CAMHS, social care colleagues and parents to enable the child to continue to access education. If the child is recovering at home the class teacher will send strategies and activities home to reduce the impact of school absence. In some cases pupils will have a personalised package of home learning and/or access to lessons virtually where deemed appropriate.

When a child is ready to return to school parents are supported through a wellbeing meeting with the relevant professionals internally and externally so that appropriate plans for reintegration can be put into place and reasonable adjustments considered. This also ensures that the child's teaching, nursing and therapy plans can be appropriately updated.

## **Responsibilities**

### **Governing Body**

To make arrangements to support CYP with medical conditions in school, including making sure that a policy for supporting learners with medical conditions in school is developed and implemented.

They should ensure that a CYP with a medical condition is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. (Supporting Pupils with Medical Conditions April 2014).

### **Senior Leadership**

- To ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise and consult with interested parties including pupils, school staff, SSN, parents, governors, the school health service, CAMHS, the local authority transport service, and local emergency care services
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Be aware of recent local and national guidance and legislation
- To ensure that appropriate care plans are put in place for all CYP that require them and use this information to support the EHCP process, updating the CYP's EHCP as required.

### **Teaching and Therapy Staff**

- Be aware that medical conditions can affect a pupil's learning and provide extra help when CYP needs it
- Liaise with parents, the CYP's healthcare professionals and wider agencies to inform the CYP's care plan and well-being plan

### **All Staff**

- To work within the procedures outlined in this policy
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Know which CYP in their care have a medical condition and be familiar with the content of each learner's Healthcare Plan
- Ensure all CYP with medical conditions are supported to engage in any school based activities they wish to take part in
- Ensure learners have the appropriate medication or food with them during any learning activity and are supported to take it when needed.

### **Specialist School Nursing Team**

- School Nurses will be aware of all learner's medical conditions. There is a clear expectation from the school that school nursing services are involved in the care plan process and inform the EHCP process as appropriate including the following:
  - o Informing the school of learners in need for a health care plan
  - o Collating relevant health information to support the CYP, family and school to inform the health care plan.
  - o Initiating, updating health care plans regularly and sharing these with relevant members of school staff
  - o Providing reports as part of the statutory guidelines to inform the EHCP
- Contributing to & supporting the update of the school's medical conditions policy, including recommending training
- Helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions
- Providing information about where the school can access other specialist training.

### **Individual doctors and specialist healthcare professionals**

Individual doctors and specialist healthcare professionals caring for pupils who attend this school:

- Complete the learner's Healthcare Plans provided by parents and inform the EHCP process when required
- Where possible, and without compromising the best interests of the CYP, try to prescribe medication that can be taken outside of school hours
- Provide the school with information and advice regarding individual CYP with medical conditions (with the consent of the pupil and their parents) and inform the EHCP process
- Understand and provide input into the school's medical conditions policy.

### **Emergency care service personnel in this area**

- Have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care
- Understand and provide input into the school's medical conditions policy.

## **The CYP**

The CYP at this school, if able, and in their own way, will be encouraged where possible to learn to:

- Tell their parents, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another learner is feeling unwell
- If mature and old enough, to take their own medication and to take it when they need it

## **The parents of a CYP at this school**

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare Plan for their child and provide information to inform the EHCP
- Inform the school about the medication their child requires during school hours or out of school on a trip
- Send any medication via escorts with agreed information on label
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Keep their child at home if they are not well enough to attend school
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and encourage them to send copies of reports to the school for information.

## **Staff Indemnity**

Staff of Sherwood Park School support the welfare of our learners with medical needs by administering medication, following appropriate training. Administration of medication is identified as a requirement on the job description of Teaching Assistants and Lunchtime Assistants. There is full insurance cover provided for staff who are acting within the scope of their employment. Therefore, designated members of staff may be expected to administer medication on a regular basis, following the appropriate training and evidence of competency. (Note - Although teachers are not contractually required to administer or supervise medication, or support a child's medical needs, they are expected to ensure the welfare of children whom they have responsibility for, by managing and supervising the administration of medication - unless they have opted out by agreement with the Head Teacher).

## **Performance Monitoring**

The Senior Leadership and Wider Leadership Team, with the support of the SSN will:

- Monitor and reflect on any incidents, accidents and errors in order to inform and develop best practice
- Ensure policies are adhered to, ensuring effective safeguarding.
- Monitor and improve staff competence through CPD strategy, training, moderation, coaching, supervision and appraisal.
- Any new Department for Children, Families and Schools and Department of Health guidance will feed into the review.
- In evaluating the policy, Sherwood Park School seeks feedback on the effectiveness and acceptability of the medical conditions policy with relevant parties
  - o Liaising closely and taking advice from the SSN and other relevant outside agencies
  - o Listening to the learner voice and collating views through the school council, lessons and questionnaire responses where possible
  - o Parent co-production meetings and responses to parent questionnaires
  - o Staff questionnaires

*See below for Appendix - (Enteral Feeding Policy, Epilepsy Policy, Asthma Policy, Allergy/Anaphylaxis (Epipen) Policy, Diabetes Policy, Procedure for Oral Suction)*

Anna Richardson (Senior Leader for Well-being & Transdisciplinary Working) Sherwood Park School

Sandra Quilty (Clinical Service Manager & Clinical Lead for Specialist Children's Nursing Services)

Danielle Wyatt (Specialist Speech and Language Therapist, NHS)

## **Legal Duties and Relevant Guidance**

DoE guidance - see below

Children's Act (2002, 2011)

Human Rights Act (1998)

## **References**

DoE (2018): [Equalities Act](#)

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

DoE (2022): [First Aid in Schools, Early Years and Colleges](#)

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

DoE (2021): Keeping Children Safe in Education

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1021914/KCSIE\\_2021\\_September\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf)

DoE: (2013) Special Educational Needs Code of Practice

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

DoE: (2014) Supporting Children with Medical needs

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions).

DoE: (2013) Ensuring a good education for children who cannot attend school because of health needs

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/941900/health\\_needs\\_guidance\\_accessible.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/941900/health_needs_guidance_accessible.pdf)

DoE (2018): Working together to safeguard children

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

## Appendices

### Enteral feeding Policy

In order to support learners who require enteral feeds during the school day, some members of support staff are trained to administer either bolus or pump feeds via either a Gastrostomy and Jejunostomy if required.

In order to provide safe and accurate administration of Enteral feeds the following principles must be maintained:

- The storage and administration of CYP's feeds follows the school's procedures at all times.
- Procedures have been set up in partnership with the Special School Nursing Team (SSN) and are regularly reviewed and updated.
- Staff who administer feeds all have the necessary training before they do so.
- There is a robust system in place to ensure the competency of staff is regularly assessed.
- Feeds can only be administered if parental consent has been given.

#### 1. Procedures for the Administration of Enteral Feeds

##### Bolus feeds

Staff can only give the feed prescribed for that individual CYP:

- Before giving the feed, all feeds must be checked against the consent form and record chart, ensuring the correct feed, amount and time along with the expiry date. The person giving the feed (CA, member of teaching staff or member of SSN) is responsible for compiling the record chart (this should be checked against the consent form by a member of class staff). In the absence of a trained member of teaching staff, these should be completed by the SSN.
- The equipment is prepared by the CA or SSN including feeding sets, syringes and extension sets (these items are for the individual CYP only and should be stored when not in use in the CYP's named container).
- Strict hygiene is to be observed, including hand washing and the wearing of gloves throughout the procedure.
- The extension set must be primed with water and attached to the Mic-key or Mini button.
- The tube should be flushed with water as directed in the feeding regime. The giving set (primed with milk) is then attached to the extension set and the prescribed amount of feed is given as per the regime.
- After the feed is finished the tube should be flushed with water as directed in the feeding regime and signed for on the record chart
- The extension set is then detached and washed in warm soapy water until tubing is clear along with any reusable syringes and stored in the CYP's named container.

##### Pump feeding

Staff can only give the feed prescribed for that individual CYP:

- Before administering, all feeds must be checked against the consent form and record chart, ensuring the correct feed, amount and time along with the expiry date.
- The equipment is prepared including the CYP’s individual feeding pump, feeding sets, syringes and extension sets (these items are for the individual child only and should be stored when not in use in the CYP’s named container).
- Strict hygiene is to be observed, including hand washing and the wearing of gloves throughout the procedure.
- The extension set must be primed with water and attached to the Mic-key or Mini button.
- The tube should be flushed with water as directed in the feeding regime. The giving set must be primed with milk before attaching to the pump.
- The pump rate and dose should be checked against the consent chart and signed for on the record form both at the beginning and the end of the feed.
- After the feed is finished the tube should be flushed with water as directed in the feeding regime and the extension set is then detached and washed in warm soapy water until tubing is clear along with any reusable syringes and stored in the CYP’s named container.

*NB: No member of school staff will be expected to give medication via the Gastrostomy, Jejunostomy or Naso-Gastric tube. This is the responsibility of a member of the SSN or CA. In the event of a school trip or school journey a designated member of trained teaching staff can deliver medication and feeds in this way, following advice of the CYP’s parent or designated member of the SSN.*

2. Dealing with problems

There is an information booklet for each of the types of Gastrostomy and Jujunostomy and feeding pumps located in the Gastrostomy box in the Medical Room. These booklets have information on general issues and problem solving and should be referred to for advice. Listed below are the most common problems:

Problem	Action
Gastrostomy site red/infected	Keep the stoma clean and dry. Can be cleaned with gauze and cooled boiled water. Inform parents in home/school book. Refer to SSN if concerned.
Blocked tube	If blocked, do not attempt to feed. See booklet and discuss with family or SSN for advice.
Tube falls out – this requires immediate action.	There is a temporary tube for every CYP in their Gastrostomy box in the medical room. Contact the SSN

3. Additional Information

If a learner has difficulties tolerating Enteral feeding (for example, retching, vomiting or loose stools) this should be reported to the School Nurse for advice. Additional water may be required in hot weather. This should be discussed with the SSN.

# **Feeding, Dysphagia and Feeding with Acknowledged Risk Policy**

## Definitions

### *General feeding difficulties*

Many CYP at our school may require feeding due to their developmental, medical and physical needs.

### *Dysphagia*

Our learners with eating and drinking difficulties (also known as dysphagia) are supported by the NHS speech and language therapist (SaLT) with specialist training in dysphagia. Dysphagia is the medical term for swallowing difficulties. Some learners will have difficulties with swallowing certain foods or liquids which others cant swallow at all. The consequences of dysphagia include malnutrition and dehydration, frequent chest infections, aspiration pneumonia, compromised general health, chronic lung disease, choking, and even death.

### *Eating and drinking with acknowledged risk*

Eating and drinking with acknowledged risk refers to the decision to continue eating and drinking despite the associated risks from having dysphagia. Shared decision making amongst the CYP, relatives and members of the trans-disciplinary team (multi-agency) will be used to determine whether the CYP continuing to orally feed is in the best interests of the child.

## Risks to be Managed

Some CYP may be put at risk due to poor feeding practice rather than an identified risk due to dysphagia. It is therefore essential that our school staff are adequately trained to feed all CYP safely, identify possible signs of aspiration, raise these in a timely way with parents and the therapist and to feel confident and competent in following the recommendations laid out in feeding passports of specific children with known dysphagia (provided by the specialist NHS SaLT). Feeding with acknowledged risk carries additional risks to the CYP and therefore requires additional training and agreement with the school team (including the NHS SaLT) to determine appropriate practice within school.

### 1. Feeding Procedure

In order to promote the learners safety, wellbeing and comfort during feeding of all CYP, the following principles must be maintained:

- The CYP must be in a stable, upright position when feeding, this includes being seated appropriately to account for any postural or tonal issues that may impact on their head and trunk control. No CYP should be feed in a lying or reclined position unless specifically recommended by the NHS SaLT
- Staff will monitor the child's regulation and communication responses during feeding in order to:
  - have a choice of an appropriately modified meal and for this to be acknowledged and acted on
  - ensure they can sit and enjoy their meal
  - pace the presentation of food and drink appropriately
  - monitor the child's safety e.g their ability to chew and swallow the food administered
  - respond when the CYP is communicating that they want to stop or finish eating, or that they do not like a particular food

- ensure that the wellbeing of CYP who are not oral feeders is considered and alternative activities are available if being around feeders is difficult or stressful for them.

## 2. Dysphagia Procedure

In order to promote the learners safety, wellbeing and comfort during feeding of CYP with dysphagia, the following additional principles must be maintained:

- The storage and administration of CYP's medication (e.g. thickener) must follow the procedure as outlined below
  - Thickener must be stored out of reach in a locked cupboard
  - Once opened, the thickener must be discarded within the timeframes identified on the packaging (school staff must have a system in place for noting and check this every time before use)
  - The thickener must only be administered within the best before date identified on the bottle
  - The CYP's feeding & drinking passport must be followed to determine the correct dosage/recipe for the thickener. This must not be amended by staff.
- Staff who administer feeds all have the necessary training before they do so. Staff must not feed CYP whose needs are rated at a level outside of their competency
- There is a robust system in place to ensure the competency of staff is regularly assessed through the risk rating process.
- It is the responsibility of teaching staff to always follow the CYP's Eating and Drinking Passport/Plan, ensuring that any food/fluids administered are the correct consistency and the appropriate reasonable adjustments.
  - The NHS SaLT will assess and provide recommendations in line with the IDDSI framework to determine the consistency of the food and fluid that should be provided
  - The NHS SaLT together with the senior leadership team of the school will work with the catering company to ensure they understand the requirements of our CYP
- Any issues with consistency of the food provided by catering should be raised with the catering staff and raised as a safeguarding concern following normal procedures.
- If a CYP is being fed in school by a Health Care Assistant, that Health Care Assistant must be trained to the appropriate level by the NHS SaLT. If the HCA does not meet the competency level required, the CYP will be fed by school staff

## 3. Risk Feeding

In order to promote the learners safety, wellbeing and comfort during feeding of CYP with high risk dysphagia, the following additional principles must be maintained:

- Due to the complexity of the risks each case will be assessed to identify whether:
  - there are appropriately trained staff who feel comfortable to feed the CYP despite the risks
  - the specialist team around the CYP has the capacity to consistently offer feeding whilst minimising the risks as much as possible

- Decisions on whether feeding can be offered in school in these cases will then be determined by the Leadership Team following a risk feeding meeting, which must include the class teacher, NHS SaLT and parents.
- In the event of a differences of opinions between the medical team and parents, school are required to follow the advice of the medical practitioners involved

## **Epilepsy Policy**

In order to support learners with Epilepsy, some members of support staff are trained to administer emergency medication (Rectal Diazepam or Buccal Midazolam). In order to provide safe and accurate administration of emergency medication, the following principles must be maintained:

- The storage and administration of CYP's medication follows the school's procedures at all times.
- Procedures have been set up in partnership with the SSN and are regularly reviewed and updated.
- Staff who administer emergency medication all have the necessary training before they do so.
- Medication can only be administered if parental consent has been given and a Care Plan has been completed
- Medication must come in its original package and must have the original label both as supplied by the Pharmacy. The label must state the following:- pupil's name, date, name of medication, dosage and clear instructions for use.
- Emergency Medication packs must be available for use for pupils with Epilepsy at all times.

### **Procedures for the Management of Epilepsy**

All relevant school staff are aware of pupils with Epilepsy and their individual Emergency Plan. The School Nurse is responsible for producing and maintaining the School's Emergency Treatment Plan, under the direction of the Lead Consultant. The School Nurse or assigned CA is responsible for disseminating information to school staff.

- In the event of a CYP having a seizure appropriate First Aid is commenced. A trained member of staff should be called and if more assistance is required an emergency call is given.
- Protect the CYP from injury and note the time of onset of seizure.
- Collect the CYP's emergency medication pack and refer to their ' individual care plan.
- If no medication is required, record the time, length and description of seizure in the CYP's home/school book or seizure diary.
- When possible place CYP in the recovery position. If in any doubt an Ambulance should be called.
- If emergency medication is given it should be recorded in the Emergency Medication record file (in the Medication cupboard in the Medical Room) and should be attached to the care plan.
- The member of staff and witness should sign the record sheet and also advise the School Nurse.

- It should also be recorded on the box of Buccal Midazolam, so as to ensure there is always an adequate supply of Emergency Medication
- If a CYP is given emergency medication an ambulance must be called unless it states otherwise in the Care Plan. Parents must also be informed.
- If the emergency medication has expired, is not present in school, or the CYP does not have a care plan, then an ambulance must be called if the seizure lasts 2 minutes or longer. If a CYP's seizures are increasing in frequency/duration, the School Nurse or an appropriate member of the staff team will advise parents to discuss these changes with the Lead Consultant.

#### Additional Information

Only a trained member of staff plus a witness (the witness does not have to be trained) can administer Rectal Diazepam, Buccal Midazolam or other emergency medication. As with all medications, it can only be administered to the CYP for whom it has been prescribed and for whom written instructions have been obtained. If a CYP's emergency pack is required to be taken off site, the member of staff responsible for medication should fill out and sign the record sheet (the record sheet is kept in the Medical Room) to indicate they have the pack, once returned to the Medical Room the pack should be signed back in.

A list of expiry dates of Emergency Medication is kept by the designated person in the Medical Room, overseen by the senior leadership team and/or the SSN. At least one month's notice is given to parents to ensure they have time to order new supplies.

## **Asthma Policy**

In order to support pupils with Asthma some members of staff are trained to administer emergency medication (Salbutamol inhaler via Spacer device). In order to provide safe and accurate administration of emergency medication, the following principles must be maintained:

- The storage and administration of CYP's medication follows the school's procedures at all times.
- Procedures have been set up in partnership with the SSN and are regularly reviewed and updated.
- Staff who administer emergency medication all have the necessary training before they do so.
- Medication can only be administered if parental consent has been given. Medication must come in its original package and must have the original label both as supplied by the Pharmacy. The label must state the following:- pupil's name, date, name of medication, dosage and clear instructions for use.
- Emergency Medication packs must be available for use for CYP with Asthma at all times.

### **Procedures for the Management of Asthma**

All relevant school staff are aware of pupils with Asthma and their individual Emergency Plan/Asthma card. The School Nurse, assigned CA is responsible for producing and maintaining the School's Emergency Treatment Plan and disseminating information to school staff.

- In the event of a CYP having difficulty in breathing/an Asthma attack, appropriate First Aid is commenced. A First Aid trained member of staff should be called and if more assistance required an emergency call out given.
- Refer to the CYP's emergency pack and administer prescribed inhaler. If in any doubt an Ambulance should be called.
- If an inhaler is required again in less than four hours following the previous dose, the parent should be contacted to collect the child so they can be reviewed by their GP or an ambulance called (depending on severity of symptoms).
- While waiting for the ambulance to arrive, if the CYP is experiencing severe breathing difficulties, the prescribed dose of Salbutamol can be repeated every few minutes as required.

### **Additional Information**

Only a trained member of staff plus a witness (the witness does not have to be trained) can administer emergency medication. As with all medications, it can only be administered to the CYP for whom it has been prescribed and for whom written instructions have been obtained. A list of Expiry dates of Emergency Medication is kept by the designated member of staff in the Medical Room. At least one month's notice is given to parents to ensure they have time to order new supplies.

## **Allergy/Anaphylaxis (EpiPen) Policy**

In order to support learners with Allergies some members of support staff are trained to administer emergency medication (EpiPen, Salbutamol inhalers and antihistamine). In order to provide safe and accurate administration of emergency medication, the following principles must be maintained:

- The storage and administration of children's medication follows the school's procedures at all times.
- Procedures have been set up in partnership with the Special School Nursing Team and are regularly reviewed and updated.
- Staff who administer emergency medication all have the necessary training before they do so.
- Medication can only be administered if parental consent has been given.
- Medication must come in its original package and must have the original label both as supplied by the Pharmacy. The label must state the following:- pupil's name, date, name of medication, dosage and clear instructions for use.
- Emergency Medication packs must be available for use for CYP with risk of Severe Allergy at all times.

### **Procedures for the Management of Allergies**

All relevant school staff are aware of CYP with Allergies and their individual treatment plan. The School Nurse is responsible for producing and maintaining the School's Emergency Treatment Plan, under the direction of the Lead Consultant, and disseminating information to school staff.

- In the event of a pupil having suspected exposure to an allergen, appropriate First Aid is commenced.
- Refer to the CYP's emergency pack and administer the appropriate medication, i.e. antihistamine for mild symptoms and Epi-pen for severe reaction and prescribed inhaler. If in any doubt an Ambulance should be called.
- If the Epi-pen is given an ambulance must be called. While waiting for the ambulance to arrive, if the CYP is experiencing severe breathing difficulties, the prescribed dose of Salbutamol can be repeated every few minutes as required.
- Each CYP with risk of severe allergic reaction has an Epi-pen, antihistamine, inhaler and treatment plan with them at all times. There is a spare Epi-pen for each learner in the Medical Room.

### **Additional Information**

Only a trained member of staff plus a witness (the witness does not have to be trained) can administer emergency medication. As with all medications, it can only be administered to the CYP for whom it has been prescribed and for whom written instructions have been obtained. A list of expiry dates of Emergency Medication (Epi-pens) is kept by the designated person in the Medical Room. At least one month's notice is given to parents to ensure they have time to order new supplies. Parents are responsible for checking the expiry dates and contents of the emergency pack that remains with the CYP at all times.

## **Diabetes Policy**

In order to support pupils with Diabetes some members of support staff will be trained to test blood glucose and administer Insulin. In order to provide safe management of a CYP with Diabetes the following principles must be maintained:

- The storage and administration of children's medication follows the school's procedures at all times.
- Procedures have been set up in partnership with the SSN and are regularly reviewed and updated.
- Staff who administer insulin and test blood glucose all have the necessary competency training before they do so.
- There is a robust system in place to ensure the competency of staff is regularly assessed.
- An individual Health Care Plan will be devised for CYP with Diabetes in agreement with parents, Paediatric Consultant, SSN and will be regularly reviewed.
- Emergency packs have been developed for pupils with Diabetes which must be available at all times.

## **Procedures for Oral Suction**

In order to support learners who require oral suction, some members of support staff are trained to administer oral suction. All relevant school staff are aware of CYP who may require oral suction. Children requiring oral suction need the following items:

- Suction machine with tubing attached
- Oral suction catheters (yankeur sucker)
- Bottle of cooled boiled water.

In order to provide safe and accurate administration of oral suction the following principles must be maintained:

- All equipment is supplied and maintained by the parents. These items are for the individual child only.
- Strict hygiene is to be observed, including hand washing and the wearing of gloves throughout the procedure.
- To clear oral secretions, turn on the suction machine and check pressure settings as per CYP's individual care plan, insert yankeur sucker into the mouth making sure the catheter tip can be seen and apply suction by occluding the port for no more than 10 seconds at a time.
- At any time during the procedure if the CYP is distressed, stop and allow them to recover.
- Any waste should be disposed of in a yellow clinical waste bin.
- Refer to the child's individual care plan for more information.