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Owner	Resources
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THE ADMINISTRATION OF MEDICINE AND SUPPORT FOR MEDICAL CONDITIONS.

1. The staff of The Topsham School wish to ensure that children with medical needs receive proper care and support. Our intention is to ensure that children with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported, trained and competent before they take on the responsibility of supporting children with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. Special Educational Needs Co-ordinator (SENCO) will be responsible for ensuring the following appropriate arrangements are put in place to support a child with medical conditions that may require support in school.
4. The above procedures will be monitored and reviewed by the SENCO
5. Where identified as being necessary, Individual Health Care Plans (IHCP) will be developed between The Topsham School, healthcare professionals and parents, so that the steps needed to help a child manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
 - a) The child's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues, such as crowded corridors and travel time between lessons;
 - b) Specific support for the child's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions;
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional ;
 - d) Cover arrangements and who in the school needs to be aware of the child's condition and the support required including supply staff;
 - e) Arrangements for written permission from parents for medication

- f) Arrangements or procedures for school trips or other school activities outside the normal timetabled and completion of risk assessments for visits and school activities outside the normal timetable;
 - g) The designated individuals to be entrusted with the above information;
 - h) Procedures in the event of the child refusing to take medicine or carry out a necessary procedure.
6. The Headteacher will have the final decision on whether an Individual Health Care Plan is required.

Childs with Asthma and the use of an Emergency Inhaler/Spacer

7. The SENCo will be responsible for ensuring the following:
- Organising training on the symptoms of an asthma attack
 - Instructing all staff on the existence of this policy
 - Instructing all staff on how to check the asthma register
 - Instructing all staff on how to access inhalers.
 - Making all staff aware of who are the designated staff and how to access their help
8. The SENCo will be responsible for ensuring that designated staff:
- Recognise the signs of an asthma attack and when emergency action is necessary
 - Know how to administer inhalers through a spacer
 - Make appropriate records of attacks
9. Teaching staff will be responsible for the storage, care and disposal of asthma medication. They will send home at the end of each academic year all inhalers. Inhalers are kept in the cupboard of each classroom. When administered a record is kept. Class teachers are responsible for ensuring they are taken on trips.
10. The Office staff will be responsible for the supervision and administration of other medication and for maintaining the asthma and medical register, a copy of which is also held in the front of each class register.

THE ADMINISTRATION OF MEDICINE

11. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a child taking prescribed medication during the day, where those members of staff have volunteered to do so.
12. A copy of the medical arrangements policy will be available for parents on the website.

- Prescribed medication will be accepted and administered in the establishment
 - Non-prescription medication will only be accepted and administered in the following circumstances: travel sickness.
13. Prior written parental consent is required before any medication can be administered.
 14. Only reasonable quantities of medication will be accepted (no more than one week's supply).
 15. Each item of medication must be delivered in its original dispensed container and handed directly to the Headteacher or Office staff authorised by the Headteacher.
 16. Each item of medication should be clearly labelled with the following information:
 - Child's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
 17. The school will not accept items of medication which are in unlabelled containers or not in their original container.
 18. *Unless otherwise indicated, all medication to be administered in the school will be kept in office, with the exception of inhalers and epipens which are stored in classrooms.*
 19. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a child's need for medication.
 20. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
 21. The school will make every effort to continue the administration of medication to a child whilst on activities away from the premises.

