



**Brookfields**  
Specialist SEN School

## Brookfields School

### Supporting Pupils with Medical Conditions Policy

<b>Date</b>	<b>Description</b>
21 May 2025	Approved by the Local Governing Board

<b>Review schedule</b>	Annually
<b>Next review</b>	May 2026
<b>Policy holder</b>	Katie Gray

## **Brookfields School equalities statement**

**All pupils at the school are offered a broad, balanced, stimulating and relevant curriculum regardless of their background, culture or ability. Each pupil is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing Values, we actively promote the importance of tolerance, co-operation, courage, determination, friendship and respect. Through this approach, pupils develop independence, confidence and integrity which prepares them for their future lives.**

## Supporting Pupils with Medical Conditions Policy

Brookfields School is an inclusive school for Children and Young People with SEND including some with Complex Medical Needs. As such we acknowledge that some pupils may require medical support throughout the school day in order to remain well enough to access education. These medications might be prescription drugs or non-prescription (over the counter) medication.

### General:

- We have a duty to support pupils with medical conditions at school to make sure all pupils have equal opportunities to participate in school life.
- We should only administer medicine at school when it would be detrimental to a pupil's health or school attendance not to do so.
- Staff might be asked to administer medication to these students and therefore might be required to attend suitable training to support students' needs. Any member of staff can administer medication but requires training and **no** member of staff is obliged to do so. Most often this would be the class team's responsibility but, on occasion, particularly if the pupil has 1:1 support or is on emergency medication, other staff may be asked to do so.
- Teachers should take into consideration the needs of pupils with medical conditions that they teach and ensure that if a pupil does require medication that the teacher or another member of the class team is both trained and willing to give medication to them.
- When medication first comes into school it should go to the class teacher or LSA to check in, recording it on the 'Transporting Medication to and from school' signing in form (Appendix 2). These checks will have to be completed by one members of staff who does not need to have received medication training in order to do this. Once the medication has been signed in, the forms and medications (unless emergency medication) will be stored in the class medication file.
- When medication is signed out, the person responsible for picking up the pupil (parent/carer, PA in case of bus transition) must sign the paperwork 'Transporting Medication to and from school' signing out form (Appendix 2) acknowledging they have received the medication.
- All prescription drugs must be labelled with the pupil's name, date of birth, dosages, prescribing Doctors details and dispensary pharmacy label. The exception to this is insulin which will be inside an insulin pen or pump, rather than its original container. In the case of Buccal, if the medication is a single dose in a sealed container with a label on the outside it does not need a separate label on the medication. However, if the container is not sealed or contains more than one dose then each dose must be labelled.
- All medication must arrive in school unopened and in its original package.
- Emergency medication for epilepsy, asthma and anaphylaxis can only be administered at school in conjunction with an up-to-date signed consent form and care plan. This form must be signed by the prescribing doctor, parents and head teacher and only be administered by trained staff it is unnecessary for medicines, which require three doses a day (over 24 hours) to be administered at school, however this can be overruled if stated by the prescribing doctor. Long term medications must be reviewed yearly, either through school based medical appointments or by visiting their GP. It is the parent's responsibility to ensure this happens.

### Parental Consent:

- We require to have written consent from parents/carers **before** administering any medication, this applies to non-prescription and prescription medication.  
We have two forms, one for prescribed drugs and another one for non-prescription medication. (See Appendix 1). These forms must have the child's full name, address, name of the drug, dose, frequency and any special instructions, **filled in by the parent/carer**. They must sign these and give an emergency number. All this information is needed to check against the prescription label on the product. These forms must be kept in the Class Medication folder or in the filing cabinets near the HR office.  
These consent forms last for the current school year unless there are any changes on the circumstances. It is the parents/carers responsibility to inform school of any changes. This form cannot be amended: any proposed changes including timing, dose, etc. require a new form to be completed following written confirmation of the updates. If and when medications change, out of date forms can be given to the office for archiving.
- In the rare case that a parent/carer doesn't consent to their child being administered the medication they require, they will be sent a letter explaining to them that the procedures the school is required to put in place in order to protect their child in the event of an emergency-or the school are not able to contact them. If the parent/carer still refuses to give consent, as advised by the DfE, the school will consider seeking legal advice.

#### **Individual Health Care Plans (IHCP):**

- Some students might require an Individual Health Care Plan to help ensure that the school effectively supports the pupil's medical needs.
- Care plans will include the pupil's medical condition, medical needs and specific support required.
- Staff working with pupils with an IHCP must be aware of the plan and what to do in case of emergency.
- Only staff trained on specific IHCP's will be able to administer medication to the pupil. They will receive the suitable training and achieve the necessary level of competency before undertaking any responsibilities.
- If there are not sufficient numbers of trained staff to carry out the necessary procedures medical support will be sought from the School Nursing Team or in extreme circumstances, from the pupil's parents to enable pupils to remain in school to access education.

#### **Medication storage:**

- All medicines should be stored safely, in a secure place such as a locked cupboard or a labelled airtight box in a refrigerator.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to pupils and not locked away. These may be carried by the pupil or staff, in a red bum bag. For emergency medications such as buccal, these are stored in a lockable cupboard but no longer need to be double locked during the school day.
- If medicines need to be kept in a refrigerator, use the medicine fridge located in The Hub. This has an uninterrupted power supply and is in the same location as non-refrigerated medicines.
- If storing controlled drugs, the fridge must have a lock on it.
- **Never store medicines alongside food.**

- When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal.
- Teachers/LSAs are responsible for checking the medications, including expiry dates, for pupils in their class weekly. The Area Lead will ensure that they are aware of all pupils within their area who require medication so they can step in to support in the absence of class staff trained to deliver medication. Records should also be monitored weekly. Area Leads should have an oversight of medication recording paperwork and need to ensure that all medication is offsite during the summer holiday. If medication is not sent home with the pupil, it is the responsibility of the teacher to ensure that it goes home.
- Area Leads are responsible for checking medications, including expiry dates, for pupils in their area monthly. Area Leads will also ensure that they are aware of all pupils within their area who require medication so that they can step in to support in the absence of class staff trained to deliver medication to pupils within their class.
- Medication to and from respite is to be safely stored in reception. This medication it is not to be administered during school hours.
- If a member of staff needs to take medication into school, they have a clear personal responsibility to ensure their medicines are not accessible to students and are locked away securely. If staff have allergies for which emergency medication is required, they have personal responsibility to ensure that HR and their teams have awareness of this and know where their emergency medication is stored.

### **Administration**

Medications are to be administered by two adults, both of whom have received Medication Awareness for Schools training. These two staff must remain the same during the administration procedure. In exceptional circumstances the second person could be untrained, however this would require head teacher approval.

Brookfields School adheres to the 6 Rights of Administering Medication:

- Right child
- Right medicine
- Right dose
- Right time
- Right route
- Right to refuse

### **Administering medication**

- Wherever appropriate, staff should allow pupils to access their medicines for self-administration with staff supervision. This is relevant to pupils with asthma inhalers and those who take medication for ADHD for example.
- Both supervising adults will have received Medication Awareness for Schools training.
- Both members of staff are required to be present when medication is taken from packaging. Both members of staff are required to check the **name, dosage and expiry date** (Administering of Medication Record Sheet– Appendix 3)

- One adult must check 6 Rights
- Before administering medication, please ensure you have enough to give a full dose. Remember to ask parents in plenty of time for another bottle etc. They may have to wait for up to seven days for a repeat prescription.
- Medication must be administered immediately and cannot be prepared beforehand. Lock the medication away immediately.
- Staff member one administers the medication. Staff member two countersigns.
- If unsure, DO NOT GIVE medication and ask for help.
- All staff must wear gloves and an apron when administering medication and maintain high levels of hygiene at all times.
- All parts of the medication record must be filled in. It is the lead adult's responsibility to ensure this.

### **Administering medications via gastrostomy**

- All 'Administering Medication' guidance above to be followed.
- The adult administering the medication via gastrostomy must have received specific training to the child from the school nursing team in addition to attending external Medication Awareness for School training.
- A list of staff members who have been trained to administer medication via gastrostomy can be found in our gastrostomy competency database which is in the class medication file and kept with the School Nurse.
- If a student wasn't on any medications at the time of their teams' initial gastrostomy training, then re-training will be required from the nursing team.

### **Paracetamol:**

#### **Primary Pupils**

- The school will only administer paracetamol to pupils in the Primary School if it has been prescribed by a doctor and carries the relevant information as stated above.
- Parents/carers will be contacted before medication is given to reduce the risk of accidental overdose. School will inform parents/carers if paracetamol is given and stating the dose and time given.

#### **Secondary Pupils**

- For pupils with complex health needs, paracetamol needs to be prescribed by a doctor and labelled as stated above.
- For pupils in secondary who do not have complex health needs, please see non-prescribed medications section below.

## Non-prescribed medications

- Brookfields School can accept certain medications without a prescription. These are:
  - antihistamines
  - emollient Creams such as Sudocrem
  - paracetamol for secondary pupils who require it occasionally

The pupil must have been treated with the medication previously and can only be administered if accompanied with written permission from parents. The medication must be in an un-opened container, in case of allergy and side effects.

- The application of Emollient creams, such as Sudocrem, should be recorded on a 'Administration of Medication Record Sheet' however the person applying it and the witness do not need to have had the 'Medications Awareness for Schools' training. This is the only exception to the rule that 'Medications are to be administered by two adults, both of whom have received Medication Awareness for Schools training.'
- For secondary pupils who require paracetamol occasionally (headache, period pains) paracetamol **does not** need to be prescribed. This must be for short term pain relief, for no more than five days within a month. Anything longer than this must be prescribed by a doctor.
- Parents/carers must send in a named, unopened bottle, tub or blister pack to be kept at school. A non-prescription medications consent form needs to be completed *before* administration of medication can take place.
- ~~Parents/carers will be contacted before medication is given to reduce the risk of accidental overdose.~~ School will inform parents/carers if paracetamol is given and stating the dose and time given. Paracetamol will not be given until 4 hours after the start of the school day if parents/carers cannot be contacted to avoid accidental overdose.

## General guidance

- If medication it is refused by a pupil, they should not be forced to take it. Instead ring parents/carers. They may wish to come to school to give the missed dose.
- If this is emergency medication the ambulance service must be called and parents/carers informed.
- Any pupil who has had a general anaesthetic will need to remain at home for the first **48 hours**, as per NHS guidance.
- Any pupil who has been prescribed antibiotics will need to remain at home for the first **48 hours of treatment**, unless previously agreed.
- If a child experiences diarrhoea or vomiting, the child must remain at home for **48 hours from the last diarrhoea or vomiting incident**.  
If a child experiences diarrhoea or vomiting as a result of a previously diagnosed illness, this will be managed on a case-by-case basis, in discussion with the class teacher and SLT.  
See Sickness & Diarrhoea Guidance for further information
- **If pupils require medication to reduce temperature in the case of fever or illness, they should not be in school and parents/carers will be asked to pick their child up from school.**
- The first time a pupil has taken a medication must be at home. This is to ensure that any potential side effects or allergic reactions are managed within the safety of the home environment.
- Completed medication records are to be kept in key stage for the academic year. At the end of

the school year these are sent to the office to be archived until the pupil reaches 21 (this includes medicine administered on educational visits). For this reason, when a pupil leaves school all medicine forms should go into archive files which securely stored for seven years.

### **Class Medication Files**

All classes should have a Class Medication File. This needs to contain the following information per student:

- Pupil contact information
- Prescription/Over the Counter Medication Consent form
- Signing medication in and out of school form
- Administration of medication form

If required (per student):

- Seizure monitoring
- Gastrostomy / NG feed information

### **Emergency Medication**

Pupils who may require emergency medication (Midazolam Buccal, Epi Pen, inhaler) must have a completed care plan. These are to be followed and are available in class medication files.

Adults working with pupils who have an Emergency Medication Care Plan will be asked to sign the care plan to demonstrate that they are aware of the protocols they must follow. In order to administer emergency medication, the above 'Administering Medication' guidance is to be followed. The school will provide regular training for staff in administering emergency medication.

This emergency medication must be readily available by the member of staff assigned to the child. The emergency medication can be stored within a labelled, lockable medicines cabinet in the student's classroom, or carried in a **red bum bag** when necessary. This is dependent of the individual need of the student.

If a child has a seizure in school and we are unable to administer emergency medication, then an ambulance will be called and parents/carers informed. Seizures need to be monitored using a 'Seizure Monitoring Form' (appendix 5).

**It is the parent's/carers responsibility to inform the school if emergency medication (such as Buccal Midazolam) has been administered out of school within the past 24 hours.**

### **Controlled Medication**

All Controlled Medication must be signed in to the 'Controlled Medication' book in addition to following the usual signing in methods. Controlled medications includes medications such as Diazepam, Codeine and Midazolam but is not exclusive to only these.

### **Covert / concealed medication**

We do not conceal medication in order to administer it, eg within a drink or yogurt unless expressly directed to by the prescribed doctor. This is to ensure that parts of the dose is not missed, for example if not all the food is eaten. It is also important to support pupils to be aware of what they are eating and to help them to understand why.

### **Infectious Illnesses**

If a child has an infectious illness, Brookfields will refer to the document from 'Guidance on Infection Control in Schools and other Childcare settings' from the Public Health Agency.

### **Food and dietary supplements:**

Some of our pupils receive nutrition via enteral feeds such as Paediasure or Ensure. Any food supplements such as Procal, Duocal, Thick and Easy, Fortini products etc. must be clearly labelled **with a pharmacy label**. Only dietary foods or supplements prescribed by the Dietician or Medical Practitioner can be given, not vitamins bought over the counter.

A medication record must be completed each time a child receives a dietary supplement and/or food supplement

In the case of having individual sachet supplements, the labelling from the pharmacist will be found on the box but not on individual sachets. If this is the case, the batch number on the sachet will need to be checked that it is the same as the sachet box before using.

### **Trips:**

- When accessing off-site trips, staff must add medical information to their EVOLVE form and Risk Assessment for the trip.
- Staff working with the young people concerned must be trained in administering the medication needed.
- Medication must be signed in and out by two members of the staff, including information such as name of student, name of the medication, date and time it is being taken (Appendix 2)
- Medication must be accompanied by the consent form, IHCP (if applicable) and securely transported or carried on the person in the case of emergency medication
- The pupil's medical information is sensitive personal data, staff must ensure it is kept safe and returned to school.

### **School Holidays**

All medication will be sent home during the summer holidays. The medication will need to be signed out using the 'Transporting Medication to and from school' form. It will then need to be signed back into school at the beginning of the next academic year. Medication can remain in school during all other school holidays.

Should a pupil who requires emergency medication not bring it into school following a holiday, Brookfields will ask that the parent/carer brings the medication in that day. If that cannot happen, then parents will be informed that should emergency medications be needed then school will call for an ambulance.

### **Procedure and recording of Misadministration of medication**

If a misadministration of medication has occurred, follow these procedures:

1. If **emergency medication** (such as Midazolam Buccal) is given in error dial 999 and observe the pupil.
2. If **non-emergency medication** is given in error, seek support from the School Nurse and a member of SLT immediately.
3. Observe the pupil at all times
4. SLT will call parents/carers and notify them of the error.
5. A debrief will happen ASAP (Appendix 4)
6. The error will need to be reported to the appropriate body depending on the circumstances around the error.

### **Policies and Guidance to be followed in conjunction with this policy**

First Aid

Sickness & diarrhoea Guidance

Health and Safety

## PRESCRIPTION MEDICATION FORM

**Brookfields School will not give your child medicine unless you complete and sign this form.**

Name of school/setting	Brookfields School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

**Prescription Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Supervised self-administration- yes / no	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy. Pharmacy labels should be on the packet as well as bottle / inhaler**

**Your Contact Details**

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

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Brookfields School administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

## OVER THE COUNTER MEDICATION FORM

Brookfields School will not give your child medicine unless you complete and sign this form.

Name of school/setting	Brookfields School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Over the counter medicine (non prescription)  
Please use 1 form for each "over the counter" medication.

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Supervised self-administration – yes / no	
Procedures to take in an emergency	

**NB: I confirm that this medicine: (please tick)**

Has not been opened	<input type="checkbox"/>	Is sealed	<input type="checkbox"/>	Is in the original container	<input type="checkbox"/>
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### Your Contact Details

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

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Brookfields School administering medicine in accordance with the school policy, I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I confirm that I have spoken to a health care professional (e.g. GP / Pharmacist) \_\_\_\_\_ (name) on \_\_\_\_\_ (date) about my child receiving this medication.

Signature[s]: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY. Date for review

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**Staff debrief following a medical incident**

**Student initials:**

<b>Date of debrief meeting and details of who attended</b>	
<b>When the incident took place (date, time and location)</b>	
<b>Staff members involved</b>	

<b>Ambulance called: Y/N</b>	<b>Emergency medication administered? Y/N</b>
<b>Time of ambulance call: Time of ambulance arrival:</b>	<b>Details:</b>
<b>First Aid required? Y/N</b>	<b>Accident form completed? Y/N</b>
<b>Details:</b>	

<b>What happened?</b>
<b>What did we learn?</b>

How are you feeling following the incident? Would you like any further support?

Are you happy with the debrief process following the incident?

Checklist		Notes
Accident form filled in?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Risk assessment in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, do they need one?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do they have a care plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does this need to be reviewed	<input type="checkbox"/> Yes <input type="checkbox"/> No	



