

RIVERSIDE SCHOOL



Supporting Pupils with Medical Needs in School Policy (Administration of Medication and Enteral Feeds)

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

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Statement of Intent

Riverside School supports and welcomes pupils with medical needs and ensures that all opportunities are available and accessible to all pupils in school. The policy below outlines how we ensure that systems and procedures are in place to ensure the safety of pupils with medical needs.

Riverside School will ensure that pupils with medical needs receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes safe storage and administration of pupil's medication.

The school is committed to ensuring that parents/carers feel confident that we will provide effective support for their child's medical need, and make the pupil feel safe whilst at school. For the purposes of this policy, "medication" is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). "Prescription Medication" is defined as any drug or device prescribed by a doctor/pharmacist. "Controlled drug" is defined as medication which there are strict legal controls due to the risk of dependence or addiction e.g., gabapentin.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2015) 'Using emergency adrenaline auto-injectors in schools'
- Benedict's Law

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Data Protection Policy
- Maintained School Complaints Procedures Policy
- Allergen and Anaphylaxis Policy
- Asthma Policy

2. Definitions

A "staff member" is defined as any member of staff employed at Riverside School or a 1:1 carer employed through an agency.

3. Roles and Responsibilities

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical needs.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need a flexible approach to education due to extended time off for medical appointments or time in hospital.
- Providing proportionate nursing support in school for pupils with medical needs to ensure that their personal Medical Care Plans can be delivered effectively.
- Provide nursing support in school for individual pupils with significant and complex medical needs. This may be from independent agency providers.

The Governing Board is responsible for:

- The overall implementation of this policy within Riverside School.
- Ensuring that the Supporting Pupils with Medical Needs in School Policy is in place; this is a legal requirement under the Children and Families Act 2014.
- Ensuring this policy, as written, does not discriminate on any grounds including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Maintained School Complaints Procedures Policy.

The headteacher (and staff to whom the headteacher delegates authority) is responsible for:

- The day-to-day implementation and management of this policy and its procedures at Riverside School.
- Ensuring the policy is developed effectively with partner agencies.
- Making all staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff, who need to know, aware of pupil's medical needs or enteral feeding regimes.
- Ensuring a sufficient number of trained members of staff are available to implement this policy and deliver Medical Care Plans in normal, contingency and emergency situations including educational visits.
- Liaising with Bromley Healthcare, the school/community nurses and any external medical agency supporting staff as necessary.
- Organising first-aid training.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.

- Ensuring that all necessary assessments are carried out regarding the administration of medication, including for school trips and external activities.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed.
- Ensuring that the relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported.
- Ensuring that information and teaching support materials regarding supporting pupils with medical needs are available to members of staff with responsibilities under this policy.

Staff members are responsible for:

- Taking appropriate steps to support pupils with medical needs or who require enteral feeding during the school day.
- Where necessary, making reasonable adjustments to include pupils with medical needs and enteral feeding needs into lessons.
- Setting up pump feeds that have been prepared by nurses/families/carers in advance.
- Preparing powdered milk feeds and administering these following appropriate guidelines.
- Preparing thickened fluids following the appropriate guidelines.
- Administering medication and enteral feeds, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical needs or enteral feeds, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with medical needs requires help.
- Informing transport of any medication that is travelling from school to home.
- Adhering to this policy and supporting pupils to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

School nurses are responsible for:

- Notifying the school when a pupil has been identified with requiring support in school due to a medical need.
- Ensuring Medical Care Plans are up to date, liaising with GPs, consultants, dietitians and families and communicating any changes to the relevant staff.
- Liaising locally with lead clinicians on appropriate support.
- Using the school medication trolley to administer controlled medication. The nursing team will have a visible 'Do Not Disturb' visual whilst administering medication from the trolley, as it is important at this time that nurses are not disturbed or distracted to ensure that medication can be given safely. Pupils are brought to the classroom door or the nurses will go to the pupil to administer medication. Medication will be checked by 2 nurses when drawn up to ensure it is

being administered to the correct pupil and at the correct dosage and date. They will then administer the medication themselves or will watch a member of trained class staff administer it before both sign the drug chart to say this medication has been given to the correct pupil.

- Preparing all pump milk feeds.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/ children's health or changes to their Medical Care Plans.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medication at the end of the course or year.
- Preparing any liquidised diets (blended diets) and transporting this into school in a safe thermal container. This will be compliant with school's allergen policy and should the school/medical professional require a full list of ingredients, this will be provided.
- Where the pupil travels on school transport with an escort, parents should ensure the escort is aware of any medication sent with the pupil, including medication for administration during respite care.
- Completing a School Medical Information Form prior to them or their child bringing any medication into school (Appendix 1). The form is renewed each year. A signed copy of the School Medical Information Form is stored on SIMS, and no medication will be administered if this consent form is not present. Consent obtained from parents/carers will be renewed annually.

SEN transport staff are responsible for:

- Transport staff are to adhere to the processes and protocols of their employer.

4. Training of Staff

The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication. All staff will undergo basic training on the administering of medication to ensure that, if exceptional circumstances arise where there is no designated administrator of medication available, pupils can still receive their medication from a trained member of staff. The headteacher will also ensure that a sufficient number of staff have been trained in administering medication in an emergency by a healthcare professional.

Where it is a necessary or vital component of their job role, staff will undertake training on administering medication in line with this policy as part of their new starter induction and as or when required. At a minimum, class-based staff will read the Supporting Pupils with Medical Conditions in School Policy as part of their induction.

Staff will be advised not to agree to taking on the responsibility of administering medication until they have received appropriate training and can make an informed choice. The school will ensure that, as part of their training, staff members are informed that they cannot be required to administer medication to pupils, and that this is entirely voluntary, unless supporting pupils with medical conditions is central to their role within the school e.g., the school nurse. Training will also cover the appropriate procedures and courses of action with regard to the following exceptional situations:

- The timing of the medication's administration is crucial to the health of a child;
- Some technical or medical knowledge is required to administer the medication; or
- Intimate contact with the pupil is necessary e.g., administration of paraldehyde.

Staff members will be made aware that if they administer medication to a pupil, they take on a legal responsibility to do so correctly; therefore, staff will be encouraged not to administer medication in the above situations if they do not feel comfortable and confident in doing so, even if they have received training.

In addition to the above:

- Teachers and support staff will receive regular and ongoing training and competency checks as part of their development.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer medication by injection unless they have received training in this responsibility.
- A record of training undertaken and a list of staff qualified to undertake responsibilities under this policy will be retained by the clinical lead.

The clinical lead for this training is Hayleigh Davies – School Nurse.

Storing Pupil's Medication

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances e.g., asthma inhalers and auto adrenaline injectors, will be stored in a way that allows them to be readily accessible to pupils who may need it, and staff members who will need to administer them in emergency situations.

Controlled medication will be stored in the nurse's office, by the school nurses at Riverside St Paul's Cray in a secure place, out of the reach of pupils. If controlled medicines are stored at the other sites, these will be stored in a leadership office.

Emergency medication is stored in classrooms in a secure medical cabinet unless discussed with line leaders where it is felt the safest storage is in a leader's office inside a secure medical cabinet.

The school nurses/ school leaders shall maintain checks on expiry dates of all controlled medication stored in school.

Any medication including emergency medication that is stored in classrooms will be checked by class teachers and nurses/school leaders for expiry dates.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
 - The pupil's name;
 - The name of the medication;
 - The correct dosage;
 - The frequency of administration;
 - Any likely side effects; and
 - The expiry date.
- Stored alongside the pupil's Medical Care Plan (if appropriate).

Medication that does not meet the above criteria will not be administered.

If a pupil has prescribed emergency or controlled medication and it is either out of date or has not been provided, they will not be permitted to attend school the appropriate medication is supplied.

Disposing of Pupil's Medication

The school will not store surplus or out-of-date medication. Where medication and/ or its containers need to be returned to the pupil's doctor or pharmacist, medication will be sent home securely for the attention of an appropriate adult.

Needles and other sharps will be disposed of safely and securely e.g., using a sharps disposal box.

School staff are unable to dispose of medication. Medication, which are in use and in date, should be sent home to parents at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

5. Administration of Medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Nurses will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a comfortable environment where practical. Where possible, areas where medication is administered will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary.
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary.
- Available PPE for use as necessary.

Before administering medication, the responsible member of staff should check the following:

- The pupil's identity.
- That the medication name, dosage and instructions for use match the details on the care plan if administering emergency medication.
- That the medication name, dosage and instructions for use match the details on the nurse's documentation and pupil's medication for controlled medication.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any actions taken.

The school will not be held responsible for any side effects that occur when medication is taken correctly.

Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. Records will be stored in accordance with our records management procedures (see Data Protection Policy).

Parents/ carers will provide comprehensive information regarding the pupil's needs and medication requirements on a medical details form, and will advise the school of any changes to prescribed medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the prescribing consultant/ GP/ dietician.

Short term prescribed medication such as antibiotics will only be administered during the school day if required four times or more. If parents/carers wish to come into school to administer short term prescribed medication this can be discussed further with a school leader. (Appendix 2)

Staff will not give a non-prescribed medicine to a pupil unless there is written permission from a medical professional or this has been agreed by the school, with written permission between parent/carer and school for example Bonjela, Sudocream etc. For any cases where pupils require regular non prescribed creams (e.g., nappy rash) this will be detailed within a pupil's Happiness Passport in the Medical section. (Appendix 3)

Only reasonable quantities of medication should be supplied to the school.

If a pupil refuses to take medication, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medication results in an emergency, the school's emergency procedures will be followed.

The nursing team will inform parents when medication supplies are running low (at least two weeks' notice) and will send home a written reminder for more medication as required. It is the parent/carers' responsibility to renew the medication and ensure that the medication supplied is within its expiry date.

6. Medical Devices

The school will ensure that pupils who are capable of carrying their own medical devices such as inhalers and diabetic devices do so, provided that parental consent for this has been obtained (Appendix 4). The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

7. Medical Care Plans

For pupils with chronic or long-term conditions and disabilities, an individual personalised medical care plan will be developed by medical professionals. The nursing team will notify the Leader of the Phase and the class teacher of any changes. Medical Care Plans are stored by the nurses and in the relevant class medical folders.

8. Administration of Enteral Feeds

Pupils at Riverside School may require enteral feeds during the school day including a liquidised (blended) diet. Individual feed bags will be clearly labelled with the pupil's name and photograph.

The school nurses will be responsible for the preparation of pump milk feeds in accordance with the prescription provided by the appropriate dietician.

School staff will administer the feeds directly to the pupils wherever possible and practicable. The school nurses will support when needed. School staff may set up pump feeds that have been prepared by nurses/families/carers in advance and will check dosage and rate of this feed.

Staff who have undertaken training to support pupil's enteral feeding needs will complete a record sheet each day for each pupil as appropriate (Appendix 5).

Where a member of staff is administering a feed, the following information will be recorded before the feed tube is connected:

- Name of pupil;
- Date;
- Time of feed handover;
- Name of staff member administering the feed;
- Time of feed; and
- Confirmation that feed rate and quantity have been checked.

A second person should witness and countersign that the appropriate checks have been undertaken.

It is good practice for the same member of staff to remain with a pupil when a feed is administered, however where this is not possible, a member of staff who has been trained to administer feeds or as a minimum requirement, is able to recognise warning signs (e.g., pump beeping) and is able to carry out the necessary action (e.g., turn the pump off at the end of a feed; call the nursing team in the event of a query) should take over supervision. This handover should be recorded.

Individual requests to administer a liquidised (blended) diet will be considered by the school and nurses in conjunction with the community dietician. All parties involved are required to sign an indemnity form (Appendix 6).

Families opting for a liquidised (blended) diet will provide training on the administration of the feed and take responsibility for the management of these feeds. (Appendices 2).

Families may wish for a competent trained member of staff, to train other staff members in administering their child's liquidised diet. In these situations, signed consent must be given.

9. Educational Trips and Visits

In the event that educational trips and visits involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may involve pupils carrying their medication themselves, where possible and appropriate e.g., asthma inhalers.

Medication will be carried by a designated member of staff on trips in orange medical bags which are padlocked for the duration of the trip or activity.

The coordinator of the trip must complete the medication overview and ensure this is submitted on EVOLVE at least two weeks prior to the trip; to be authorised by two members of the leadership team.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure e.g., timing and dosage, for administering their medication.

If the out-of-school trip or visit will be over an extended period of time e.g., an overnight stay, a record will be kept of the frequency at which pupils need to take their medication and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication.

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupils e.g., what to do if a pupil with epilepsy has a seizure.

Record Keeping

Parents/ carers will be required to complete a pre-entry questionnaire and a medical form for the school/ school nurses.

Parents/ carers must ensure they update the school and nursing team of any changes in pupils' medical requirements. The school and nursing team will keep a record of any changes on their electronic systems.

The school/ school nurses will keep records of medication and enteral feed administered, which they will have available for parents (Appendix 5 for enteral feed record, Appendix 7 for school administered medication record).

Emergency Action

Relevant staff understand and are updated on what to do in an emergency to support any key pupils they are supporting.

In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent/ carer, which may include administering medication.

If a pupil needs to be taken to hospital, a member of staff will accompany them and will stay with them until a parent/ carer arrives. The school will try to ensure that the member of staff will be one that the pupil is familiar with. The staff member concerned should inform a member of the school's leadership team.

In the event of a mistake in the administration of medication on enteral feeds, the school nursing staff and a member of the senior leadership team should be immediately informed.

In the event of an adverse reaction, where a pupil has an unknown allergy or where a pupil's auto injector pen is ineffective, Emergency auto injector pens are located centrally at each school site with clear instructions for use (as well as all staff undertaking training). Please see Allergen and Anaphylaxis policy.

In the event of a pupil having an Asthma attack (where their diagnosis is known to the school) and their personal allocated pump has been ineffective e.g. due to a malfunction, an emergency asthma pump will be provided with prior signed consent from parents/carers (Appendix 8) Please see Asthma Policy.

In the event of serious concern an ambulance should be called without delay, and the nursing staff and school office should be advised accordingly of the call and the location of the pupil in question. All classes are to have an "Ambulance Call Sheet" (Appendix 9) readily available with them (in class or when out on a school trip), so the staff member making the phone call knows the information they will need to share with the ambulance.

In the event of any of the above parents/ carers to be informed.

The school will make every effort to facilitate the administration of medication and feeds to a pupil whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

First Aid

Riverside School accepts its responsibilities under the Health and Safety (First Aid) Regulations 1981.

The headteacher will ensure that an annual review of first aid needs is undertaken, appropriate to the circumstances of the school and the supporting of pupils with medical conditions.

The headteacher is responsible for organising first aid training.

People who agree to become first aiders should do so on a voluntary basis.

The school has first aid boxes available in each classroom, and each first aider has an extensive first aid box. Each classroom has lockable medicine cabinets for emergency

medication.

The school has travelling first aid containers for use during school trips and off-site visits, which are stored in the classrooms/ minibuses.

Any pupils age 5 and under must be accompanied by a trained first aider when on a school trip.

Inventories are kept of all first aid supplies including expiry dates. Full lists can be found in each first aid container.

The main duties of first aiders are to give immediate help to casualties with minor injuries and those arising from specific hazards or medical conditions at the school, and to ensure that an ambulance or other professional medical help is called whenever appropriate.

The headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g., by telephone) as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Other reportable injuries will be reported within 10 days.

For more information on Riverside School's first aid procedures, please see our First Aid Policy.

Reasonable Adjustments

Riverside School will make reasonable adjustments for pupils with medical conditions and meet its duties under the Equality Act 2010.

10. Other

If pupils have had anaesthetic, they must remain home for 24 hours before attending school.

As a school we follow NHS guidelines regarding any medical illness e.g., ringworm, impetigo, chicken pox, thread worms.

Appendix 1 – School Medical Information Form – Part A

Please complete this form, including section on consent. If there are any changes, please let us know in writing otherwise this form will remain valid throughout your child's time at this school.

Pupil's Name:		DOB:	
		Weight:	
Parent Carer Names and contact details (phone and email please):			
Pupil's Address			
Social Worker Details:			
Pupil's Diagnosis:			
Pupil's Medical History: Please use a separate page if needed			
Pupil's Current Nursing Needs: Please use a separate page if needed			

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Pupil's G.P Details:

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<u>If pupil is to be admitted to specific hospital, please give details:</u>

Does your child have seizures? Yes/No (if yes, please see below)

Please provide details of Epilepsy Consultant and Clinical Nurse Specialist

Name:

Phone Number:

Email Address:

Please send a copy of the care plan to school from your epilepsy team.

Does your child have allergies? Yes/No (If yes, see below)

List allergies (including plasters):

Are any medications prescribed for this? Yes/No

Name of drug:

Dose:

When is this to be given:

Please provide details of Allergy Consultant and Clinical Nurse Specialist

Name:

Phone Number:

Email Address:

Please provide school with an allergy care plan

Does your child have asthma? No/Yes (if yes, see below)
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Does he/she use an inhaler? No/Yes (if yes, see below)

Name of drug:

Dose:

Frequency:

Please provide details of Consultant and Asthma Clinical Nurse Specialist (if under a specialist)

Name:

Phone Number:

Email Address:

Please provide school with an Asthma action plan.

Medication:			
Details of medication taken at home:			
Emergency Medication:	Dose:	Details of other medication taken at school:	Dose:

Name of consultant/hospital pupil is under:	
Any other information:	

School Medical Information Form – Part B

Parent/ Carer

I give my consent for:	Yes	No	
My child's prescribed medication to be administered by the nursing team or any member of the school staff who has received appropriate training			
My child's information to be shared as necessary with the NHS and other relevant professionals involved in their care			
School and School nurses to contact any of the professionals involved in my child's care			
Paracetamol to be administered to my child by school staff			

• I have read the accompanying information regarding the Administration of Medication for Children in Special Schools.

• I will ensure that any required medications are provided for use in school and on a school visit, they are in date and labelled by pharmacy with child's name, dose, etc.

In line with the school's duty of care and to ensure it upholds its safeguarding responsibility, in emergencies, the school recognises the importance of providing timely and appropriate first aid in the event of a medical emergency. Whilst the school always act in the best interest of the pupils, it will not act 'in loco parentis' in making medical decisions as this has no basis in law.

The school will make informed decisions should emergency first aid be required, the school will: Provide emergency first aid by trained staff and in accordance with procedures, contact emergency services where necessary. The school will make informed and proportionate decisions where the parent or carer is not present and ensure to contact parent or carer as soon as possible.

Print name of parent/guardian:

Signed: _____ Date: _____

School Medical Information Form – Part C

Nursing Team	Schools (Marjorie McClure and Riverside)	Parents/Carers
The nursing team will be responsible for: - Nursing team to facilitate training to school staff so they are able to carry out care to meet the identified additional health care need. Where appropriate, nurses will ask Clinical nurse specialists to provide training - Write nursing care plans and provide copies to the senior leadership team - Care plans to be updated yearly or if there are any changes in medical needs. Nursing team to provide school with Dietician plans when updated. - Nursing team to complete medication rounds. Medications to be checked and drawn up with school staff present. Nursing team to ensure that all medications are administered to the correct child before signing MAR chart. - Complete Medication Administration Record Charts to enable the safe administration of medication and feeds. - Undertake nursing observations where requested by other health care professionals and before school medical appointments e.g., Heights, weights and Blood pressure. - Participate during multidisciplinary meetings where appropriate. - Nursing information consent forms to be sent out to yearly to patients with a daily nursing intervention	The school will be responsible for: - School to inform Nursing Team of new starters and leavers. - Medical information/consent forms for all pupils to be sent out by school staff and retained by leadership team. - MASH referrals/ Safeguarding concerns to be communicated with Nursing Team - Leadership team to undertake temperatures where needed. - Provide transport team with relevant training and the attached transport plan where required. - Administer enteral feeds and blended diet to any child that requires it. - Administer medications as prescribed under supervision of the nursing team. - Paracetamol to be provided by school and administered by school staff - Administer emergency medications such as midazolam, paraldehyde, EpiPen and inhalers in line with the child's care plan. - Documentation to be completed by staff when paracetamol and emergency medication administered. - Follow health care plans where appropriate. - First Aid to be provided by school. Ensure there are an adequate number of first aiders.	The parents/carers will be responsible for: Day to Day & Emergency Medication: - Ensuring adequate supplies of in date medication are provided for your child in school <i>Check expiry dates & make a note so that you can request repeat prescriptions 2 weeks before medication is due to expire.</i> Enteral Feeds: - Ensuring adequate supplies of milk feeds & enteral connectors are sent to school with your child. Medical Supplies: - Ensuring adequate supplies for your child's day to day medical care i.e., catheters, needles, glucometer & test strips. Changes in Care: - Informing SSNT and School of any changes to your child's treatment plan i.e., medication changes along with confirming advice from prescriber.

• The nurses will participate in annual reviews for educational health and care plans (EHCPs) where the nursing contribution is pertinent. Attendance will be prioritised in relation to individual need. When there are changes to a child's needs and provision, nurses will write an updated report • The nursing team will provide advice and support in relation to child risk assessments where needed.	• Maintain a record of staff training and ensure staff skills and competencies are kept up to date. • Staff to contact parent/carer if a child is unwell. • Ensure that education staff have time to meet with nursing team to discuss health care plans/EHCPs/risk assessments/medical concerns. • Support staff in relation to student medicals- If school have a concern and want someone seen, they can contact the administration team with the concern. • Staff will inform nursing team of annual reviews of all students with a minimum of 6 weeks' notice. • Notify the nursing team in the event of school closures or necessary absence.	
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Children's Community Nursing Team Partnership Agreement for Service to Special Schools



Administration of Medications for children In Special Schools

Dear Parent/Carer

If your child requires medication to be given during the school day, noted below is some useful information as to the process regarding the administration of medications.

Prescribed Medication

All medications sent into school should be prescribed, and the bottle or box containing the medication clearly labelled with the following information:

Child's name

Date of birth

Dosage to be given and how often

We also require a copy of the prescription form as 2 sources of information are required to enable a Drug Administration Record to be written.

Medication dose changes – please send in updated prescription and the pharmacy label needs to be updated within a month of the changed dose or we will be unable to administer this in school.

Antibiotics

The nursing team will administer antibiotics in school that are prescribed to be given **four times a day**, all other antibiotics should be given around the school day, e.g., antibiotics which must be taken three times a day should be given at home on a morning before school, after school and before bedtime.

If your child has been prescribed antibiotics for an acute infection, please ensure they do not attend school until they have taken the antibiotics for at least a **full 24 hours**.

Emergency Medication

If your child requires emergency medication for seizure management, or management of acute allergic response, please provide the medication needed (clearly labelled) and a copy of the care plan from their specialist.

Paracetamol

In the event of your child developing pain or a fever whilst at school Paracetamol will be given by school staff as required, if prior permission has been received.

If your child requires Paracetamol, the school staff will contact you to check the time that the last dose of Paracetamol was given and how many doses given in the previous 24 hours, unless written confirmation has been received that morning.

Paracetamol is usually administered as an interim measure until you are able to collect your child and take them home. The schools keep a stock of Paracetamol, and no individual bottles / boxes are required to be sent into school. Ibuprofen will

only be administered if it comes in as a prescribed medication.

If your child requires regular Paracetamol as part of chronic pain management written guidance will need to be provided by the prescribing practitioner or consultant and you will need to provide a labelled bottle or box of paracetamol. It is the responsibility of the parent/guardian to ensure the correct medication is at school and in date.

Please note due to the large number of medications being required over lunchtime and the potential for emergency situations we will aim to administer your child's medication within a 30-minute window each day. If medication is administered later than 30 minutes a note will be sent home in your child's contact book informing you of the time it was given.

If you have any queries, please do not hesitate to contact the school nurses at Riverside – 01689 879197 or the school nurse at Marjorie McClure – 0208 467 7352.

Yours sincerely

Hayleigh Davies
Special Schools Team Leader

Appendix 3 – Consent for Non-Prescribed Medication



Riverside St. Paul's Cray

Main Road, St Paul's Cray,
Orpington, Kent, BR5 3HS
☎ 01689 870519

✉ admin@riverside.bromley.sch.uk

Riverside Beckenham

2 Hayne Road, Beckenham,
Kent, BR3 4HY
☎ 020 8639 0079

✉ admin@riverside.bromley.sch.uk

Riverside West Wickham

Hawes Lane, West Wickham,
Kent, BR4 9AE
☎ 020 3963 3590

✉ admin@riverside.bromley.sch.uk

Riverside Phoenix

40 Masons Hill
Bromley, Kent, BR2 9JG
☎ 020 3837 1020

✉ admin@riverside.bromley.sch.uk

Parent/Carer request for application of over-the-counter Creams/Gels

I, the parent/carers of the child named below, request that school staff apply the following over-the-counter cream/gel to my child during the school day when needed.

Child's details

Child's Name: _____

Date of Birth: _____

Product requested

Name of cream/gel (e.g., Bonjela): _____

Reason for use and where (e.g., Teething, discomfort. To be applied on gums)

How often may it be applied?

- ☐ As needed
- ☐ Maximum _____ times per day
- ☐ Other instructions:

Expiry date of product provided: _____

Headteacher: Mr Steve Solomons, MEd NPQH **Email:** steve.solomons@riverside.bromley.sch.uk

Website: www.riversideschool.org.uk **f** /wearerriverside1 **t** @wearerriverside1



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Riverside St. Paul's Cray

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☎ 020 3837 1020

✉ admin@riverside.bromley.sch.uk

Medical Information

Does your child have any allergies or sensitivities?

☐ Yes – Please specify: _____

☐ No

Has this product been used before without reaction?

☐ Yes

☐ No

☐ Unsure

Parent/Carer Consent

I confirm that:

- My child has used this treatment previously without any known adverse reactions.
- I will provide the treatment in its original packaging
- I give permission for school staff to apply this product to my child as described above
- I understand that staff will follow the manufactures instructions and record each application
- I will inform the school of any changes or if I wish to withdraw this consent

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

Emergency Contact Number: _____

Headteacher: Mr Steve Solomons, MEd NPQH **Email:** steve.solomons@riverside.bromley.sch.uk

Website: www.riversideschool.org.uk **f** /weareriverside1 **t** @weareriverside1



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Appendix 4 – Consent Letter for Pupil to Carry Their Own Emergency Medication/Device



Riverside St. Paul's Cray

Main Road, St Paul's Cray,
Orpington, Kent, BR5 3HS
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✉ admin@riverside.bromley.sch.uk

Riverside Phoenix

40 Masons Hill
Bromley, Kent, BR2 9JG
☎ 020 3837 1020

✉ admin@riverside.bromley.sch.uk

Consent for Pupil to Carry Emergency Medication or Medical Device

Dear Parent/Carer,

To support the health, safety and independence of pupils with medical needs, the school may permit pupils to carry and administer their own emergency medication or medical device during the school day.

Examples of emergency medication or devices may include, but are not limited to:

- Adrenaline auto-injectors e.g., EpiPen
- Asthma inhalers
- Emergency diabetes supplies e.g., glucose, insulin, monitoring devices

Before a pupil is allowed to carry their own emergency medication or device, the school requires written consent from a parent/carers and confirmation that the pupil is capable of managing responsibly.

If agreed to do so, Pupils will carry their own emergency medication or device, in a school first aid bag.

Please complete the consent form provided and return to the school.

Headteacher: Mr Steve Solomons, MEd NPQH **Email:** steve.solomons@riverside.bromley.sch.uk

Website: www.riversideschool.org.uk **f** /wearriverside1 **t** @wearriverside1



Parent Consent Form

Pupil Name: _____

Pupil Date of Birth: _____

Medical Condition: _____

Name of Emergency Medication/Device: _____

Prescribing Doctor/Healthcare Professional (if applicable): _____

Parent/Carer consent:

I confirm that:

- My child has been prescribed the medication/device listed above
- My child understands when and how to use the medication/device safely and appropriately.
- I give permission for my child to carry, and, where necessary, self-administer and use their emergency medication or device while at school, on educational visits and during school related activities
- I will inform the school immediately of any changes to my child's medical condition, treatment, or medical requirements.
- I understand that the school reserves the right to review this arrangement if concerns arise regarding the safe management of the medication/device.

In the event of emergency, I authorise school staff to take appropriate action and seek medical assistance if required.

Parent/Carer name: _____

Signature: _____

Date: _____

Contact Number: _____



Appendix 5 - Administration of Enteral Feed Record

Name of Pupil:

Any known allergies:

Other:

WHERE A TRANSFER OF RESPONSIBILITY IS REQUIRED, PLEASE COMPLETE THE APPROPRIATE COLUMNS

DATE	FEED PREPARED BY	TIME OF FEED HANDOVER	RECEIVING NAME AND SIGNATURE	TIME OF FEED	NAME OF PERSON ADMINISTERING FEED	PUPIL NAME CHECKED	FEED, RATE, PORT AND QUANTITY CHECKED	AMOUNT OF FEED/ WATER GIVEN	TIME FEED CONNECTED	CHECKS WITNESSED/ COUNTERSIGNED	STAFF HANDOVER TIME	SIGNATURE OF RECEIVING STAFF

Sheet number



Appendix 6 – Riverside School Blended Diet Protocol



Riverside St. Paul's Cray

Main Road, St Paul's Cray,
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☎ 01689 870519

✉ admin@riverside.bromley.sch.uk

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Riverside Phoenix

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Bromley, Kent, BR2 9JG
☎ 020 3837 1020

✉ admin@riverside.bromley.sch.uk

Riverside School Blended Diet Protocol

In order for Riverside School to support a blended diet, please note the following guidelines:

- Blended meals should be provided in a thermos flask at the appropriate temperature. As a school, we are unable to reheat food.
- Shop bought food pouches may be provided if they are stored in the fridge and have agreed as appropriate by the pupil's dietician.
- In the event of an emergency, families/carers are to provide a list of ingredients. Please note we are a NUT free school.
- Staff cannot add anything to the blended meal. Families are therefore responsible for ensuring the correct consistency of the blend before it is sent into school.
- If staff are unable to administer the blended meal for any reason, they will contact home immediately.
- A blended diet must be supported by a dietician and a risk assessment and feeding regime must be provided.
- All training for administration of a blended diet must be provided by the pupil's family and individual staff members must sign to say to confirm they have received this training. If families are happy for experienced staff, familiar with your child's blended diet to train others in administering this. Families must consent to this (This can be via email).
- All staff administering a blended diet will have complete training in administering tube feeds.

Please contact Daniella Costanza, Assistant Headteacher, with any queries.

Please sign and return a copy of this protocol to confirm your agreement.

Pupil name: _____

Class: _____

Parent/Carer Name: _____
(Please Print)

Parent/Carer Signature: _____

Date: _____

Blended Diet



Pupil Name:

Disclaimer

This is to confirm that I will not hold any member of school staff liable for any problems that may arise as a result of this feeding regime, as long as appropriate care and attention as outlined in _____ feeding regime has been undertaken.

Parent/ Carer's Signature _____

Riverside School Signature _____

Staff trained to administer _____

Staff trained to administer _____

Staff trained to administer _____

Staff trained to administer _____

Staff trained to administer _____

Staff trained to administer _____

Date: _____

Appendix 7 – Medication Administration Chart

As required medication administration chart for school staff

Name of Child:

DOB:

Allergies:

Always check the care plan before administration of any medication.

MEDICATION	MEDICATION DOSE	WHAT SHOULD BE ADMINISTERED

TRANSCRIBING INFORMATION:

Date:

Name:

Signature:

Date:

Name:

Signature:

[illegible]

Appendix 8 – Consent Letter for Use of Salbutamol Inhaler



Riverside St. Paul's Cray

Main Road, St Paul's Cray,
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☎ 01689 870519

✉ admin@riverside.bromley.sch.uk

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✉ admin@riverside.bromley.sch.uk

Parent/Carer consent for use of salbutamol inhaler if required

Dear Parent/Carer,

We are currently updating our school asthma policy. As part of this, we will now keep an emergency salbutamol reliever inhaler on site. This is a precautionary measure to support pupils who have a diagnosis of asthma, in the event own inhaler malfunctions.

Please note that this does **not** replace your child's own prescribed medication. Families must ensure that their child brings their **own inhaler and spacer** to school every day, clearly labelled and in date.

Everyone with asthma should use a spacer with their inhaler in order to deliver maximum benefit to the lungs (unless your child has a breath actuated inhaler).

If your child does not have a spacer, or has not had an asthma review in the past 12 months, please contact your GP to arrange an appointment as soon as possible. For more information and reasons for and how to use a spacer see Asthma UK: www.asthma.org.uk

Please complete the information below and return to school:

- ☐ I confirm that my child has been diagnosed with asthma
- ☐ I confirm my child has been prescribed an inhaler
- ☐ I confirm that my child has a working, in date inhaler and spacer (if required) clearly labelled with their name, which they will have with them at school every day

Please tick if you **DO NOT** wish the school to use the school's inhaler in an emergency ☐

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

Emergency Contact Number: _____

Headteacher: Mr Steve Solomons, MEd NPQH **Email:** steve.solomons@riverside.bromley.sch.uk

Website: www.riversideschool.org.uk **f** /weareriverside1 **t** @weareriverside1



Appendix 9– Ambulance



Ambulance Flowsheet

Is the child breathing/ unconscious/ in the recovery position (if safe to)



Gender:

Age:

DOB:

Medical history of child:

Have they had/got - cancer/ epilepsy/ drug allergies:

I am calling about a child who

I am calling about a young adult who

I am at

(Explain where you are)

Ambulance Dispatch may ask you to count the breaths the child takes.

You need to be near them to see/ feel/ hear them breathing.

Seizure

Child has had a seizure lasting ____ minutes. They have been given ____ milligrams of buccal midazolam/ paraldehyde at ____.

Oxygen/ Not breathing

Child has stopped breathing/ turning blue after receiving ____ milliliters of oxygen for ____ minutes.

Shunt Collapse

Child has a Hydrocephalus Shunt. Child has begun to vomit/ has an enlarged head/ high pitched cry/ seizure.

Anaphylaxis

Child is having a anaphylactic reaction. Child is having an allergic reaction to ____.

Unknown

Child has collapsed and is unresponsive.

They have not come round from their seizure and are unconscious.

They have continued to seize ____ minutes after emergency medication was given.

This is the first time they have had the medication.

This is the child's first seizure. No emergency medication has been given.

Jobs for supporting Staff

1. Member of staff who is making call has all relevant information for child.
2. Parents/Carers have been contacted- **some parents/carers have a preference of hospital, let dispatch know this.**
3. Reception has been informed and will take the paramedic crew to ____ classroom.
4. SLT has been informed.
5. Other children are in safe place.