



St Mary's Catholic Primary School

Medication Policy

Introduction

Since September 2014, schools have been required to make arrangements to support pupils with medical conditions. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

There is no obligation on school staff to administer medicines at school or to supervise a pupil taking it. However, teachers and other staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, in order to make sure that pupils are healthy and safe on school premises. This might, in exceptional circumstances, extend to administering medicines on a voluntary basis and/or action in an emergency. While the school will assist in administering some medications, the primary responsibility for a child's health rests with the parents or guardian. This includes responsibility for informing the school of a child's condition, giving full details of medication needed and informing the school of any changes to the child's needs.

This policy sets out those occasions when the school is prepared to assist with medication, the steps that will be taken and the various responsibilities of all concerned. The school policy on administration of medicines is made clear to parents and guardians in the School Prospectus.

The main aim of the policy is to ensure full and regular attendance for pupils at school.

Roles and Responsibilities

The Governing Body ensures that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.

The Headteacher or Deputy are responsible for deciding, in each case, whether the school is prepared to assist in the administration of medication.

The personnel normally responsible for the administration of medicine are the non-teaching staff such as the School Secretary or a class TA.

Advice will be requested, where needed, from the School Nurse, GP or Consultant for Communicable Diseases.

The main responsibility for the child's health and welfare and for correct information about medicines, rests with the parents or guardian.

Individual Healthcare Plans and Arrangements for Children with Conditions Giving Particular Cause for Concern.

The school's policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting pupils at school with medical conditions.

This includes conditions such as epilepsy, haemophilia, anaphylaxis, diabetes or management of specific arrangements, such as after surgery. The school will usually be informed about such a condition when the child starts school, or when it is diagnosed. It is the responsibility of the parent or guardian to inform the school, in writing, of all the details.

In these cases, the Headteacher will agree with parents (or guardians) and medical personnel:

- What the symptoms would be of any emergency situation;
 - The medical condition, its triggers, signs, symptoms and treatments.
- What action would be needed;
 - The pupil's resulting needs, including medication – dose, side effects and storage – and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;
 - Specific support for the pupil's educational, social and emotional needs – for example how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
 - The level of support needed – some children will be able to take responsibility for their own health needs – including in emergencies. If a child is self-managing their medication this should be clearly stated with appropriate arrangements for monitoring.
- What staff would be permitted to do;
 - Who in the school needs to be aware of the child's condition and the support required;
 - Arrangements for written permission from parents or guardians and the Headteacher, for medication to be administered by a member of staff, or self-administered by the pupil during school hours.

- Arrangements for school off-site visits;
 - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- In what circumstances an ambulance should be called;
- How and when parents or emergency contacts should be notified
 - What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.
- Whether there are any other issues

The usual written notification to parents or guardians of any action taken will be given, unless emergency contact has been established.

The school keeps a medical fact file with recognised procedures, and a photo of the child which is kept in the staff room, and in the First Aid storage room by the main office.

A decision tree of medical needs is on the wall in the office and staff room. A copy is attached to this Policy.

Prescription Medicines

Medicines will only be given when absolutely necessary, or when it would be detrimental to a child's health or school attendance not to do so. Most medicines can be administered in three separate doses at home and need not be brought to school. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If administration is necessary, they will only be administered if the parent or guardian has signed the necessary form, available at the school office, stating the exact dosage and the timing of the dosage.

Asthma inhalers and blood glucose testing meters are kept safely within the classroom, under the supervision of the teacher (see Emergency Inhalers section). Adrenaline pens are kept within the first aid cupboard to be administered by a trained member of staff. All staff members have had adrenaline pen training.

The school will only accept prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by a pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

The administration of the medicine will be recorded in the Medicine Book kept in the school office, by the member of staff administering it. Such medicines are stored in the office fridge. Medicines will be given back to parents or guardians only, not to pupils, at the end of the day or for disposal by them.

Children who are acutely unwell should be kept at home.

The school arrangements are clear and unambiguous, regarding the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities and aims to ensure they are not prevented from doing so.

When a child is on a school trip, the lead member of staff will be responsible for administering and looking after any medicine that is required by a child, whilst they are outside of the school premises.

Emergency inhalers

The school will keep four emergency Salbutamol reliever inhalers, for use should a pupil's prescribed inhaler not be available (for example, because they are broken, empty or found to be out of date). They will be kept in a sealed container in Reception, Holly, Juniper and Cedar classes. A copy of the asthma register will be kept with the emergency inhalers and parental consent to allow a pupil's use of the inhalers will be obtained. Administration of the emergency inhaler will be recorded in the Medicine Book kept in the school office, by the member of staff administering it. Staff receive appropriate training in the use of the emergency inhaler. A spacer will be used and sterilised after use.

Non-Prescription Medicines

Non-prescription medicines include Paracetamol, travel sickness tablets, hay fever medications etc. These will not normally be administered. If a child is in severe pain or distress and the parent or guardian gives permission by telephone, one dose, only, of Paracetamol or other medication needed by the child, may be administered. The medication must be provided by the parent or guardian as the school does not have these. If the child is still in pain or distressed, the parent or guardian will be requested to take the child home.

Record Keeping

Written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents or guardians should be informed if their child has been unwell at school.

Consent Forms

All parents and guardians will be asked to sign the school consent form giving consent for the administration of anaesthetics and for the administration of non-prescription medicines as set down in this policy. This signing will normally be done when a child is admitted to the school.

Circumstances Requiring an Ambulance

Should there be an emergency situation, an ambulance will be called, rather than a member of staff transporting a child to hospital. If the parent or guardian cannot be contacted, a member of staff, ideally the Headteacher, should accompany the child to hospital and wait until a parent or responsible family contact arrives.

Self Medication

It is good practice for children with asthma to be responsible for their own medication. If a child is not old enough or able to do this, arrangements will be made to keep the inhaler accessible in class where a member of staff can supervise its administration.

Intimate Care

Should any child need intimate care e.g. washing after soiling themselves, this will be done by a member of staff, with another member in attendance. If possible, parents or guardians should be consulted first, if not, actions taken by staff will be shared with parents or guardians.

Packaging and Disposal of Medication

Medicines should be packaged in the manufacturer's container with full directions for administration (not "as directed"). All medicines should be sent home for disposal and should be sent home at the end of term. New medications should be supplied at the beginning of each term.

Training

The school ensures that staff who administer medicines to control specific chronic conditions are trained to administer those specific medicines, for example, Anaphylaxis (epi-pens), Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the School Nurse and includes training in the safe handling, storage and disposal of medicines.

A record of training is maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The normal point of contact for further advice is the School Nurse, although it may be necessary to contact the GP in specific circumstances. The Consultant for Communicable Diseases will advise on communicable diseases such as meningitis, TB or food poisoning.

Insurance

All members of staff undertaking the administration of medicines, as set out in this policy, are covered by the LA Liability Insurance Policy. (GA11406824. Brokers: Marsh McLennon 0141 304 4395).



St Mary's Catholic Primary School

Administration of Medicine Request

In accordance with the School Medication Policy, I request that my child be given medication as follows:

Child's Name _____ Class _____

Name of Medicine _____

Reason for Medication _____

Dosage _____

Time medicine needs to be taken _____

Dates/Number of Days _____

- I acknowledge that it is my child's responsibility to come to the office to receive the medication;
- I understand that it is my responsibility to ensure that my child has enough medication in school;
- I will ensure that the medication is supplied to the school in the original container with correct dosage instructions (not, "as directed");
- I will inform the school, in writing, of any changes;
- I will collect the medication at the end of each day/end of treatment.

Signed _____ Parent/Guardian Date _____

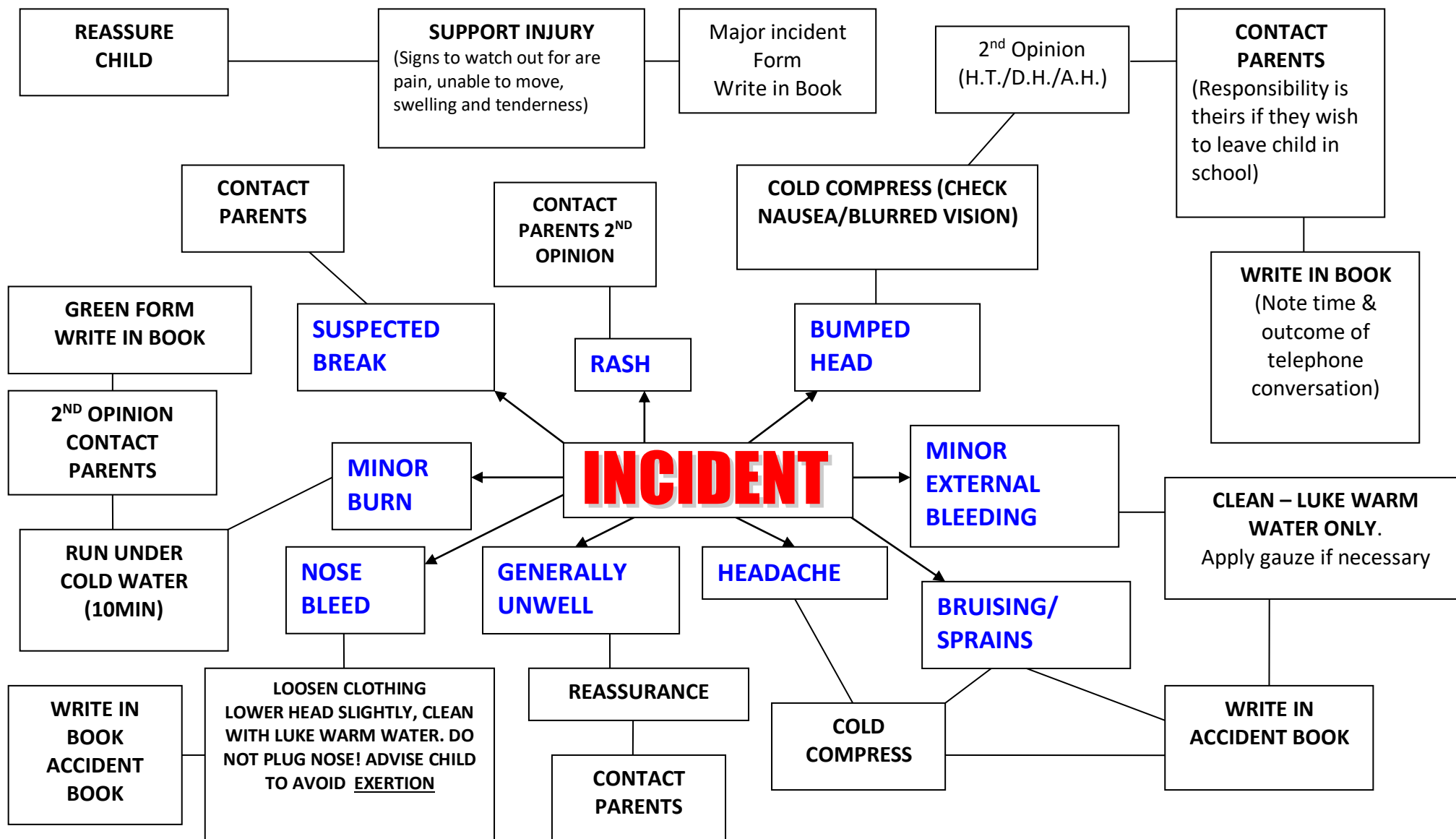
Emergency contact numbers _____

School to complete:

Approved by _____ Headteacher Date _____

To be administered by _____ Date _____

FIRST AID PROCEDURES



N.B. ALWAYS ask for a second opinion from trained First Aiders or Headteacher/Deputy Headteacher/Assistant Headteacher before contacting parents. If a child is sent home, remember to write it in the book. When speaking to parents on the telephone, record date, time and their response.