



POLICY ON MEDICINES IN SCHOOL



Introduction

Legally, schools are not compelled to administer medication to children, because of the risks involved and possible legal consequences. We will, wherever possible, assist children and parents by administering prescribed medicines in school time in line with the policy below.

AIMS

- To safeguard against accidents arising from the transport, storage and administration of medicines.
- To remind parents that it is their responsibility to ensure correct administration of medicines.
- To protect the staff and school and minimise possibility of error.
- To avoid unnecessary exclusion of any child who is fit for school but who is completing a course of treatment.
- To help those children with longer term disorders (e.g. asthma) to take appropriate medicines so they can take as full a part as possible in all school activities.

SHORT TERM ILLNESS

When children have an infectious illness they should not attend school or seek medical advice.

Children, who have recovered, should return to school as soon as possible, including where they are completing a course of treatment.

Every effort should be made for medicines to be administered at home and not at school. For instance, a course of antibiotics which is to be taken 3 times a day can usually be given to the child: before leaving school in the morning; immediately upon returning home in the afternoon; before going to bed at night.

If it is essential for a child to receive medication during the school day the parent should bring the appropriate medicine to school at a suitable time (e.g. lunchtime) and administer it to the child in the school office. After the dose has been administered the parent must take any remaining medication with them when they leave the school premises.

PRESCRIBED MEDICINES (4 times a day)

On occasions when it is impossible for a parent to visit the school to administer a prescribed medicine, the parent may request that a member of school staff supervise the child taking the medicine during the school day. If the school agrees, the medicine must be brought to school by the parent/responsible adult, not the child, and delivered personally to the administrator in the school office.

When parents deliver the medicines they must complete a request to administer medicine form (see appendix 1 for the template) the medicine must be clearly labelled with;

- The chemist dosage label with the child's name, name of the medication, the prescribed dose and the time of administration.
- The date of prescription (only medicines that are in date will be accepted by school)

- If required, a suitable medicine spoon should be included.
- Medicines will be kept in the school office refrigerator, which is kept locked at all times.

If children are on a planned school trip a decision will be made as to if they are well enough to travel and take part in the activities.

Non -Prescribed Medicines (4 times a day)

There are also occasions when pupils need other medication such as painkillers, every four hours, during the school day. Until September 2019 we would always require this medication to be prescribed. However, doctors have now been told that they can no longer prescribe such medicines, therefore we will now administer essential medicines brought into the school office which need to be given at lunchtime that have been purchased by the parent in the original container. As per prescribed medicines a medicine administration form will need to be filled in.

LONG TERM ILLNESS

With certain long-term illnesses or allergies e.g. asthma, it is important that children have their treatment at agreed times through the day, or available for use as needed. If this is so for your child please:

- Give the school office a written request for the treatment to be kept at and used in school, using the same form as for short-term medicines.
- Deliver the medication to the school office.
- If the medication must be taken immediately e.g. allergic reaction it must be kept by the class teacher.

Inhalers should be clearly marked with your child's name and kept in the child's classroom so they have access to use as required. Children's parents should renew this every year and should state when their child might need to use their inhaler and how many puffs they should take. Inhalers are regularly checked by staff to check that they are in date.

The staff at St. Michael's have had training on how to use an EpiPen. If a child needs an EpiPen, the EpiPen is kept in the classroom and the location is clearly marked in the classroom.

Any medicine left at the end of the course must be collected by a parent/ responsible adult on the finish date specified on the request form. Any medicines which are not collected will be disposed of.

ANY OTHER NON PRESCRIBED MEDICINES

Please do not send creams, lozenges or any other non-prescribed medicines to school with your child.

If you have any concerns regarding your child and their medication please do not hesitate to contact school to discuss any issues.

At school we keep a medical list of all conditions reported by parents. This can be found in the folder in the school office. The kitchen staff also have a copy of the medical list and they have photographs of all children with allergies.

Record keeping

The member of staff giving medicine to a pupil should check the instructions provided by the parent and record the date, time and dosage, writing their name and signing to say they have administered it on the child's **Request to administer medicines form** which is stored in the **Administration of Medication Records File (one in each classroom)**.

If a child refuses to take medicine as prescribed, the records must state this clearly and the parents/carer must be informed immediately. Children/young people will not be forced to receive medicine if they do not wish to do so. If a child or young person is ill/injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents/carers immediately and advise the Head teacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

Safe storage of medicines

Medicines will be stored in a locked medicine cupboard in the school office. Some medicines (insulin, liquid antibiotics) may need to be kept in a fridge but must not be frozen.

Some medicines, such as inhalers, need to be close at hand, and dependent on the age of the child, will be kept by the child or in an easily accessible place in the classroom.

A record of when a child has taken their inhaler is stored with the inhalers- if a child has had their inhaler more than 5 times in one day then the parents/carers are contacted.

Sun cream

In warm weather it is advisable that sun cream is applied at home in the morning. If sun cream is brought to school, the children must hand it into their teacher and reapply it to themselves- not other children.

Emergency arrangements

Care is taken to ensure that all children and young people are safe. The school currently has **six** 'Paediatric First Aid' qualified first aiders

Children and young people with life threatening medical conditions or that require close monitoring/supervision will have Individual Healthcare Plans issued by Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy. Asthma can also be life threatening. All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the school office.

Individual Health Care Plans

Individual healthcare plans help to ensure that the school effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Individual healthcare plans may be initiated by a member of school staff, the school nurse or another healthcare professional involved in providing care to the child. Plans will be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents.

These will be reviewed at least annually or earlier if the child's needs change. They will be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption. Where the child has a special educational need, the individual healthcare plan should be linked to their EHC plan where they have one.

In identifying what information plans include, the following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues. 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 own medication, this should be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, and expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional
- Decide who in the school needs to be aware of the child's condition and the support required
- A completed **Request to administer medicines form** giving permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by individual pupils during school hours
- 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
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including whom to contact, and contingency arrangements

Off-site activities and trips arrangements

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for any off-site activities or school trips. A member of staff will be appointed to ensure there are suitable arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions. All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Head Teacher/Governors.

Date reviewed- 17/10/2023

Next review- 17/10/2024

APPENDIX 1
ST MICHAEL'S C OF E PRIMARY SCHOOL, BAMFORD
MEDICAL INFORMATION

Name of Pupil: _____ Year: _____

Condition of illness: _____

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

Name/Type of Medication (as described on the container) _____

Date when prescribed medicine was dispensed: _____

For how long will your child take this medication? _____

Full directions for use

Dosage and method: _____

Timing: Medicines are only administered at lunchtime.

Special Precautions: _____

Side Effects: _____

Self-Administration: Would you like your son/daughter to take his/her own medication?

(Please tick one of the boxes below.)

YES

NO

Procedures to take in an emergency:

Describe what constitutes an emergency for the pupil, give details of pupil's individual symptoms and the action to take if this occurs:

Would you like your son/daughter's medication on him/her for use as necessary? (Please tick one of the boxes below.)

YES

NO

I understand that if I would like the school to administer my son/ daughter's medication I must deliver and collect the medicine personally, to and from school, and accept that this is a service which the school is not obliged to take.

Date: _____ Signature(s): _____

Relationship to Pupil: _____

Confirmation of the Headteacher's agreement to administer medication

Signed: (the Headteacher)

