

TICKHILL ESTFELD PRIMARY SCHOOL

Managing Medicines and Medical Needs Policy

March 2017

## **Rationale**

Tickhill Estfeld Primary School is an inclusive community school that aims to support and welcome pupils with medical conditions. The school aims to provide all pupils with medical conditions the same opportunities as others at school.

We will help to ensure they can:

- . Be Healthy
- . Stay Safe
- . Enjoy and Achieve
- . Make a positive contribution
- . Achieve economic well-being

## **Supporting Pupils with Medical Conditions**

The Governors and the Head teacher accept their responsibility to support all pupils with medical conditions. This policy will be reviewed regularly and made easily accessible to parents. It accepts the importance of staff awareness and appropriate training to provide guidance on medication for pupils, employees and visitors in school.

The school ensures all staff understand their duty of care to children in the event of an emergency and all staff feel confident in knowing what to do in an emergency. Staff have received emergency first aid training and those who work with our youngest children have been trained in paediatric first aid.

This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Staff understand the importance of medication being taken as prescribed and understand the common medical conditions that affect children at this school.

## **Managing Serious or Long-term Medical Conditions**

In some cases Care Plans will be needed to be set up for some children, drawing upon the expertise of specialist medical staff when necessary. A Health Care Plan will be put in place for all children requiring additional safety measures or supportive mechanisms during the school day that if not met may put themselves or other children at risk, constituting physical, emotional and psychological need. School staff will seek further advice if a pupil's condition changes or if procedures in the Care Plan are not effective in managing the condition in school.

### **Managing medicines**

Procedures for managing prescription medicines that need to be taken during the school day.

The School will not accept medicines that have been taken out of the container as originally dispensed, nor make changes to prescribed dosages.

Short-term prescription requirements should only be brought into school if it is detrimental to the child's health if it were not administered in school.

The School will not administer medicines that have not been prescribed by a doctor, dentist, nurse independent prescriber or pharmacist prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this should include:

- . Name of child
- . Name of medicine
- . Dose
- . Method of administration
- . Time/frequency of administration
- . Expiry date

The School will only accept medicines brought in by a responsible adult. Consent to administer medicine must be given in writing by the pupil's parent or carer.

All medication that is kept in school will be secured in the office or the fridge in the staffroom and administered under supervision by a member of staff holding a current First Aid Certificate.

Medicines must not be kept by pupils, with the exception of asthma inhalers.

All medication administered will be recorded on the appropriate record form.

### **Parental Administration of Medicines**

If a parent wishes to administer over the counter medicines, such as paracetamol, eye drops, cough medicine etc. that do not comply with the guidance above, they may visit school to do so at the appropriate time. If an adult other than the parents, such as a relative or childminder is to visit school to administer medicine on behalf of the parent, school must be informed of this in writing.

### **Procedures for managing prescription medicines on trips and outings**

The School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. Any pupil requiring medication during a school off-site visit must have the relevant consent form and the medication must be administered by a member of staff.

The medication must be in its original packaging with full instructions and be kept in a secure container available from the First Aider.

### **Roles and responsibility of staff supervising the administration of medicines**

The school staff are responsible for the administering of medicines to children in the school. The staff are aware of the procedures and what is expected of them in terms of administering medicines. Where necessary, staff work closely with parents/carers, health professionals and other agencies to ensure a suitably supportive environment for children with medical needs

### **Parental responsibilities in respect of their child's medical needs**

A written parental consent will need to be signed by parents before medication will be accepted by the school. This may include the annual pupil information sheet detailing medical conditions.

Medication will only be administered as per the instructions of the box/bottle. If a child has forgotten to take their medication before school a double dose WILL NOT be administered later in that day.

### **Assisting children with long-term or complex medical needs**

Where there are long-term medical needs for a child, a health care plan will be completed, involving parents/carers and relevant health professionals.

A health care plan clarifies for staff, parents/carers and the child the help that can be provided. The school will be guided by the child's GP, specialist nurse or paediatrician. The School will meet with parents/carers annually or otherwise depending on the nature of the child's needs to jointly review the health care plan.

The school will judge each child's needs individually as children vary in their ability to cope with poor health or a particular medical condition, taking into account the child's age and their need to take personal responsibility.

In addition to input from the school health service, the child's GP or other health care professionals depending on the level of support the child needs, the following people will also be consulted to contribute to a health care plan:-

- . Head teacher
- . Parent or carer
- . Child (if appropriate)
- . Class Teacher
- . Support staff
- . Staff who administer medicines

### **Off-site Education**

The school is aware that the duty of care extends to responsibility for an overall risk assessment of any off-site activity, including issues such as travel to and from the visit and supervision during non-teaching or breaks and lunch hours. The management of medicines will also form part of the risk assessment.

### **Children carrying and taking their prescribed medicines themselves**

The school supports and encourages pupils, who are able, to take responsibility to manage their own asthma inhalers. The ability of the child will be assessed with the input of parents and carers and teaching staff. Pupils with asthma are encouraged to administer their medication independently as needed and to keep their inhaler on their person.

### **Staff training in dealing with medical needs**

Staff who have a child with medical needs in their class or group will be informed about the nature of the condition, and when and where the child may need extra attention. They will also upon the advice of medical professionals attend specific training.

The child's parents/carers and health professionals will be requested to provide all relevant information related to the pupils needs to school staff update any changes to the pupils' needs or medication as soon as possible. If necessary a new Care Plan will be written.

All staff in school will be made aware of the Care Plan and where it is displayed in school – they will also be made aware of the likelihood of an emergency arising and what action to take if one occurs.

### **Record keeping**

To maintain good practice all medication administered will be recorded in the administration log book which is located in the school office. The parental agreement form is re-signed every time there is a change to the medicine being brought into school, in order to ensure that no changes to the instructions have been made without parental consent.

It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school.

### **Safe storage of medicines**

The school only stores, supervises and administers medicine that have been prescribed for a specific child. These are stored in a secure place.

Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.

The staff administering the medicine will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. The date, time and dose of medication will be entered on the administration log. Where a child needs two or more prescribed medicines, each should be in a separate container. School staff will never transfer medicines from their original containers.

Children know where their own medicines are stored and who to see to access them. The school allows children to carry their own asthma inhalers.

All emergency medicines, such as asthma inhalers are readily available to children and adrenaline pens are kept readily available but in a secure place out of children's reach.

Other non-emergency medicines should generally be kept in a secure place not accessible to children. Where medicines need to be refrigerated they are kept in the refrigerator in the staffroom in an airtight container and clearly labelled. The refrigerator is in the staffroom has restricted access.

### **Disposal of Medicines**

The school is not responsible for disposing of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Parents/carers should also collect unused medicines. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

Sharps boxes will always be used for the disposal of needles.

### **Hygiene and Infection Control**

All staff will be made familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Staff have access to protective disposable gloves and sterile hand gels and take care when dealing with spillages and disposal of blood or other body fluids and when disposing of dressings or equipment.

### **Access to the school's emergency procedures**

Children are made aware of whom to contact in the event of an emergency, such as telling a member of staff. All staff know how to call the emergency services.

A member of staff always accompanies a child taken to hospital by ambulance if parents are unavailable. The member of staff stays with the child until the parent/carer arrives.

Any details of the child's health records are taken to the hospital and passed to the health professionals who are responsible for any decisions on medical treatment when parents are not available. Staff will not take children to hospital in their own car; it is safer to call an ambulance.

### **Risk assessment and management procedures**

The school will ensure that risks to the health of others are properly controlled. The school will provide individual risk assessments for pupils or groups with medical needs where it felt this is necessary. The school is aware of the health and safety issues of dangerous substances and infection. Details of the child's condition will be included in risk assessments for school day visits and residential visits.

### **Complaints**

Any complaints arising in connection with this policy should follow the procedure set out within the school's general complaints policy.

Date 03/01/17

Reviewed: January 2017

Next Review: January 2019