

Clavering Primary School

Medicines in School Policy

Aim:

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

It should be noted that there is no legal duty that requires school staff to administer medicines but that we, at Clavering Primary School, are willing to undertake this task to enable regular attendance, under the following conditions;

- Parents should keep children at home when they are acutely unwell.
- Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

The Policy is to include:

- Managing prescription medicines
- Controlled drugs
- Managing prescription medicines on trips and outings
- Roles and responsibilities of staff administering or supervising the administration of medicines
- Parental responsibilities regarding their child's medical needs
- The need for prior written agreement from parents for medicines to be given to a child.
- The circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Children carrying their own medicines
- Staff training in managing medicines safely
- Record keeping
- Safe storage of medicines
- Disposal of out of date or defective medicines
- Schools emergency procedure
- Risk assessment and management procedures

Managing prescription medicines:

Some prescription medicines may need to be taken during the school day. These may include antibiotics, eye drops and topical creams.

Parents need to be encouraged not to bring these medicines into school. If an antibiotic needs to be administered three times a day the child can be given the medicine before school, after school and at bed time.

The administration of medicine is a service that the school is not obliged to undertake and only applies to medication prescribed by a doctor. In some circumstances non prescription medicines can be administered.

A form needs to be completed which details medication, dose, time to be given and side effects (See form A). This is available from the office. This needs to be completed and signed by the child's parent/guardian.

The medicine should be brought into the school office and not kept by the child. The medication should also be in the container supplied by the pharmacist, with its name/dosage instruction label attached, and not decanted into another bottle/box.

We will never accept medicines that have been taken out of the original container as originally dispensed nor make changes to doses on parental instructions.

If the medicine is part of a short term course, it must be collected at the end of the school day.

Controlled Drugs:

Controlled drugs should never be administered unless clearance has been given by the Head teacher. If clearance is given, any member of staff who feels competent to administer the drug may do so. The medication should be administered in accordance with the prescriber's instructions. Controlled drugs should be kept in a locked non portable container. A record should be kept detailing date, time and dose administered. As with other medicines, it should be returned to the parents as soon as it is no longer required.

Managing Prescription Medicines on Trips and Outings:

Initially, ensure that it is essential that the medication be taken during the trip or outing. If so, a form detailing name, dose, side effects etc needs to be completed by the parent/ guardian (See form A).

The lead first aider and teacher need to be aware of the medication and when it is to be given. The teacher/TA/first aider responsible for the child needs to ensure that the child receives their medication at the correct time and documents that it has been given.

If the medication needs to be kept cool, a small cool bag and ice pack would be suitable to carry it in.

Prior to residential trips, a form is sent out to parents to give details of which nonprescription medication, such as Paracetamol, Ibuprofen or Chlorphenamine, may be administered while away. On departure day, the lead first aider will take detailed notes regarding all medicines required while away. This includes long term and short courses of medication and travel sickness tablets.

A copy of any Health Care Plans should be taken on any trips away from the school site to ensure that information is available in the event of an emergency.

Given the distance from the school buildings to the bottom of the field, PE teacher's have a copy of Health Care Plans to ensure that they are aware of any potential risks. It may be necessary for some children to have their medication taken onto the school field. Asthmatic children, needing Salbutamol or similar, should be encouraged to take their medication on to the field. The PE teacher has a labelled box where medicines can be safely stored during PE lessons on the field.

Roles and Responsibilities for Staff Managing the Administration of Medicines:

The administration of medicine in school is a voluntary role undertaken by the office staff, classroom teachers and TA's.

This is a service that the school is not obliged to undertake and only applies to medication prescribed by a doctor.

It is the responsibility of the staff to ensure that the medication is stored according to the label/parents advice. Medicines needing refrigeration will be kept at the Office in an airtight container.

It is the responsibility of the staff to identify the correct child and administer the medication according to the label and the form completed by the parent at the time specified. The administration of the medication must be documented clearly (See form B).

If the administration of prescription medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional.

The staff should be aware of possible side effects of that medication and have knowledge of what to do if a reaction occurs.

Children from the junior school will be responsible for presenting themselves at the office for the medication to be administered. Staff members are not responsible for collecting or reminding the child concerned.

Children from the Infant School will be brought to the office by Midday Supervisors if the medication is to be administered at lunchtime.

Children from the Infant School, with medication which needs to be administered at a time other than lunchtime, a note is sent to the classroom to tell staff what time the child needs to be brought to the office or arrangements will be made for the Teaching Assistant to present the child at the school office.

Please note that children who refuse to take their medication will not be forced to do so. If this situation arises, the parent will be informed.

Parental Responsibility Regarding Their Child's Medical Needs:

If a child has a health condition that warrants the need for medication in school, it is the responsibility of the parents or guardian to inform the school immediately.

If it is a long term condition a Health Care Plan (HCP) will need to be constructed. This occurs after discussion between parents, teacher and the nurse. The medication can then be stored in the child's class. Form C will need to be completed and kept with the medicine in the classroom.

If the medication is needed for a short term condition, such as antibiotics, it is the parent's responsibility to bring the medication in to school in the original container with clear instructions from the doctor. Form A, detailing the child's name, medication, dose and time to be given must be completed by the parent/guardian and handed in at the office.

The parent/guardian is responsible for ensuring the collection of the medication at the end of the school day.

Written Agreement from Parents for Medication to be Given in School:

Prior written agreement needs to be given by the parent for any medication to be given in school.

In some circumstances, telephone approval may be given. This will then be followed up with an email detailing medication given.

Circumstances in which Children May Take Non-prescription Drugs:

As a general rule school staff members do not administer pain relief medication, such as Calpol, unless there are exceptional circumstances (see below).

- The pain relief medication has been prescribed by a doctor
- The pain relief is part of a long term Health Care Plan, details of which should be held by the school.
- If it is not feasible for a parent to attend school to administer pain relief, a phone call can be made to get consent on an adhoc basis.

If a child requires pain relief during the day, it is acceptable to suggest to the parent that they may be more comfortable at home.

A child under 16 should never be given aspirin containing medicines unless prescribed by a doctor.

Assisting Children with Long-term or Complex Medical Needs:

Children with long term medical needs have the same rights to admission to school as other children. To ensure regular attendance these children may require medicines on a long term basis to keep them well.

This group of children need to be identified immediately and discussion with the appropriate parties needs to take place as soon as possible. This may include The Head teacher, Special Educational Needs Coordinator (SENCO), School Nurse, First Aiders, Teachers, TA's and of course the parents. Outside agencies such as the child's General Practitioner (GP), Occupational Therapist (OT) and Physiotherapist may also need to be involved. A Health Care Plan (HCP) detailing the child's condition and any medicines required will be constructed. This information is to be held in the Main Office and relevant staff informed of procedures.

If the child requires medication to be in school connected to their condition, a form needs to be completed. A copy of this is held with the HCP in the school office. The teacher must be made aware of this medication and how to administer it safely if necessary.

Children Carrying and Taking Medicines Themselves:

Children at school do not carry their own medicines. Medicines are kept at the school office. Inhalers are kept in child's classroom. The children have access to their medication if necessary but know to inform a teacher of this need.

Staff Training in Managing Medicines Safely:

Annual training takes place for staff involved with children who may require Epipens or Buccal Midazolam. Other medication training is given specific to the child's needs and the staff's involvement level with that child.

With some children, it may be necessary to have an allocated member of staff to be in the immediate vicinity, who carries their medication at all times.

Record Keeping:

A record must be kept of all medication given to children. These forms are held at the main office.

Safe Storage of Medicines:

Medicines should be stored away from children, be in the original containers and refrigerated where necessary. Children should know where their medicine is kept and who to approach if they require access to it.

Emergency medicines, such as asthma inhalers and Epipens, should not be locked away but always in the vicinity of the relevant pupils (usually in their classrooms).

Medication that needs to be kept cool can be kept in a fridge with food as long as it is kept in an airtight container.

Disposal of Out of Date or Defective Medicines:

Use by dates are checked regularly in school. However, it remains the responsibility of the parent to ensure that their child's medication is in date and usable. It is particularly difficult with children who manage their own inhalers to keep accurate details of use by dates in school so parents need to be particularly vigilant regarding these.

Replacement medication needs to enter school via the school office. This gives the office staff the opportunity to make a note of the use by date and check that the medication is correct for that child.

Out of date or defective medicines should be taken home by the parent.

The School's Emergency Procedure:

An ambulance will be called in all emergency situations.

- Dial 999
- Give location of school
- Give exact location of child within the school
- Give your name
- Description of pupil's symptoms
- Inform Ambulance Control of best entrance and where they will be met by staff.
- Telephone the child's parents or emergency contact

This protocol is kept near all key telephones in school.

A child should not be taken to hospital in a staff car except in very exceptional circumstances. In the parent's absence, a member of staff will accompany the child to hospital and remain there until the parent arrives. Health professionals are responsible for any decisions on medical treatment when the parents are not available.

In the event of an adverse reaction to a short term medication, the child's parents must be contacted immediately. Depending on the severity of the reaction, it may be necessary to call an ambulance.

With known or long term conditions give any medications as required/prescribed for that child immediately.

Risk Assessment and Management Procedures:

Electronic risk assessment forms are completed for trips or visits away from the school site. These forms should give details of any children with medicines. The medicine must be carried by an allocated adult who will stay with the child. The name of the teacher/TA, responsible for children with medicines, must be documented on the risk assessment form.