



## School Medical Care Policy 2019-2020

### Rationale and Aims

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 attend as regular as possible.

### Prescribed Medication

Medication should only be taken to school when it is essential to do so: that is where it would be detrimental to a child's health if the medication were not administered during the school day.

***As a school we will only accept medication that has been prescribed by a doctor, dentist, nurse or pharmacist prescriber. Medication should always be in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration and dosage. We will never accept medication that has been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.***

Parents/carers are responsible for supplying the school with adequate information regarding their child's condition and medication. This information must be in writing, signed and current so that procedures for each individual child's medication is known. This information must be collected on Form 1 (Authorisation Form) and should be updated annually at the start of each academic year or earlier if required.

Where medication has been prescribed to assist a child with concentration or behaviour, i.e. in cases such as a diagnosis of ADHD, the medication is required to ensure that the child is able to attend at school in an appropriate state so that they can receive education.

**In circumstances where medication has not either been administered in accordance with the prescription at home, or insufficient medication is available in school, then children will not be allowed to attend at school or will be sent home in order that medication can be administered appropriately or until such time as medication is available to be administered in school.**

It is therefore imperative that you ensure you have provided sufficient medication to school, in order that it can be administered during the school day, where appropriate, and that any medication that should be administered prior to attending school, has been so administered. Any child who presents has not having been appropriately medicated, will be sent home and should not attend school until such time as medication has been administered in accordance with diagnosis/prescribed circumstances.

## Non-Prescribed Medication

Lancashire County Council as an organisation has a policy not to accept non-prescription medication. Elm Tree Primary Schools Governing Body has adopted this policy.

## Short-Term Medical Needs

Many children will need to take medication during the day at some time during their time in school. This will usually be for a short period only, E.g. to finish a course of antibiotics. To allow children to do this will minimise the time that they need to be absent. However, such medication should only be administered during the school day where it would be detrimental to a child's health.

## Long Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. As a school, we will obtain the necessary medical information about a child from their parents and or school nurse when required. This information will all be collected and recorded on the Form 1 (Medical Authorisation Form). School will work in partnership with parents/carers to ensure medication is available in school where required.

## Controlled Drugs

The supply, possession and administration of some medications are controlled by the Misuse of Drugs Act 2005 and its associated regulations. Some may be prescribed as medication for use by children.

Once appropriate information and training has been received, any member of staff may administer a controlled drug to a child for whom it has been prescribed. Staff administering a controlled drug should do so in accordance with the prescriber's instructions.

A child or young person who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools to look after a controlled drug, where it is agreed that it will be administered to the child or young person for whom it has<sup>(1)</sup> been prescribed.

The school should keep controlled drugs in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes. A controlled drug, as with all medicines, should be returned to the parent/carer when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

***Misuse of a controlled drug, such as passing it to another child or young person for use, is an offence. There should be an agreed process for tracking the activities of controlled drugs and recognition that the misuse of controlled drugs is an offence.***

## Storage and administration of Medication

Medication should be stored away from children, in their original containers and refrigerated where necessary. All medication not requiring refrigeration must be stored in the medication safe, located in the main school office. Emergency medication such as asthma inhalers and adrenaline pens should be kept in a safe location but always in the vicinity of the child. They should not be locked away. No child under 16 should be given medication without their parent's written consent. Any Member of staff giving medication to a child should check:

- Child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label
- Written instructions provided on Form 1.

Form 2 (Administering Record Sheet) must be double signed by two members of staff when any medication is administered.

***If in doubt about any procedure staff should not administer the medication but check with the parents or a health professional before taking further action.***

#### Refusing medication

If a child refuses to take medication, staff should not force them to do so, but should note this in the records and contact parents to inform them of the refusal.

#### Educational Visits

All medication required by children during the school day including Asthma medication must be taken off site with a copy of Form 1 and Form 2. The medication must be administered at the appropriate time in line with the information provided on Form 1.

It is the responsibility of the Class Teacher to ensure medication is obtained before the visit stored securely during the visit and returned after the visit. This includes routine visits such as school swimming, school sport etc. If the Class Teacher is not present on the visit responsibility falls to the visit leader who will be clearly identified on the visit paperwork.

#### Home to School Transport

All drivers and Home School Support Workers should have basic first aid training and if in any doubt should call 999 for medical assistance. Some pupils are at risk of severe allergic reactions. Risks can be minimized by not allowing anyone to eat on vehicles. Appropriate adrenaline pen training will be provided where necessary. Any medication needed by a child will be collected from home by the Home School Support Worker and delivered to the school office. This will then be collected from the school office at the end of the day if and when required.