



# **Millbrook Primary School**

## **Supporting Children with Medical Conditions; Administering Medicines & Sickness Policy**

## Introduction

This policy has been formulated from Local Authority guidance by school staff in conjunction with the Headteacher and with approval by Governors. There is no legal requirement for school staff to administer medicines. However, schools are expected to do what is reasonable and practical to support the inclusion of all pupils.

The Children and Families Act 2014 places a duty on schools, from September 2014, to make arrangements for children with medical conditions. **Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health is with the parent, who should provide the school with medication, if necessary, and sufficient information about the child's condition.

## Aims of this policy

- To explain the roles and responsibilities of school staff in relation to medicines and ongoing training in relation to children with medical needs
- To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- To assist parents by providing on-going care and support of children with long term medical needs via a health care plan
- To ensure the safe administration of medicines to children where necessary and to help to support attendance
- To outline the safe procedure for managing medicines on school trips

## Entitlement

The school accepts that pupils with medical needs should be assisted, if at all possible, and that they have a right to the full education available to other pupils. The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support to allow this.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- Choosing whether or not they are prepared to be involved;
- Receiving appropriate training;
- Working to clear guidelines;
- May have concerns about legal liability;
- Bringing to the attention of the leadership team any concern or matter relating to supporting pupils with medical needs.

## **Roles and responsibilities**

### **Headteacher**

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Medicines Policy

### **Governors**

- To ensure that this policy is reviewed every 2 years

### **Staff**

- New children – medical needs, when identified on intake forms, to be notified to class teacher
- To follow the procedures outlined in this policy using the appropriate forms
- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs
- To share medical information as necessary to ensure the safety of a child and to retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of prescription medicines
- To contact parents with any concerns without delay
- To contact emergency services, if necessary, without delay
- To keep the first aid room and first aid boxes stocked with supplies
- Educational Visits Leader – see 'medicines on school trips' below
- Medical needs list to be available in teacher's SEN file
- To annually update the medical lists and distribute to teachers

### **Parents/carers**

- To give the school adequate information about their children's medical needs, prior to a child starting school
- To follow the school's procedure for bringing medicines into school. Medicines should be in prescribed labelled container, with a measuring spoon.
- To only request medicines to be administered at school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

### **School attendance during/after illness**

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours

- Children should not be sent to school with a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell, and unable to fully participate in the school day, require the child to be absent from school

### **Safe administration of medicines at school**

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact unless there is prior arrangement through health care plan or personal care plan
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession
- The adult is required to complete a parental agreement form (see appendix 1) with the member of staff who will be responsible for administering the medicine (usually the office staff, class TA, or as notified by the class teacher) at the school office for the medicine to be administered by school staff
- The Headteacher must be informed of any controlled drugs required by children, e.g. Ritalin.
- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers, such as Paracetamol or Ibuprofen, may NOT be brought in to school unless prescribed
- Administration of medicines at school must be recorded on the medicines form. ( see appendix 2)
- Parents may come to the school office to administer medicines if necessary
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed
- Class teachers to arrange medicine administration of most medicines unless Ritalin, which must be administered by a qualified first aider. Medicines must be kept securely.

### **Storage of medicines**

- Short term prescription medicines to be administered daily (eg antibiotics, eye drops) are stored in the fridge in the front admin office.
- Epipens should be stored in the cupboard in the child's classroom
- Asthma inhalers should be stored in the child's classroom within the child's reach and labelled with their name and should be taken with the child during physical activities
- Parents are responsible for the safe return of expired medicines to a pharmacy
- Other medicines will be stored as outlined in the appropriate Care Plan

## Medicines on school trips

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Leader is responsible for designating a school First Aider for the trip
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form
- The First Aider will return the form and any unused medicines to the First Aid cabinet on return to school
- On occasion, travel sickness tablets may be administered at the written request of the parent, with instructions given as necessary
- On residential visits short term written permission may be sort, from the parent, to administer calpol/ibuprofen in case of minor ailments or injuries

### Appendix 1



## MILLBROOK PRIMARY SCHOOL ADMINISTERING MEDICATION FORM OF CONSENT

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Tel. No. \_\_\_\_\_ Work Telephone No. \_\_\_\_\_

GP's Tel No. \_\_\_\_\_

I hereby request that members of staff administer the following medicines prescribed for my child by his/her GP/Specialist as directed below.

Name of Medicine	Dose	Frequency/Times	Date of completion of course (if known)
A			
B			
C			
Special Instructions			
Allergies			
Other prescribed medicines child takes at home			

I understand that:

- ◆ If my child has any form of adverse reaction to the medicine given in school (rash, itching, vomiting, breathing difficulties or feeling significantly unwell) no further doses of medication will be given until I have taken my child to a doctor and medication is modified or prescribed.
- ◆ That there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. They will do so to co-operate with parents in the best interests of the child, but only on the basis that neither they, the school or the LA will be held responsible for any problems which may result from their so doing.
- ◆ If Staff agree to administer medicine this must be based on dosage and frequency prescribed by a doctor/specialist.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 2

### RECORD OF PRESCRIBED MEDICINES GIVEN TO CHILD IN SCHOOL/OR ON SCHOOL TRIP

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

	Date	Time	Medicine Given	Dose	Signature of staff administering medicine
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					