



Name of Policy:

Medicines Policy

(Supporting children with Medical Conditions)

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Administration of Medicines in School Policy

Introduction

Surrey County Council has produced a manual “Young People’s Health & the Administration of Medicines, Children, Schools & Families Guidance” which has informed and formed the basis of this policy. A copy of this document is available in the First Aid File.

LEAs, schools and governing bodies are responsible for the health and safety of all children in their care.

Medical Conditions Statement

This policy aims to support all children with a range of medical conditions to ensure all children are included in school activities and events.

Aim

It is the aim of this school to support any child who has medical needs or requires on-going medication during school hours or whenever the child is in our care.

Generally speaking, the administration of medicines is the responsibility of parents. There is no requirement for Head teachers or staff to undertake these responsibilities. The act of administering medicine is purely voluntary. However, in recent years there has been a general increase in the number of children in school requiring medication and although the school believes that medicines should normally be given to children at home, understand that there is a need for the same to be administered during school hours on occasions. There is also a need to fully support pupils with more complex medical conditions.

Role of School Staff

The Head teacher has overall responsibility for implementing the policy and procedures for dealing with medical needs. All parents have access to the policy via the school’s website or via the front office.

School staff who have a pupil with medical needs in their class will be told of the nature of the condition and as to when the pupil may need extra attention. Copies of care plans for children on Epipens or diabetes will be given to the Class Teacher at the beginning of the Autumn Term. They will be notified of any changes during the year if any arise. The school will arrange, if necessary, for that teacher to meet with the parent/guardian or medical adviser of the child so that full understanding is reached. They will also be made aware what action should be taken if an emergency should arise.

All supply staff / group teachers will be made aware of medical needs and back up cover will be provided when the member of staff responsible is absent or unavailable. A list of children with their photographs and medical needs is displayed in the staff room and the medical room. This will be updated on a regular basis.

During a normal school day it will be the role of a member of the Office Staff to administer medicines as the medicines will be stored centrally in the school First Aid Room.

At different times of the school day other staff may be responsible for these children (e.g. midday supervisors) and accordingly, they too will be informed of any medical needs of the child in question by the Senior Mid-Day Supervisor. A list of children and their medical needs are kept in the First Aid Folder held by the First Aider on Lunchtime Duty. If a child requires medicine during the lunch break, a Mid-Day Supervisor should accompany the child to the first aid room for their medicine. However, if it is considered a low level condition a child may be escorted by a buddy.

If a serious medical condition arises during the lesson an adult should be sent to the first aid room to obtain help / emergency medicine. If there is no spare adult, then the teacher should ring the emergency number 111 which will alert the school office, the Headteacher and the Deputy Headteacher.

Role of Parent/Guardian

Parents/Guardians are a child's main carers. They are responsible for making sure that their child is well enough in the first place to attend school. If a child is generally unwell, they should not be in school until they are fit to take part in the normal school day activities. If a child is unable to attend school because of illness, the school should always be informed as soon as possible.

For children with more complex medical requirements or conditions, the school should be provided with a Health Care Plan, with emergency procedures. This can be supported with a meeting with the child's medical practitioner, if required. If medication is required to be administered a Pupil Medication Request form will need to be completed and signed by the parents/guardians and then countersigned by the Head teacher. The school will maintain the Pupil Medication Record, noting the date, time and dose of medication given and initials of the staff member administering the medication.

Expiry dates of medicines must be checked by the parents on a regular basis and new medicines provided when required. It is the responsibility of the parent/guardian to provide the child's school with any change of information about their medical condition and any treatment required. It is also the responsibility of parents to deal with the disposal of any medicines no longer required / left at the end of treatment. These will only be handed to a parent/guardian.

Off-Site Activities and School Trips

Pupils with medical/health needs are positively encouraged to participate in such activities wherever safety permits. Staff supervising off site activities and trips should ensure they are aware of the relevant health care or medical needs of the pupils in their care.

First aid provision should always be considered when planning a visit. The group leader should assess what level of first aid might be needed. On any visit, there should be a member of staff who has a good working knowledge of first aid, a first aid kit adequate for the activities on every visit and a member of staff who is appointed to administer any medicines, usually the Appointed First Aider for the trip. The appointed person needs to check with the office which children require medicines for the trip. In the case of Residential Trips the Appointed First Aider needs to collate all medical information prior to the trip. Parents are then invited into school a week before the trip with all medicines/ inhalers and epipens with full instructions and care plans to be handed over to the Appointed First Aider. All medicines will be carried by the appointed member of staff in appropriate storage. Epipens and Inhalers need to be kept in insulated containers at below 25degrees. In exceptional circumstances and only in agreement with the parents, a child may need to carry their own Epipen in a medipac storage bag (which are available free of charge to parents).

Any medication taken off-site needs to be signed out by a relevant member of staff then returned to the school office and signed back in.

Activities on Top Field

There should be a First Aid kit for any school activities led by teaching staff which take place on the top field. The First Aid Kit contains an up-to-date list of the medical needs of the children. An appointed member of staff will be responsible for the administration of medicines and First Aid. Inhalers and Epipens should be taken onto the top field but kept in a cool bag in the central location with the appointed first aider.

Clubs /PTA Events and Activities

Club Leaders will be sent a copy of the First Aid Policy and Medicines Policy with their Application Pack. Club Leaders must seek medical information from parents on their permission slips. It is the responsibility of Club Leaders and PTA representatives to be fully aware of all medical conditions of the children in their care. A list of medical conditions and care plans are available from the school office and given to the PTA at any event. Club leaders who are notified of a child with a medical condition that requires medicine must

speak to the school office to request copies of care plans and be shown the location of the child's medicine. Below is an example of a what should be included in the club permission slip:

- Child's name
- Medical information
- List of medicine held in school office
- Instructions when required

Activities involving Food

All staff will consider the medical needs as a priority when planning an activity that involves food. Staff must identify those children with allergies and ensure those children avoid any food that may trigger an allergic reaction. The member of staff planning the lesson should inform the Deputy Head of any possible risks associated with the activity.

Policy Implementation

Generally speaking, the administration of medicines is the responsibility of parents. However, in the event of a child needing medicine whilst at school, Wallace Fields Junior School will administer medicine only after parents have signed a Pupil Medication Form. Wallace Fields Junior School will not take responsibility for any non-prescribed medicines (including "Calpol") and these should not be brought into school unless they form part of a Health Care Plan. In the event of a child needing antibiotics during school it is the responsibility of the child or parent to request the medicine at the correct time. This could be in the form of a telephone call to the school office by the parent. Although all care is taken to administer antibiotics at the correct time it is not the responsibility of the member of staff to remember this.

Children may be allowed to take responsibility for self-administration of medicines – most commonly inhalers for asthmatic conditions, under supervision of an appointed member of staff.

It is important for the school to have sufficient information about the medical condition of any child with long term medical needs. As stated, it is the responsibility of the parent/guardian to inform the school when the child is admitted to school or when a child develops a condition.

Any request for medication to be administered must be in writing in the form of a Pupil Medication Request form. Any changes in the medication requires the school to be informed immediately and a new Pupil Medication Request.

Form to be completed with the new medication details, dose and/or frequency included.

Storage of Medicines

Emergency medications such as inhalers and Epipens and children's medicines will be kept in the first aid room in a non-locked cupboard accessible to staff and club leaders. Medicines which require refrigeration are kept in the fridge in the First Aid Room. All staff should be aware of the whereabouts of these medicines in relation to the particular child who may need access to the medicine. Care plans for those children on Epipens are kept in the individual Epipen container. Copies of other medicines are filed in the children's medicines folder and also in the child's pupil file.

All medicines should be presented to the school in the original container as dispensed by the pharmacist and include the prescribers instructions for administration.

If a child refuses to take medication, staff will talk to the child and record his/her reason for refusal. The school will then inform the child's parent/guardian as soon as possible of the refusal and request that they attend school to deal with the situation.

The following standard practice will be followed by school staff if they volunteer and undertake administration of medicines:

- Medicines will only be accepted/administered by appointed member of staff.
- Check identity of the child
- Check written instructions received by the school and confirm with details on the medicine container
- Check the prescribed dosage
- Check the timing/frequency details
- Measure out the prescribed dose
- Check the child's name on the medicine again
- Complete written record of dosage given, including date, time and signature

If the member of staff is in any doubt about any of the details, they should check with the child's parent or doctor before giving the medication.

Emergency Situations

Normally when a child/young person becomes unwell at a school or is injured in an accident, (other than minor cuts or bruises), the school will arrange for them to be looked after in a quiet, comfortable place and arrange for the parent to collect them as soon as possible. It will then be the responsibility of the parent to accompany the child to their GP surgery or hospital outpatients department as appropriate.

In some situations, however, it may be necessary for professional medical care to be sought immediately, e.g. suspected fractures, serious eye injuries, serious head injuries, acute illness or other serious medical conditions that will not respond to first aid treatment. The school will call an ambulance in such cases and communicate the situation to the parents.

Where a child has to be transported to hospital and it has not been possible to arrange for a parent to accompany them, a member of staff will attend with the child and remain at the hospital with them until a parent arrives. Consent is generally not required for any life-saving emergency treatment given in Accident and Emergency Departments. However, awareness is required for any religious/cultural wishes i.e. blood transfusions, which should be communicated to the medical staff for due consideration. In the absence of the parents to give their expressed consent for any other non-life threatening (but, nevertheless, urgent) medical treatment, the medical staff will carry out any procedures as deemed appropriate. The member of staff accompanying the child cannot give consent for any medical treatment, as he/she does not have parental responsibility for the child.

Training

All staff will receive regular EpiPen training provided by the School Nurse. Where necessary, training will also be provided by the Diabetic Nurse or any other medical professional according to a child's needs. First Aid training is provided every three years for Office Staff, all Class Teachers, Mid-Day Senior Mid-day Supervisor and any Teaching Assistants who regularly attend school visits.