

ASHTREE PRIMARY SCHOOL AND NURSERY

Medicines in School Policy

THIS DOCUMENT IS a statement of the aims, principles and strategies for supporting children with medical needs who require medication to be administered while at school.

IT WAS DEVELOPED during the Autumn of 2016 through a process of consultation with teaching staff.

IT WAS APPROVED by the governing body on 28th November 2016.

THIS POLICY WILL BE REVIEWED in the Autumn of 2019.

A schedule for the review of this, and all other, policy documents is set out in the School Improvement Plan.

This school policy takes account of the statutory guidance contained in:

- SEN Code of Practice 0-25 (2014)
- Equality Act 2010/DfE Advice for Schools (2013)
- DfE 'Statutory Guidance on Supporting Pupils at School with Medical Conditions' (2015)
- Children and Families Act – Section 100 (2014)
- Working Together to Safeguard Children (2015)
- Health and Social Care Act (2012)
- The Access to Education Document for children and young people with Medical needs
- Circular 3956/2009
- The DCSF/DOH 'Managing Medicines in Schools and Early Years Settings' - 2008
- The DfE/QCA Guidance on Inclusion contained in "The National Curriculum" -
- Handbooks for primary and secondary teachers
- DfES Guidance "Inclusive Schooling, Children with Special Educational Needs" 2001
- QCA Assessment and Reporting Arrangements

The Policy

This document is a statement of the aims, principles and strategies for dealing with children with medical needs who require medication to be administered while at school or for children who require medication for short periods of time. It is not a policy to be taken in isolation and should be read in conjunction with relating school policies on Inclusion, Special Educational Needs, Equal Opportunities, Education of Young People with Medical Needs and the school's Accessibility Plan.

General Statement

Ashtree School is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps the school will take to ensure full access to learning and school life for all its children that require medication. This also includes access to school trips and physical education. The school will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that it is not possible.

Aim

At Ashtree School we want all our pupils to be happy, safe, fit and well. In order to achieve this, we believe a clear policy on the handling and administration of medicines in school is necessary to safeguard all of the pupils in our care. Further details relating to medical needs and medicines can be found in our Medical Needs Policy.

Medication

Parents should, wherever possible, administer or supervise the self-administration of medication to their children at home outside of school hours. However, this might not be practical or clinically possible, and in such a case parents may make a request for medication to be administered to the child at the school.

Legal Obligation to Administer Medicines

There is no legal obligation that requires school staff to administer medicines. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

Administering Prescribed Medicines

If medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility: -

- i. The parent or guardian will be asked to complete and return the attached form (appendix 1) giving all the relevant details in full. In so doing, the parent/guardian consents to the school administering medication to his/her child(ren) for the duration of the course of medication. A copy of the parental consent form will be kept in the Medical Room.

- ii. For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Headteacher and the designated teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form for the school for the administering of the medication and a Healthcare Plan (Appendix 2) may be drawn up. (See Policy for Children with Medical Needs)
- iii. Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. School will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.
- iv. Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases, a parental consent form (appendix 3), together with clear instructions, must be completed, and parents must liaise closely with the child's class-teacher. The written parental consent will be kept in a folder in the Medical Room and recorded on a Class list within the Class Registers, so that the information is available to any other teacher taking that class. The school will ensure that children who can take their medicines themselves or manage procedures have an appropriate level of supervision. This will be reflected in an individual's Healthcare Plan.

Parental Responsibilities

Parents should check on a regular basis that the school/child has sufficient medication at all times and that the medication is in date. Parents should collect all medicines held by school at the end of the summer term. All medicines will be returned to the parent when no longer required so they may arrange for safe disposal.

Parents will be contacted by a member of school staff if details provided are not consistent with the instructions, dates or name on the medication container. If in doubt staff will not administer the medicine until this has been checked. If appropriate a health professional attached to the school, i.e. a school nurse, will be consulted.

Non-Prescribed Medicines

The school will not administer any medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber, unless it is done as part of an individual Health Care Plan.

No child will be given any medicines without their parent's written consent.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded. It will be stored in a locked non portable container, and only specific named staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Refusing Medication

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary, the school will call the emergency services.

Pain Killers

Pain killers such as paracetamol and aspirin will not be administered and must not be brought to school by pupils, unless taken as part of a healthcare plan, by pupils who suffer regularly from acute pain or migraines etc.

Patent medicines

Cough/throat sweets, "Tunes" etc. or lip balm will not be brought to school by pupils.

Sun tan cream may come in to school as long as it is clearly labelled with the pupil's name and the pupil can apply the cream for themselves. Pupils must not share sun tan cream.

Safe Storage of Medicines

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated. Children will be informed where their own medicines are stored.

All emergency medicines, such as asthma inhalers and adrenaline pens (epi-pens), will be readily available to children and will not be locked away. Epi-pens will be stored in class teachers' red cross cupboards. Inhalers at Key Stage 2 are kept in children's trays and in Key Stage 1 and EYFS they are stored in the teachers' red cross cupboards.

Receiving/Returning Medicines

Medicines will be received at the start of the school day via the school office. Consent forms must be completed by the parent/guardian at this time.

Medicines will be returned to the parent/guardian at the end of the school day via the school office or by the Class Teacher. **Medicines other than inhalers must not be brought in or collected by pupils themselves.**

Emergency Medicines

If a pupil requires emergency medicines (inhalers, epi-pens etc), the parents/ carers must inform the school by letter and an epi-pen or inhaler must be in school, at all times. It is the responsibility of the parent/carer to ensure that the medicine is not out of date.

Pupils who require emergency medication will not participate in school trips if they do not have their medication in school to take with them. Parents/ carers need to inform the school by letter if the pupil no longer requires their emergency medication.

Training

Any specific training required by staff on the administration of medication (e.g. adrenaline via an epi-pen, rectal valium etc.) will be provided by or through the school nurse.

Staff will not administer such medicines until they have been trained to do so.

The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

The school will ensure sufficient members of staff are appropriately trained, and timetabled, where administration of medicines (planned or emergency) are part of a Healthcare Plan.

Healthcare Plans

For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Headteacher and the designated teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form for the school for the administering of medication and a Healthcare Plan may be drawn up (See Medical Needs Policy).

Offsite Visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. This may be detailed in a Healthcare Plan. Where necessary an individual risk assessment should be drawn up.

It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit.

The school uses the EVOLVE electronic system for planning and recording all offsite visits. All medical information and individual risk assessments are attached before submission to and validation by the Headteacher.

Menstruation

In situations involving menstrual difficulties in pupils, the best remedial action would be either to send the child home after telephoning the parent/guardian, or remove the child from class to rest until the discomfort disappears. There are relevant disposal bins in Y5 and Y6 for all pupils to use (and other classes when relevant).

Hygiene and Infection Control

When administering medication, all staff will follow the HCC and CS guidance on the prevention of contamination from blood borne viruses.

Staff insurance cover

If these guidelines are followed, including the requisite to obtain parental consent, staff will be protected by the County Council's insurance policy against claims of negligence should a child suffer injury as a result of the giving of medicine.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure and/or county procedures.

Evaluating the Policy

This policy statement and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by the Governing Body. It will be

formally reviewed every three years to ensure that the policy enables all children to have equal access to continuity of education.

Policy evaluation will focus on such areas as:

- establishing how far the aims and objectives of the policy have been met
- administration and recording of medicines given
- parent satisfaction.

Appendix 1

ASHTREE PRIMARY SCHOOL AND NURSERY

Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority to administer medicine if authorised to do so by the school/setting.

Name of school/setting	Ashtree Primary School & Nursery
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	Head Teacher/Designated Member of Staff
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes/No
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

Date _____ Signature(s) _____ Parent/Carer

Appendix 2

ASHTREE PRIMARY SCHOOL AND NURSERY

Healthcare Plan

Name of School/Setting Ashtree

Child's name _____

Group/Class/Form _____

Date of Birth _____

Child's Address _____

Medical Diagnosis or Condition _____

Date _____

Review date _____

CONTACT INFORMATION

Family contact 1

Family contact 2

Name		Name	
(home)		(home)	
(mobile)		(mobile)	
Family Contact 3:			

Clinic/Hospital contact

GP

Name _____

Name _____

Phone No. _____

Phone No. _____

Describe medical needs and give details of child's symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency - school: (State if different for off-site activities)

Form copied to:

Signed _____
(Parent/Guardian)

Date _____

Signed _____
(The Head teacher/Designated member of staff)

Date _____

Appendix 3

ASHTREE PRIMARY SCHOOL AND NURSERY

Request for child to carry his/her own medicine

This form must be completed by parent/carers/guardian

If staff have any concerns discuss this request with healthcare professionals

Name of school/setting

Child's name

Group/class/form

Address

Name of medicine

Procedures to be taken in an
Emergency

Contact Information

Name

Daytime phone no.

Relationship to child

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed _____

Date _____

If more than one medicine is to be given a separate form should be completed for each one.

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