

SACRED HEART CATHOLIC PRIMARY SCHOOL HINDLEY GREEN



Medicines in School 2018

Introduction

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. Parents should also provide all necessary information about their child's medical needs to the school.

DfE April 2014 – Supporting Pupils at School with Medical Conditions,

Key points are:

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

This policy may be superseded by a child's EHC plan or Individual Care Plan, or may be used in conjunction with them.

Staff Duties

School teachers have no legal obligation to administer medicines to pupils nor supervise them while they take medicine, unless contracted to do so. Staff may volunteer to assist in the administration of medicines but must be given appropriate training and guidance. As a school, we train specific named staff for the purpose of the administration of medicines; Mrs C. Ryding, Mrs C. Lawton (in school), Mr I. McDermott, Mr P. Mann. As a school, we have a duty to plan how administering medicines can be accommodated in school and on educational visits to allow children who have medical needs to attend.

Process for the Administration of Medicines in School – Short term medical needs

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

The school will only accept:

- Medicines prescribed by a medical practitioner
- Medicines that are in date
- Medicines that need to be administered in excess of 3 times per day.
- Medicines in their original container, as dispensed by a pharmacist
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.

The school will not accept or administer:

- Medicines that are to be administered 3 times per day (unless the child is attending after school club and will not return home immediately after 3:30pm, or attending a residential visit)
- Piriton (*must be prescribed*)
- Paracetamol eg Calpol, or aspirin. (*must be prescribed*)
- Creams for dry skin (*must be prescribed*)

On accepting medication, the parent must sign a form disclosing all details and giving permission for the medication to be administered by a named person (usually Mrs C. Ryding, Mrs C. Lawton, or a staff volunteer in the case of educational visits). The medicine must be kept in a locked cupboard (except where storage in a fridge is required) and only accessed by named adults, or with the permission of the Headteacher. When administering, the named adult must complete a record (see page 4 & 5) showing the date and time and details/dosage of the medication. This must be counter-signed by another adult. In the case of the child being allowed to administer their own medication, this must again be added to the record and counter-signed by another adult.

Under no circumstances should a parent send a child to school with any medicines, or creams or lotions or throat lozenges, without informing the school. These could cause a hazard to the child or to another child if found and swallowed tablets/lozenges and or used the cream on themselves

Parents are welcome to come into school to administer medicines themselves that the school refuse to administer, for reasons given above.

Process for the Administration of Medicines in School – Long term medical needs

Where a child has long-term medical needs, a health care plan must be written with the assistance of the school nurse and in the presence of the parent/guardian of the named child. This may also result in an individual risk assessment also being required. The care plan must be followed and reviewed at least annually. It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered. The Headteacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan. As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents and recognised medical practitioners regularly to provide the correct level of training. Training should be specific to the individual child concerned. There will also be regular/annual training for all staff on more generalised needs eg asthma awareness and epi-pen training, diabetes and epilepsy.

Process for the Administration of Medicines during residential visits – All medical needs.

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children as above. Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements. In the case of higher levels of care eg intimate care, the named member of staff will also meet with the school nurse, or other recognised medical advisor to ensure that they are trained in dealing with the level of care required.

Use and Storage

The school has a medical cabinet which is locked, this is situated in the school office, and items are kept securely.

Items must be signed in and signed out of school. Items that are out of date must be sent home to the parents to dispose of accordingly.

Asthma Inhalers

Inhalers – they must be kept with the child in an accessible area.

If a child needs an inhaler then the teacher must keep the inhaler in a safe place in the classroom, out of reach of other children but accessible for the child who needs it.

An emergency asthma inhaler kit is also in school for children who may need an inhaler.

Adrenaline Auto Injectors

Drugs for pupil who may be in danger of anaphylactic shock or other possible life threatening illness e.g. epi-pens.

In school we follow the advice set out in the is Government document "Adrenaline auto injectors in schools" the details can be found on the website below

<https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

In line with the new advice school can purchase AAls from a pharmaceutical supplier, such as a local pharmacy, without a prescription, provided the general advice relating to these transactions are observed: i.e. small quantities on an occasional basis.

The Emergency Anaphylaxis Kit

It is good practice for schools holding spare AAIs to store these as part of an emergency anaphylaxis kit which should include:

- 1 or more AAI(s).
- Instructions on how to use the device(s).
- Instructions on storage of the AAI device(s).
- Manufacturer's information.
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.
- A note of the arrangements for replacing the injectors.
- A list of pupils to whom the AAI can be administered.
- An administration record

In school these are the arrangements for the supply, storage, care, and disposal of spare AAI's.

- We keep a register of pupils who have been prescribed an AAI's.
- We have written consent from the pupil's parent/legal guardian for use of the spare AAI's, as part of a pupil's individual healthcare plan.
- We ensure that any spare AAI is used only in pupils where both medical authorisation and written parental consent have been provided.
- As appropriate support and training for staff in the use of the AAI in line with the schools wider policy on supporting pupils with medical conditions.
- Complete record keeping of use of any AAI's, as required by Supporting Pupils and informing parents or carers that their pupil has been administered an AAI and whether this was the school's spare AAI or the pupil's own device.

Information

It is the responsibility of the parents of child to inform school staff about any medical conditions, this information is kept in the school medical file. Any information that is needed to share with staff can be done at staff briefings and staff meetings. Children with Health Care plans, there details and photographs are on posters in relevant areas around school i.e. staff room, school office, kitchen areas.

The class teacher must inform support staff who work with the child of the condition, and the need for treatment in an emergency.

This information is confidential to the family and to the school and as such will only be shared with the relevant staff.

Paperwork is filed away in the medical file and is archived at the end of the academic year.

Monitoring of this Policy

This policy is monitored annually and will be updated formally in 2020.

<u>Name</u>	<u>Class</u>
<u>Date of birth</u>	<u>Name of Doctor who prescribed the medicine</u>

<u>Medicine</u>	<u>Dosage</u>
<u>Date Medicine started</u>	<u>Time to be administered</u>
<u>Finish date</u>	

What has the medicine been prescribed for

Indemnity

I am aware that my child _____ needs to take the medication above in school hours. I have provided the Head teacher with information about how the medication is to be administered and I undertake to ensure that the school has an adequate supply of the medication. I accept that as long as it is administered responsibly in accordance with the doctor's instructions then I will not hold the Head teacher, nor the LA, nor its servants or agents responsible in the event that _____ suffers any adverse effect from the administration of the above mentioned medication.

<u>Signed by Parent or Guardian.</u>	<u>Date</u>
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Name of the person who will administer the medicine

<u>Head Teacher Signature</u>	<u>Date</u>
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<u>SIGN MEDICINE IN & OUT OF SCHOOL</u>				
DATE	PARENT/GUARDIAN SIGN IN MEDICINE	MEDICINE RECEIVED BY STAFF	PARENT SIGN OUT MEDICINE	STAFF RETURNING MEDICINE

<u>ADMINISTRATION OF MEDICINE WITNESSED BY SCHOOL STAFF</u>					
DATE	TIME	DOSAGE	GIVEN BY	WITNESS	PARENT/GUARDIAN SIGNATURE