

# West Haddon Endowed School

## Policy Document

### MEDICINE POLICY

West Haddon Primary School is committed to reducing the barriers to sharing in school life and learning for all pupils. This policy sets out the steps the school will take to ensure full access for all children who require medication. This policy has been written with reference to the DfE document **Managing Medicines in Schools and Early Years Settings** dated March 2005 reference 1448-2005DCL-EN, **Supporting Pupils at School with Medical Conditions** (statutory guidance dated December 2015) and **Section 100 of the Children and Families Act 2014**.

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may require medicines on a long-term basis, such as children with severe allergies. Supporting a child with a medical condition during school hours is not the sole responsibility of one person.

#### Aims of this policy

- To explain our procedures for managing prescribed medicines which may need to be taken during the school day.
- To explain our procedures for managing prescribed medicines on school trips.
- To outline the roles and responsibilities of school staff.

#### Individual Healthcare plans

- The class teacher along with a senior member of staff, parents and relevant health care professionals as appropriate will develop the child's care plan.
- The care plan provides clarity about what needs to be done, when and by whom. It should include:
  - the medical condition
  - its triggers
  - signs
  - symptoms
  - treatments
  - child's needs including medication
  - level of support the child will need
  - who will provide the support including training needs

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<b>Approved by:</b>		<b>Last reviewed:</b>	December 2016
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- who needs to be aware of the child's plan
- arrangements for offsite visits
- what to do in an emergency
- The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed.
- The plans are available to all who need to refer to them, while preserving confidentiality.
- Healthcare plans are to be reviewed annually unless evidence is presented that the child's needs have changed.
- If a child has a special education plan then the healthcare plan should be linked to it.

**Prescribed Medicines** – these will only be administered where an individual medication form has been completed.

- Staff can only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines should only be brought into school when essential; where it would be detrimental to a child's health if it were not administered during the school day.
- Medicines **MUST** be in the original container as dispensed by a pharmacist with the prescription label, including the child's name and the prescriber's instructions for administration.
- Medicines that need to be taken three times a day should be taken in the morning before school, after school and at bedtime so should not need to be administered in school.

### **Children with Asthma**

- Children who have inhalers should have them available where necessary.
- Inhalers are kept in a safe, accessible place, usually within the classroom. Children in Key Stage two will be expected to take responsibility for their own inhaler.
- After discussion with parents children who are competent to carry their own inhalers
- If necessary they should be taken to all physical activities.
- Inhalers must be labelled with the child's name and guidelines of administration.
- Children with asthma should be on our medical list (parents are responsible for informing the school).
- **It is the responsibility of the parent/carer to regularly check the condition of inhalers and ensure that they are in working order and have not run out/expired.**

### **Allergies**

- Children who have severe allergies (such as a nut allergy) should have an Epi Pen in school. The Epi Pen should be clearly labelled and staff should know where the Epi Pen is located.
- All staff will be made aware of the identity of children who suffer from allergies.
- A picture of the child will be put in the staffroom along with notes on their condition.

### **Storage of prescribed medicines**

- All medicines should be delivered to a member of staff by the parent/carer.
- Under no circumstances should medicines be left in a child's possession.
- The parent/carer must fill in an administering medicines form giving staff written permission to give the correct dose.
- All medicines must be stored according to dispenser's instructions (paying particular attention to temperature) with the name of the child clearly marked.
- Medicines will usually be kept in the fridge in the staffroom or in the school office. Medicines will be kept in a lockable box.
- All emergency medicines, such as inhalers or Epi Pens, must be readily available to children and staff and kept in an agreed place.
- Children may carry their own inhalers where appropriate.

### **Disposal of medicines**

- Staff should not dispose of medicines.
- Parents are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.
- Parents should collect medicines at the end of the agreed administration time period.

### **Visits and outings**

- Children with medical needs are given the same opportunities as other children at West Haddon Primary School. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits.
- Risk assessments are carried out before any visit.
- Two members of staff will be nominated to have responsibility for the administration of medication.

### **Administration of Medicines**

- 2 members of staff to be present when medicine is administered to a child. The following needs to be checked by both members of staff:
  - child's name
  - expiry date on the medicine
  - dosage to be administered
- Before the dosage is administered to the child this needs to be checked again.
- The administration form needs to be completed with the date, time, dosage administered and both members of staff need to sign the medical form.

### **Roles and responsibilities**

#### **Parent/carer**

- To inform the school if their child has a medical condition.
- To give sufficient information about their child's medical needs if treatment or special care is required.
- To deliver all medicines to a member of staff.
- To complete and sign the Request for Staff to Administer Medication form.
- To keep staff informed of changes to prescribed medicines.
- To keep medicines in date – particularly emergency medication such as Epi Pens and inhalers

#### **Pupils**

- To provide information about how their condition affects them.
- To be involved in discussions regarding their support needs.

#### **Headteacher**

- To ensure that the school's policy is developed and implemented.
- To ensure there are members of staff in school willing to volunteer to administer medicines to specific pupils as required.
- To ensure staff receive support and appropriate training as necessary.
- To ensure all staff who need to know are aware of the child's condition.
- To share information, as appropriate, about a child's medical needs.
- To ensure that parents are aware of the school's Medicine policy.
- To ensure that medicines are stored correctly.
- The Headteacher has overall responsibility for the development of the healthcare plans.

**Staff** - any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

- To know what to do and respond accordingly when they become aware of a pupil with a medical condition who needs help.
- To check medicine details are accurate and clear on prescription labels.
- To ensure that the parent/carer completes a consent form for the administration of medicines.
- To complete the 'administration of medicines' record sheet each time medicine is given.
- To ensure medicines are returned to parent/carer at the end of the school day.
- To ensure medicines are returned to parent/carer for disposal.

### **Governors**

- The governors are to ensure that there is a Medicines policy and it is being implemented.
- The governing body is to ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- The Governing body is to take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. The Governing body should ensure that staff are properly trained to provide the support which pupils need.

If a child refuses to take medicines staff will not force them to do so, but will note this in the records and inform parents as soon as is reasonably possible.

### **School Nurse**

- To notify the school when a child has been identified with a medical condition which, will require support at school. Where possible this should be done prior to the child starting school.
- To support with the development of a health care plan where appropriate.

### **Record keeping**

Medicine should be provided in the original container. Staff should check that written details include;

- Name of child
- Name of parent/carer
- Name of medicine

- Dose
- Method of administration
- Time and frequency of administration
- Any side effects
- Expiry date
- List of known allergies of the child
- GP name and contact

### **Long term medical needs**

- It is important that school has adequate information about long term medical conditions. A health care plan may be drawn up, involving parents and other health care professionals.
- All staff have access to the medical needs list.

### **Emergency Procedures**

- Where a child has a health care plan it should clearly state what constitutes an emergency and the health care plan should explain what to do in an emergency.
- In the event of a child receiving the wrong medicine or dosage. Staff will ring 111 for immediate advice or if staff feel it is urgent they should call 999 ensuring that they have the medicine with them along with the child's record. Parents will also be informed.
- If the child has a reaction after receiving medicine then phone 999 and parents will be called.
- If a child needs to go to hospital then staff should stay with the child until parents arrive. If staff accompany a child to hospital then two members of staff should go.

### **Confidentiality**

- The head and staff should always treat medical information confidentially. The head should agree with the parent/carer who else should have access to records and other information about a child.

### **Staff training**

- The Headteacher to ensure that all staff are aware of the school policy.
- The Headteacher to ensure that staff are supported and trained in order to carry out their role in supporting children with medical conditions.

- The Headteacher will ensure that staff are suitably trained on administering medicine.
- Staff with responsibility for administering medicines will have appropriate training to be able to carry out the role responsibly.
- Staff are trained to administer EpiPens.
- Supply teachers are briefed before covering a class

A Request for Staff to Administer Medication form should be completed and signed by parent/carer before medicines can be administered.

### **Complaints**

Should a parent or pupil be dissatisfied with the support provided they should discuss their concerns with the Headteacher. If for whatever reason this does not resolve the situation then parents may make a formal complaint via the school's complaints procedure.