

Medication Policy

Springwood Heath Primary School



Approved by: Governing Body

Date: January 2018

Last reviewed on: January 2018

Next review due by: January 2019

Springwood Heath Primary School.

Policy and Guidance on the Administrations of Medications.

'Success together through caring and learning'.

Rationale:

Springwood Heath recognises that many pupils will at some time need to take medications in school. For most this will be short-term, perhaps finishing a course of medication. Other pupils may have medical conditions such as asthma or diabetes that if not properly managed could limit their access to school. Some children have conditions that also require emergency treatment, e.g. epilepsy. Pupils with such conditions are regarded as having health care needs. Most children with health care needs are able to attend school regularly, and, with support can take part in most school activities. A positive response by Springwood Heath Primary School to the pupils' health care needs not only benefits the pupil directly, but also can also positively influence the attitude of the whole school and community.

Aim:

Springwood Heath will work in partnership with parents, pupils and health professionals to ensure that children who require medication during school time are able to receive it in a safe and secure environment which allows them to continue to learn at school, thus having a better opportunity to achieve their potential.

Legal Framework:

DfEE Circular 14/96, 'Supporting Children with Medical Needs in Schools', recommends schools draw up policies and procedures for supporting children with medical needs, and suggests health care plans are provided for pupils with medical needs.

The Education (School Premises) Regulations 1996 state that every school should have accommodation for medical/dental examination, and for the care of pupils during school hours.

The Medicines Act 1968, places restrictions on dealings with medicinal products, including their administration. In the case of prescription only medicines, anyone administering such a medicinal product by injection must be an appropriate practitioner or else must act in accordance with the practitioner's directions.

Section 3(5) of the Children's Act 1989, provides scope for staff to do what is reasonable for the purpose of safeguarding or promoting children's welfare.

Education Act 1993, states pupils with medical needs will not necessarily have special educational needs. Under Section 166 the Health Authority must provide advice and training for school staff in procedures to deal with a pupil's medical needs if that pupil would otherwise have limited access to education.

The Management of Health & Safety at work regulations, 1992 recognises that in some cases pupils with medical needs may be more at risk than their classmates, therefore school may need to take additional steps to safeguard the health and safety of such pupils. In a few cases individual procedures may be needed.

Under the 1996 Education Act, parents have a prime responsibility for their child's health and should give schools sufficient information about their child's medical condition and treatment or special care needed at school. The Headteacher will need to agree with the parents what support the school can provide. Where there is a concern, the head will seek advice from the school nurse/doctor, the child's GP, or other medical advisors, and if appropriate, the LEA or the local consultant in Communicable Disease Control. (CCDC)

Under the requirements of the Special Educational Needs and Disability Act 2001, it is the responsibility of the LEA and schools to enable pupils to be in school wherever possible. All pupils should have full access to the National Curriculum unless individual exceptions are advised by a multi-agency review.

Parent/Carers Responsibility:

Medicines will not be given in school unless the parent/carer has completed the consent form(appendix 1). A parent request form will be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions.

The request form will include:

Child's name, class, date of birth.

Reason for request.

Name of medication, timing of administration and dosage of medication (confirmed in writing by a health practitioner) prior to administering any medication. In the absence of a GP form an appropriately labelled container is acceptable provided that:

- **It is in the original container (i.e. medicine has not been decanted).**
- **It is in date.**
- **The dose is stated (NOT 'as directed')**
- **The child's name is printed on the label.**

Emergency contact names and telephone numbers.

Name and details of Doctor and /or health practitioner.

If an Individual Health Care plan for a pupil is being developed then a photograph will also be requested. (Red individual bound book)

Schools Responsibility:

Springwood Heath will ensure that a named person is responsible for medicines in school together with a named alternative. Day to day administration will be delegated to competent trained staff, whose role will be stated on their job description. Non prescription drugs should not be brought into school unless discussed with the Head/Deputy or First Aiders, and will only be accepted into school, when the request for medicine to be taken/administered in school form has completed by the parent/carer. No verbal messages are accepted.

Mrs Chris Beacall will be the designated personnel responsible for the implementation and monitoring of this policy and procedures.

The list of designated trained staff will be displayed within the medical and administration offices.

Short Term Medical Needs:

Many pupils will need to take medication (or be given it) at school, at some time in their school life. Mostly this will be for a short period; to finish a course of antibiotics or apply a lotion. To allow this will minimise the time the child will need to be absent from school. Medication should only be taken into school when absolutely essential. It is helpful, where possible, if medication can be prescribed in dose frequencies which will enable it to be taken outside school hours. Parents will be encouraged to ask the prescribing doctor about this. Pupils sometimes ask for pain killers (analgesics) at school. Staff will generally not give non –prescribed medication to pupils, as it may not be known whether the pupil has taken a previous dose, or whether the medication may react with other medication being taken. If a pupil suffers regularly from acute pain e.g. migraine, the parents, after consultation with the Head, Deputy, or First Aiders, should authorise and supply appropriate pain killers for their child’s use, with written instructions, about when the child should take the medication (appendix 1).

Verbal messages are not acceptable.

A member of staff will supervise the pupil taking the medication and notify the parents in writing on the day painkillers are taken.

Sore throat or cough lozengers in school, will require a letter of authorisation from the parents.

Long Term Medical Needs:

It is important for Springwood Heath to have sufficient information about the medical condition of any pupils with long term medical needs. If a pupils medical needs are inadequately supported this can have a significant impact on a pupil’s academic attainments and/or lead to emotional and behavioural problems. Springwood Heath needs to know about any medical needs before a child starts school, or when a pupil develops a condition. For pupils who attend hospital appointments on a regular basis or have significant medical needs, special arrangements may also be necessary. In consultation with parents, the child (if sufficiently mature) and relevant health professionals, an Individual Health Care Plan will be drawn up. The health practitioner will identify those pupils who require an IHCP and lead on the content. Springwood Heath will agree with parents how often they should jointly review the health care plan. For some children this may be termly, due to their medical needs and level of support that is needed at school.

Self-Administration of Medicine:

Parents must complete a written request form for a child to self administer medication (appendix 2) e.g. insulin, asthma. This will only be allowed if the child has been trained and is competent to administer their own medication. Self-administration consent will be reviewed and confirmed annually (September).

Refusing Medication:

A child should never be forced to accept medication. The school will inform parents immediately if a child refuses medication as prescribed. If necessary, the school will call the emergency services. A record of 'refusal' will be kept within a bound book.

Individual Health Care Plan:

Each plan will contain different level of detail according to the needs of the individual pupil (A red individual bound book).

Those who may need to contribute to a health care plan are

- **Parent/guardian.**
- **The child.**
- **Class teacher and /or support staff.**
- **School staff that have agreed to administer medication or be trained in emergency procedures.**
- **The school health service.**
- **Head/Deputy and or Learning Support Coordinator.**

Procedures in the ICP will identify:

- **Where the medication is stored.**
- **Who should collect it in an emergency**
- **Who should stay with the child**
- **Who will phone for an ambulance/medical support and when**
- **Contact arrangements for parents.**
- **Supervision of other pupils.**
- **Support for pupils witnessing the event.**
- **Recording Systems.**

Co-ordinating Information: The Learning Support Co-ordinator will co-ordinate and disseminate information on an individual pupil with medical needs. They will be the first contact for parents, staff and liaise with external agencies.

Staff training:

A health care plan may reveal the need for some school staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. School staff will not give medication without appropriate training from health professionals. Springwood Heath will arrange appropriate training in conjunction with the School Health Services, (North Liverpool PCT and /or Community Paediatric Department, Royal Liverpool Children's Hospital – Alder Hey.) Individual staff are responsible for notifying school when their training requires updating and for ensuring that this is arranged. Staff involved in specific complex procedures, e.g. medication via gastrostomy tube, oxygen therapy, administering diazepam will receive a certificate following training, accrediting their ability to perform the procedure.

Procedures for the Administration of Medication at Springwood Heath Primary School:

Receiving Medication in School:

All medication must be in the original container.

All medications must be clearly labelled with:

The child's name.

The name and strength of the medication.

The dosage and when the medication should be given.

The expiry date of the medication.

All medication must be accompanied by either written confirmation by a health practitioner, or an appropriately labelled pharmacy label, indicating the medication prescribed by the GP, including time/dose to be given in school.

If two medications are requested, these should be in separate, clearly and appropriately labelled containers.

On arrival at school, all medications is to be handed to the First Aiders, unless there is prior agreement with school and pupil for the pupil to carry medication e.g. asthma inhalers and details entered in the medication record.

Storage:

Medication will be stored in a locked wall mounted cabinet with the key stored in an accessible but restricted place known to the designated members of staff. Once removed from the cabinet, medication will be administered immediately and never left unattended.

If fridge storage is required this will be lockable and wall mounted within the medical room. Pupils will know where their own medication is stored and who holds the key.

A few medicines e.g. asthma inhalers will be readily available to pupils.

Disposal of Medicines:

School staff will not dispose of medicines. Parents or health practitioners will collect medicines held at school, and be responsible for disposal of date-expired medicines.

Administration of Medication:

- . Medication will be administered within the medical/and or appropriate confidential room.**
- . Before medication is administered, the child's identity must be established by checking with the child or with a member of staff.**
- . Designated staff will follow directions for administration provided in writing by the health practitioner or found within the child's IHCP.**

- . Each administration of medication will be recorded within a bound book to prevent falsification.
- . As far as is practicable, the administering staff member will always have the dosage witnessed by a second adult.

Record Keeping:

Springwood Heath Primary Schools Record Keeping will include:

- . A list of designated staff.
- . A record of all training undertaken by designated staff.
- . Record of all training undertaken by children allowed to self administer medication and competent to do so.
- . Individual Health Care Plans.
- . Records of parental consent and health practitioner instructions, including those for self administration consent, should be reviewed and confirmed annually (September) in addition to ongoing updating.
- . Record of administration of medication, including amount administered and amount remaining (running total) to be kept in a bound book.
- . Record of medication disposed of.
- . Reasons for not administering regular medication and parents informed immediately, within the timescale agreed by the health practitioner.
- . A parent request form will be completed each time there is a request for medication to be administered or there are changes to medication/administration instructions (appendix 1).

Hygiene/Infection Control: (See Infection Control Guidelines)

All staff will have access to protective disposable gloves/aprons and will take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Emergency Procedures:

The school Admin Staff will ring for the emergency services.

A pupil taken to hospital will be accompanied by a member of staff and will remain until the pupil's parent arrives. The member of staff should take with them the pupil's IHCP or bound book showing what medication has been taken, when it was taken and dosage.

Generally staff, will not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

First Aid:

The school has two qualified First Aiders on the staff, (Mrs Ros Hazelwood & Mrs Liz Eaton.) There is an equipped medical room and first aid boxes are available in

various locations throughout the school. Simple injuries e.g. cuts and grazes are treated by the staff on duty at playtimes and midday staff at lunchtime. More serious injuries are referred to the First Aider for advice. All accidents are recorded in the Accident Book. Head bumps are notified to parents in a letter.

Educational Visits/Sporting Activities:

Springwood Heath Primary School encourages pupils with medical needs to participate in school trips, wherever safety permits.

Staff supervising excursions and sporting activities will be made aware of any medical needs and relevant emergency procedures. An additional trained supervisor/and or parent might accompany a particular trip. Further details are to be found within the Springwood Heath Educational Visits Policy.

Intimate or Invasive Treatment:

Appropriate training and guidance will be given within the Individual Child's Health Plan. Springwood Heath will attempt to arrange for two adults, one the same gender as the pupil, to be present for the administration of intimate or invasive treatment as this will minimise the potential for accusations of abuse. Staff will protect the dignity of the pupil as far as possible, even in emergencies.

Staff Liability:

Staff who assist with any form of medication in accordance with the Springwood Heath procedures are explicitly reassured that they will be acting within the scope of their employment and they will be indemnified.(Except in cases of fraud, dishonesty or criminal offence.)