



Policy on Medicines in School

Springfield is a Rights Respecting School.

Article 3- The best interests of the child must be a top priority in all actions concerning children.

Article 12 – Every child has the right to say what they think in all matters.

All staff, governors, parents/carers and members of the Springfield Infant School community will be made aware of and have access to this policy.

Establishment staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils. Furthermore, in an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school to administer the medicine to their child or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent must supply the medicine in the original pharmacist's container to the school office and must complete a 'Request for school to administer medicine' form (Appendix 1). On no account should a child come to school with medicine if he/she is unwell.

Non-prescription Medicines

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form (Appendix 1). It must be suitable for the pupil's age. It must be supplied by the parent (not the school) and must be in its original packaging, with manufacturer's instructions included. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form. The medication will be stored and administration recorded as for prescription medicines.

Pupils with Long-term or Complex Medical Needs

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan. Guidance on the four most significant chronic conditions (asthma, epilepsy, diabetes and anaphylaxis) is provided in *Managing Medicines in Schools and Early Years Settings* and arrangements will be agreed in accordance with this guidance.

Asthma

In accordance with guidance in *Managing Medicines in Schools and Early Years Settings*, the school has developed its own asthma policy, with reference to the model school policy provided by WSCC.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma and reference should be made to the school's Asthma Policy. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan and parents should complete a 'Request for child to carry own medicine form'.

Staff Training

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epipens, insulin. Training in the administration of specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff. For staff training record see Appendix 4.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, epipens etc) are kept in a locked store cupboard. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and epipens are kept in light blue bags in each classroom next to fire exits. Staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits. A spare epipen for each child is kept in the First Aid Room.

Medicines that require refrigeration are kept in the staffroom fridge, clearly labelled in an airtight container.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. (Kept as medicine file) This includes medicines administered by staff during all educational visits.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephone in the school office. A blank proforma is attached as Appendix 6.

Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure to complete a consent form (Appendix 1) and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Non Prescription Medicines on Residential Visits

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally it may be necessary to administer paracetamol to pupils suffering acute pain from things like migraine, period pain, toothache. Parents must give written consent prior to the residential visit using a, 'Request for school to administer medicine' form (Appendix 1) before paracetamol can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

Parental agreement for school 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 staff can administer medicine

Name of School: Springfield Infant School and Nursery

Name of Child:

Date of Birth:

Group/Class/Form:

Medical condition/illness:

Medicine:

Name/Type of Medicine (as described on the container):

Date dispensed:

Expiry date:

Agreed review date to be initiated by:
[name of 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
(delete as appropriate)

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] and 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.

Date:

Signature(s):

Relationship to child:

Asthma Policy

Information

- Asthma information packs can be found in the office and in the class cupboard in every class along with the named inhalers of all children in that class.

Register

- The School will keep a regularly updated register of children known to have asthma and an inhaler in school. This will be distributed to all teachers and TAs and first aiders.
- All children will be encouraged to administer their own inhaler when required in the presence of an adult, but younger children may need help and supervision. Inhalers will be kept in the classroom in a light blue bag by fire exit and the dosage to be administered will be written down by the parent. If the inhaler is given / taken a sticker will be given to child and a written note in home/school communication book. A record of asthma attacks and inhalers given will be maintained, along with a letter to parents to inform them their child's inhaler has been used that day (copies are held in the office and classroom cupboard).

In the event of an emergency, a member of school personnel will ring for an ambulance.

Emergencies

Call an ambulance if:-

- No relief is obtained within five minutes of treatment;
- The child is distressed, unable to talk or blue.

The School will display a **'What to do in an emergency'** poster.

School Off-Site Activities

- The School will ensure that all children registered as asthmatic will have their inhaler carried by an adult.
- Staff will ensure they are aware of all children with asthma.
- Letters concerning the trip state that a child registered as asthmatic must have an inhaler to take on the trip or they will be unable to go.

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number
2. Give your location as follows: (insert school/setting address)
3. State that the postcode is
4. Give exact location in the school/setting (insert brief description)
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone.