

# Holy Family Catholic Primary School, New Springs

## Mission Statement

**We are a caring family, we pray, learn and grow together**

### MANAGING MEDICINES IN SCHOOL

#### **Aim**

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

- ✓ The policy is to include:
- ✓ Procedures for managing prescription medicines which need to be taken in the school day
- ✓ Procedures for managing prescription medicines on outings and Trips
- ✓ Roles and responsibilities of staff administering medicines
- ✓ A clear statement of parental responsibilities in respect of medicines
- ✓ Written permissions from parents for medicines
- ✓ Circumstances in which children may take non-prescription medicines
- ✓ Assisting children with long term medical needs
- ✓ Staff training
- ✓ Record keeping
- ✓ Safe storage of medicines
- ✓ Notification to staff of medical needs of children in their care.
- ✓ Accidental failure to administer medicine
- ✓ The school's emergency procedures
- ✓ Risk assessment and management procedures
- ✓ Accidental failure to administer medicine
- ✓ Guidelines for administering Asthma

**In all instances the school will do all it can to persuade the parent to come into school to administer medicines.**

#### **Prescribed Medicines**

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours (eg. 3 times per day). We will encourage parents to discuss this with the prescriber.

#### **Non-Prescription Drugs**

Staff should **not** give non-prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm.

**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

#### **Short Term Medical Needs**

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics but only for a short course of up to 5 days, and only when the medicine is prescribed by a doctor and is to be taken four times or more a day, and where previous avoidance strategies have been examined.

#### **Long Term Medical Needs**

The school will be fully informed of the child's needs before admittance.

It is essential to have sufficient information in order for the child's medical needs to be adequately supported. (Reference should be made to the 2005 DfES document in order to devise a care plan.)

## **Administering Medicines**

No child under 16 should be given medicines without parent consent.

Members of staff giving medicines should check:

- ✓ The child's name
- ✓ Prescribed dose
- ✓ Expiry date
- ✓ Written instructions on the packaging

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.

**A record must be kept in a written form each time medicines are given**

## **Self Management**

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

## **Record Keeping**

Parents should inform the school of the medicines their child needs. Records are reviewed annually by parents on data collection sheet. Reports on medical needs are forwarded to classes at the start of school year, any amendments forwarded as they occur. School will check that the medicine is in its original container and that the dispenser's instructions are clear.

**A written record of medicines administered will be kept in the school office.**

## **Educational Visits**

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the school office.

## **Sporting Activities**

Asthma relievers not self managed should be taken to the field in a box or container and be supervised by a member of staff.

## **Responsibilities - Headteacher**

The Head Teacher will ensure that all staff receives appropriate support and training and aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

## **Teachers and Other Staff**

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts.

## **Storing Medicines**

Medicines should be stored away from children, be in their original containers and refrigerated were necessary. This will be the responsibility of the school office. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils.

### **Accidental failure of the agreed procedures**

Should a member of staff fail to administer any medication as required they will inform the parent as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school

### **Guidelines for managing Asthma**

1. If school staff are assisting children with their inhalers, a Consent Form from parent/carer should be in place. Individual care plans need only be in place if children have severe asthma which may result in a medical emergency.
2. Inhalers should be readily available when children need them. Pupils of year 3 and above should be encouraged to carry their own inhalers. If the pupil is too young or immature to take responsibility for their inhaler, it should be labelled clearly with the child's name and stored in a readily accessible safe place. Individual circumstances need to be considered, e.g. in small schools; inhalers may be kept in the school office.
3. It would be considered helpful if parent/carer could supply a spare inhaler for children who carry their own inhalers. This could be stored safely at school in case the original inhaler is accidentally left at home or the child loses it whilst at school. This inhaler must have an expiry date beyond the end of the school year and will be returned to the parent/carer at the end of the school year regardless of expiry date.
4. All inhalers should be labelled with the child's name.
5. Parent/carer should be responsible for renewing out of date and empty inhalers.
6. Parent/carer should be informed if a child is using the inhaler excessively.

### **First Aid Boxes**

First aid boxes, identified by a white cross on a green background, are provided in school there are adequate supplies for the nature of the hazards involved.

All boxes will contain at least the minimum supplies required under law and only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes. First aid boxes are maintained and restocked according to guidelines when necessary by authorised school personnel. Used items should be replaced promptly.

### **Emergency procedures**

The nominated first-aiders are: Mrs O'Grady, Mrs Gibson and Mrs Fisher

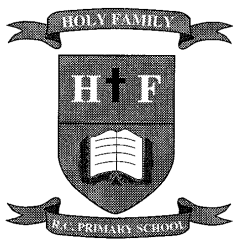
These members of staff should be called upon in the event of a medical emergency.

Details of first aid procedures can be found in the First Aid Policy which is kept in the School Office.

- If a child needs hospital treatment, a member of staff should always accompany the child, and should stay until the parent arrives.
- Staff should not take children to hospital in their own car; it is safer to call an ambulance.

Reviewed Summer 2017

signed \_\_\_\_\_



# Holy Family Catholic Primary School

## Parental Agreement For Administering Medication

**The school/setting will not give your child medicine unless you complete and sign this form**

NAME:	CLASS:
MEDICAL CONDITION:	
NAME OF MEDICINE:	EXPIRY DATE:
DOSAGE:	WHEN TO BE GIVEN:
ANY OTHER RELEVANT INFORMATION:	

*Note: Medicines must be in the original container as dispensed by the pharmacy.*

### Contact Details

NAME:	
DAYTIME TELEPHONE NO:	
RELATIONSHIP TO CHILD:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

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

FOR SCHOOL USE ONLY:

**It is agreed that \_\_\_\_\_ will receive the above medication as specified above.**

**\_\_\_\_\_ will be supervised whilst he/she takes their medication by a member of staff.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**