

**ST. JOSEPH'S CATHOLIC
PRIMARY SCHOOL**



**Barleyfields Road, Wetherby
West Yorkshire LS22 6PR**

MEDICINE POLICY

'This school is committed to safeguarding and promoting the wellbeing of all our children, and expects our staff and volunteers to share this commitment'

Adopted by Governors
Updated
Next Review

- February 2018
- September 2020
- September 2022

Policy and Procedures for administering medicines in St. Joseph's Catholic Primary School

This policy has been written with guidance from documentation produced by the Department for Education and Skills in collaboration with the Department of Health, and takes full account of the recommendations included in the Department of Health and Department for Education and Skills National Service Framework for Children, and Young People.

St. Joseph's Catholic Primary School is an inclusive school; we recognise that children with medical needs have the same rights of admission to a school or setting as other children. We are committed to ensuring that children with medical needs receive proper care and support enabling them to participate in all activities appropriate to their own abilities.

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however, have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a daily need for inhalers and additional doses during an attack. Most children with medical needs can attend school regularly and take part in normal activities, sometimes with support. However some staff may need to take extra care in supervising some activities to make sure that these children and others are not put at risk.

Legal Obligation to Administer Medicines

There is **no legal obligation** that requires school staff to administer medicines. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. **Agreement to do so must be voluntary.** Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way. Training staff will be the responsibility of Senior Management and records will be kept in the school office.

Medication

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it be taken outside school hours. Parents/carers are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime so it would not be normal practice for school to administer such medicines. However, this might not be practicable and in such a case, parents/carers may make a request for medication to be administered to the child at the school.

Parents/carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition. Information is requested on the admissions form, should the child's needs change it is the responsibility of the parent/carer to inform the school in writing so that records can be changed accordingly.

Prescribed medicines

St. Joseph's will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should only be brought to school when essential; i.e. where it would be detrimental to a child's health if the medicine were not administered during the school day.

If medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parent or carer to allow the school to take on the responsibility in accordance with The Medicines Standards of the National Service Framework for Children (Dept.of Health/DfES 2004)

- i. The parent or carer will be asked to complete and return the attached form (Form 1) giving all the relevant details in full. In so doing, the parent/carer consents to the school administering medication to his/her child(ren) for the duration of the course of medication. A copy of the parental consent form will be kept in the School Office.
- ii. For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents/carers will be asked to discuss the implications of the illness with the Headteacher and the designated teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents/carers will be asked to complete a consent form for the school for the administering of the medication and a Healthcare Plan (Form 2) may be drawn up.
- iii. Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. St. Joseph's **will not** accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.
- iv. Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases a parental consent form (Form 1) together with clear instructions, must be completed, and parents/carers must liaise closely with the child's class-teacher. The written parental consent will be kept in a folder in the school office, and information about the medication will be recorded on the class medical list which is kept with the class teacher and a copy in the school office. The office staff will also record this on the whiteboard in the main office so that cross checks can be made to ensure the medicine has been taken. In this case, it is firstly the responsibility of the class teacher to ensure the child has taken the medicine. In the absence of the class teacher, the office staff will follow this up with the cover supervisor to ensure the child has taken their medication.
- v. Where a child is on a short term medication e.g. antibiotics, the office staff will oversee this and ensure the child has had their medicine. This will be recorded on the office whiteboard each day.
- vi. A record of **all** medicines administered will be logged on Medical Tracker and an alert sent home to the parent/carer.

Non-Prescribed Medicines

Staff will not administer non-prescribed medicines. If a child suffers regularly from frequent or acute pain the parents/carers should consult the child's GP.

Parents/carers should consult the headteacher if specific arrangements need to be put in place for the child concerned. School would wish to work with parents/carers to ensure that the child is able to attend school regularly.

- i. No child will be given any medicines without their parent's written consent.

- ii. Pain killers such as paracetamol and aspirin will not be administered and must not be brought to school by pupils.
- iii. Cough/throat sweets, "Tunes" etc. will not be brought to school by pupils.
- iv. Sun protection cream may come into school as long as it is clearly labelled with the pupil's name and the pupil can apply the cream for themselves. Pupils must not share sun protection cream.

Administering Medicines

Before giving medication to a child, written agreement **MUST** have been received from the parent/carer. This agreement will include the child's name, the name of the medication, the required dose and agreed time of administration. (Parents/carers must complete Form 1)

- i. Parents/carers should bring the medication into school and hand it to the designated First Aid Trained person (or the Headteacher) who will then record that it has been received. Staff will only accept medication that is in its original labelled container.
- ii. **Children must not be sent to school with their own medicine as this poses a health and safety risk to other children.**
- iii. Most medicines will be kept in a locked cupboard in the First Aid area. If medicine needs to be kept cool it will be stored in the designated small fridge in the School Office.
- iv. If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents/carers informed. If necessary the school will call the emergency services.
- v. Some emergency medication such as Epi-pens will be stored in the medical store in the KS1 area which is quickly and easily accessible from all classes (EYFS store in own classrooms). All medicines are always stored out of reach of pupils. Each child with an Epi-pen will have a plastic container with a photograph on the top to allow for quick recognition. The box will contain the pen and appropriate protocol agreed with the parent/carer. It is the parent/carers responsibility to check that Epi-pens are not out of date. Alerts will be set up on medical tracker to alert office staff when medicine is going out of date and contact will be made with parents/carers. All staff are trained annually to administer an Epi- pen in an emergency. Epi-pens must accompany children on all off site activities. Photos of children with Epi-pens will be displayed in the Staff room to ensure supply staff are aware of those children who could be vulnerable.
- vi. Children should have access to inhalers at all times. Parents/carers should ensure that inhalers are clearly named. Children who are able to use their inhalers themselves should be allowed to carry them with them. (Parents/carers must complete Form 1). If a child is too young or immature to take personal responsibility for their inhaler it should be stored in a safe but readily accessible place and clearly marked with the child's name. Inhalers should always be available during physical education, sports activities and educational visits. For a child with severe asthma, the health care professional may prescribe a spare inhaler to be kept in the school.
- vii. It is not part of a teacher's statutory duties to administer medication so this is the responsibility of the Headteacher who may delegate it to First Aid Trained member of staff working regularly with a specific child. Before administering medication, the staff member will:
 - Wash their hands and use sanitizing fluid.

- Put on PPE if necessary.
- Check the name of the child.
- Ensure that a drink is available if appropriate.
- Check the label on the medication, name of the child, dose, route of administration, and any special instructions and expiry date.
- Record on medical tracker and send alert home.

Receiving/returning medicines

Medicines will be received at the start of the school day via the school office.

Consent forms must be completed by the parent/carer at this time.

Medicines will be returned to the parent/carer at the end of the school day via the school office. **Medicines must not be brought in or collected by pupils themselves other than inhalers.**

Inhalers and Epi Pens

Children in school who have need to use inhalers or epi-pens must have their own medicines in school. These must be clearly labelled and a health plan completed which is kept with the inhaler or epi-pen. MB will ensure the expiry date is monitored through medical tracker and liaise directly with parents to ensure new medicines are in school when necessary. NF will check this also each half term directly from the medicine storage in KS1. Spare Inhalers and epi-pens are held in school. To use these, school will follow the most up to date guidance.

Sporting Activities

Most children with medical conditions can take part in physical activities. Staff will take into account the need to adapt activities to meet the needs of all children. All staff will be aware of issues of privacy and dignity for children with particular needs. Some children will need to take precautionary measures before or during exercise and need to be allowed access to medicines such as inhalers.

Educational Visits

As an inclusive school we encourage all children to participate in safely managed visits. When the risk assessment is undertaken staff will identify any reasonable adjustments that need to be made in order for children with medical conditions to participate.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures and have arrangements in place to administer any medicines. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. If staff are concerned about whether they can provide for a child's safety, or the safety of other children while on the trip they should seek parental views and medical advice and speak to the HT.

Home to School Transport

Drivers and escorts know what to do in the case of a medical emergency. They should not generally administer medicines but where it is agreed that a driver or escort will administer medicines (i.e. in an emergency) they **must** receive training and support and fully understand what procedures and protocols to follow. They should be clear about roles, responsibilities and liabilities.

Menstruation

In situations involving menstrual difficulties in pupils, the best remedial action would be either to send the child home after telephoning the parent/carer, or remove the child from class to rest until the discomfort disappears. There are relevant disposal bins in Y5/ Y6 for all pupils to use) and sanitary products available in school.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Ofsted guidance provides an extensive list of issues that early years providers should consider in making sure settings are hygienic. Full PPE is available for use by staff provide close contact first aid or support for a child. Regular hand washing, social distancing wherever possible and the use of anti-bacterial sanitiser on surfaces around school is in place.

Staff Training

All staff are trained annually to be aware of the needs of asthmatic children and to administer Epi-pens. Should staff need specific guidance in order to meet the needs of an individual pupil, guidance would be sought from the school nurse. Training staff will be the responsibility of Senior Management and records will be kept in the school office. Staff administering first aid, must be first aid trained. Records of first aid trained staff are kept in the school office.

Confidentiality

We will treat all medical information confidentially. The headteacher will agree with the parent/carer who should have information about the medical needs of a child.

Evaluating the Policy

This policy statement and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by the Governing Body. It will be formally reviewed every three years to ensure that the policy enables all children to have equal access to continuity of education.

St. Joseph's Catholic Primary School Health Care Plan

Name of school	St. Joseph's Catholic Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	
Expiry date	
Agreed review date to be initiated by	
Dosage and method <i>Self administration?</i>	
Timing	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency.	

Contact Details

Name			
Daytime telephone number	Home	Work	
Relationship to child			
Address			
Name & phone no. of GP			

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school 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. I accept that this is a service that the school is not obliged to undertake.

DATE: _____ **Signature(s)** _____

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

St. Joseph's Catholic Primary School Health Care Plan

Name of school	St. Joseph's Catholic Primary School
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	
Expiry date	
Agreed review date to be initiated by	
Dosage and method <i>Self administration?</i>	
Timing	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency.	

Emergency Contact Details

Name	Person 1:		Person 2:	
Daytime telephone number	Home	Work	Home	Work
Relationship to child				
Address				
Name, address & phone no. of GP				
Any other information				

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school 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. I accept that this is a service that the school is not obliged to undertake.

DATE: _____ Signature(s) _____