



MEDICAL POLICY MANAGING MEDICINES

28.6.16 – September 2016
To be reviewed – September 2017

INTRODUCTION

Parents have the prime responsibility for their child's health and well-being and should provide School with all the necessary information about their child's medical condition to enable it to plan effectively to meet the child's needs and keep them safe and well. Parents should obtain details from their child's General Practitioner (GP) or paediatrician and inform the school office with full information about their child's medical needs, including medicines and keep the school up to date with any changes.

This policy should be read alongside the school's First Aid Policy, SEND Policy, Aspiration and Achievement – supporting children with medical conditions, Asthma and Lettings Policy.

AIMS

The aims of the policy are:

- To make clear the roles and responsibilities of parents, staff and children in managing medical needs effectively.
- To provide a clear and consistent approach to managing and administering medicines in school.
- To protect and ensure the safety of all adults and children in our school community.

ADMINISTERING MEDICATION

No children under 16 can be given medicines without their parent's written consent and a completed medicine form (see Appendix 1). Any member of staff giving medicines to a child will check:

- Name of child
- Name of medicine
- Prescribed dose
- Method of administration
- Time/frequency of administration
- Expiry date/Batch number
- Any reactions

If in doubt about any procedure, staff will not administer the medicines but check with the parents or a health professional before further action.

Refusing medicines:

If a child refuses to take medicine, staff will not force them to do so. Parents should be informed of the refusal immediately so that they have the opportunity to attend school and administer the medication themselves. A record of any refusal will be recorded on the record form. (see Appendix 2)

PRESCRIBED MEDICINES

Only where essential, should prescribed medicines be brought into school; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. School can only accept medicines that have been prescribed by a doctor for that specific child and are in date.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. School cannot accept medicines that have been taken out of the containers as originally dispensed nor make any changes to dosages on parental instructions. It is helpful where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents are requested 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.

NON-PRESCRIPTION MEDICINES

Non-prescription medicines will not be administered by school staff, unless in exceptional circumstances eg. antihistamines for hayfever, calpol for toothache etc. Written consent from parents must be obtained before any medication will be administered and the appropriate form completed – See Appendix 1.

SELF-MANAGEMENT

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and School encourages this. Children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition and advise the school accordingly.

For conditions such as diabetes and severe allergies, children's medication will be kept in the main office. Such medicines will be administered by or under the supervision of appropriately trained staff. A member of staff must check that the child has the correct medication before it is taken. Children must never have unsupervised access to any medication.

RECORD KEEPING

Parents should tell the School, in writing, about the medicines that their child needs to take and provide details of any changes to the prescription or the support required.

Where medicine is administered by a member of staff, they will check that the written details include:

- Name of child
- Name of medicine
- Prescribed dose
- Method of administration
- Time/frequency of administration
- Expiry date/Batch number
- Any reactions

A written record of all medicine administered, the date, time and dosage will be kept and signed by the member of staff administering the medicine. (See Appendix 2)

TRIPS AND VISITS

Children with medical needs are encouraged to participate in trips and visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany them. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be made aware of the most up to date information of any medical needs and relevant emergency procedures by the parent on the consent form. A copy of any health care plans, epipens and inhalers should be taken on visits in the event of the information being needed in an emergency. Contact details are held on the EV2 form which is taken on the trip/visit.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, advice will be sought from parents and/or health professionals.

ROLES AND RESPONSIBILITIES

Parents and Carers should provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed. They should, jointly with the Headteacher, reach agreement on the School's role in supporting their child's medical needs, in accordance with the employer's policy. Parents should keep any child at home when they are acutely unwell in order to reduce the spread of infection. Health Protection Agency guidance is used by schools to advise parents as to exclusion periods of specific illnesses such as vomiting, diarrhoea and other childhood illnesses. This is to protect all children from the spread of infection. This ruling will also apply to all members of staff.

The Headteacher will seek parental agreement before passing on information about a child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child. For a child with medical needs, the Headteacher will need to agree with the parents exactly what support can be provided. The Headteacher is responsible for making sure that medicines are stored safely.

Teachers and Other Staff will have access to information on children's medical conditions and action to take in an emergency, provided the parents have given consent for this. Teachers will take all reasonable care to accommodate medical needs in their planning. Staff will ensure that instructions are followed in the care and administration of medicines.

STORING MEDICINE

Large volumes of medicines should not be stored in school. School will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which it was dispensed. Where a child needs two or more prescribed medicines, each should be in a separate container. A fridge is kept in the School Office.

Children will be made aware of where their own medicines are stored but do not have unrestricted access to them.

An audit of expiry dates on medicines, epipens and inhalers will be carried out monthly by a member of the admin team.

DISPOSAL OF MEDICINES

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each day/term. Parents will be reminded by the school and where medicine is not collected it will be taken to a local pharmacy for safe disposal.

All diabetic children provide their own Sharps box and collection is arranged by parents.

EMERGENCY PROCEDURES

In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If a parent is unable to get to School, a member of staff will accompany a child taken to hospital by ambulance and will stay until a parent arrives. A second member of staff will travel by car and meet the child and staff member at the hospital. Health professional are responsible for any decisions on medical treatment when parents are not available.

COORDINATING INFORMATION

Coordinating and sharing information on an individual pupil with medical needs will be done with parental consent to ensure the child's safety. A medical register is kept with details of name year group medical condition and treatment for all pupils with a medical condition. This is updated with new entrants to the school and at least annually or when circumstances change.

CONFIDENTIALITY

The Headteacher and staff will treat medical information confidentially. Where necessary, the Headteacher will agree with the parent, who else should have access to records and

other information about a child. All staff working in school have signed a confidentiality agreement.

DRAWING UP A HEALTHCARE PLAN

The main purpose of an individual health care plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require an individual plan. See the policy Aspiration and Achievement – supporting children with medical needs.

An individual health care plan clarifies for staff, parents and the child the help that needs to be provided. It is important for staff to be guided by the child's GP, paediatrician or other specific health professionals e.g. Diabetic nurse. The school should arrange with parents to update the plan and review it at least once a year.

MANAGING MEDICAL CONDITIONS

Asthma

See Asthma Policy for full details.

Diabetes

Children with diabetes are allowed to eat regularly during the day. This may include eating snacks during class time or prior to exercise. Children with diabetes must bring an 'emergency snack box' containing glucose tablets, biscuits/chocolate or sugary drink to school. This is to be kept in the class teacher's care or in the school office.

A record will be completed for diabetic pupils detailing blood sugar count, time, amount of insulin administered and name of staff member giving/supervising injection, in line with their care plan.

Anaphylaxis

An adrenaline device (Epipen/Jext pens) will be held in school for each child identified as having an acute allergic reaction. These will be kept in the school office in an individual wallet in a clearly labelled plastic box, along with emergency procedures and an individual care plan.

FIRST AID TRAINING

Key staff are trained in First Aid and Early Years. Other members of staff such as classroom assistants and administration staff will also be offered training in Emergency Aid every three years.

INFECTION CONTROL

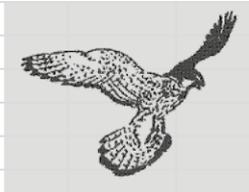
Disposable gloves must be worn at all times when cleaning open wounds/dealing with bodily fluids to prevent cross contamination.

DISPOSAL OF WASTE

Clinical waste will be disposed of appropriately.

Appendix 1

FORM 1



HAWKEDON PRIMARY SCHOOL

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER/SUPERVISE SELF-ADMINISTRATION OF MEDICINE

The School will not give your child medicine unless you complete and sign this form. The School has a working practice that Staff can administer medicine.

NAME OF CHILD:

DATE OF BIRTH:

YEAR GROUP/CLASS:

MEDICAL CONDITION:

NAME/TYPE OF MEDICINE:

(as described on container)

DATE DISPENSED:

EXPIRY DATE:

BATCH NO OF MEDICINE:

DOSAGE AND METHOD:

TIMING/WHEN TO BE GIVEN:

IF THIS IS A TEMPORARY ARRANGMENT IT WILL CONTINUE UNTIL (DATE):

SELF ADMINISTRATION: YES/NO (delete as appropriate)

ANY OTHER INSTRUCTIONS:

(eg. Any side effects, any procedures to take in an emergency, any triggers that may result in the giving of this medication)

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 existing working practice. 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's signature:

Date:

