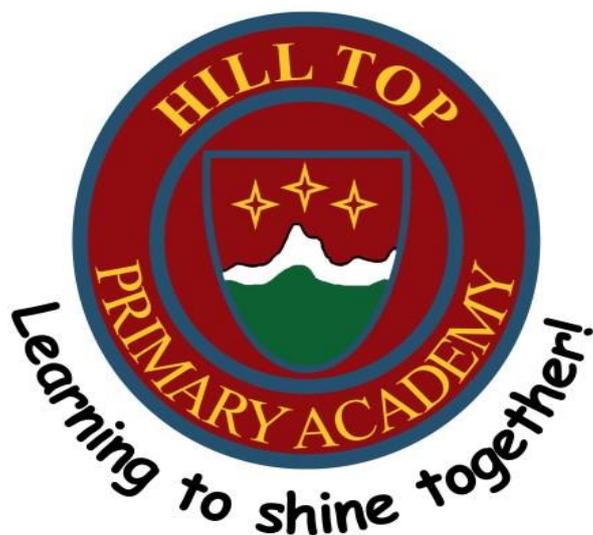


Hill Top Primary Academy

A Member of Leodis Academies Trust

Medication Policy



<i>Plan administration</i>	
<i>Version Number</i>	<i>2</i>
<i>Date of issue</i>	<i>October 2017</i>
<i>Date of next review</i>	<i>September 2019</i>
<i>Person responsible for review</i>	<i>Principal</i>
<i>Signed and dated Principal</i>	
<i>Signed and dated and in Govs minutes Chair of Governors</i>	

Hill Top Primary Academy is an inclusive school; we believe that every child has a right to a broad, balanced and effective education regardless of race, gender, age, sexuality or special need. Please refer to our Equal Opportunities Policy for further details of this.

Hill Top Primary Academy accepts fully the general arrangements and standards required to implement the Academies' Health and Safety policy and recognises that duties in the Children and Families Act 2014 and the Equality Act 2010 relate to children with disability or medical conditions.

Whilst the duties on governing bodies have not substantially changed as a result of the Children and Families Act 2014, the extent and scope of the responsibilities of schools to make arrangements to support pupils at school with medical conditions has been clarified. All schools are required to have a policy in place; it should be reviewed regularly and accessible to parents and staff.

This policy is written to support those children with individual medical needs and how their needs can be met at Hill Top Primary.

Policy Statement

We are an inclusive community that welcomes and supports children and young people with medical conditions. We provide all children and young people with medical conditions the same opportunities as others at school.

We will help to ensure they:

- Are safe from harm*
- Do well at all levels of learning and have the skills for life*
- Choose healthy lifestyles*
- Have fun growing up*
- Are active citizens who feel they have voice & influence*

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication being given as directed by healthcare professionals and parents.

All relevant staff understand the medical conditions that affect pupils at our school. We also make sure all our staff understand their duty of care to children and young people in the event of them requiring medical intervention.

The named member of our staff responsible for this medical conditions policy and its implementation is Karen Hyams, Head Teacher.

The medical conditions policy is reviewed evaluated and updated annually.

Policy Framework

The policy framework describes the essential criteria for how we meet the needs of children and young people with long-term conditions, including diabetes and asthma. No child or young person will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

Objectives

We will:

- Ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.*
- Provide staff training on the impact medical conditions can have on pupils in order to be safe, welcoming and supportive of pupils with medical conditions.*
- Strive to provide children and young people with medical conditions the same opportunities and access to activities, both on and off site, as other pupils.*
- Consider what reasonable adjustments we need to make to enable children with medical needs to participate fully and safely on visits.*
- Carry out risk assessments so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.*

We understand that children with the same medical condition will not necessarily have the same needs. Our staff understand their duty of care to children and young people with medical conditions and know what to do in the event of an emergency.

Our medical conditions policy has been agreed in consultation with pupils, parents, on site medical support, staff, governors, and relevant local health services. It is supported by a clear communication plan for staff, parents and other key stakeholders to ensure full implementation.

We have clear guidance on:

- record keeping*
- providing care and support*
- administering medication*
- the storage of medication and equipment*

This school takes responsibility for ensuring that there are named staff with explicit responsibility for administering medication and providing care. All staff, however, have received suitable training and have access to ongoing support.

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

Each member of the school and health community knows their role in, and responsibility for, maintaining and implementing an effective medical conditions policy.

1: Long-term/complex medical needs

*The Academy, will wherever possible cater for the needs of children with long term or complex medical needs. Parents, in consultation with their GP or the School Nurse and Designated Person in school must complete a ‘**Health care plan**’ for their child with medical/complex needs. (See Appendix) The Principal will inform appropriate members of staff. The Principal will ensure that suitable and sufficient information, instruction and training are given to appropriate members of staff. The Academy nurse will always be asked to advise and give training to staff as necessary for the well-being of the child/children. With parental permission, children who manage their own medication may do so under supervision at the Academy.*

Provisions of Medication – only in exceptional circumstances will a pupil be able to carry their own medication, subject to parental consultation with the Principal.

2: Short-term needs: prescribed medicines

To minimise the amount of time a child is away from the Academy it may be necessary for the child to finish a course of medication after their return to the Academy. We require all parents, where this is the case, to request from the GP that a dose frequency of three times per day rather than four times per day is prescribed, so that the child will not need to take medication whilst at the Academy.

If it is essential for a child to take medicine in the Academy parents must complete a ‘Request for the Academy to Administer Medication Form’. (See Appendix)

For medication to be taken at the Academy the parent should bring in a single dose of that medicine with them. We recognise however that there may be occasions when a bottle of medicine has to be brought to the Academy.

Any medication brought into the Academy must be clearly marked with the name of the child and the recommended dosage. Medication will be kept in the Principals office in a locked cupboard.

There may be instances where the provision of a pain-killer will benefit a pupil. Pupils who regularly suffer acute pain, such as migraine, will be given a pain-killer where their parent or carer has given written consent for their child to take non-prescription medicine. Such written consent will need to state the medicine and the dose to be taken. The parent should supply the medicine. The pupil will be supervised whilst taking any non-prescription medicine. Parents will be informed that medicine has been given.

3: Refusal to take medicine

No child will be forced to take medicine should they refuse. If this action puts the child at great risk, parents will be contacted immediately. If a parent cannot be contacted, medical advice and/or emergency services will be called. In all other cases parents will be informed directly.

4: Storage and disposal of medicines

The Control of Substances Hazardous to Health (COSHH) Regulations requires that no person is placed at risk from the use of any hazardous substances. A medicine is a hazardous substance, to those administering the medication and those who may inadvertently be exposed to it.

Where a medicine may be thought to be non-toxic or non-poisonous, it should still be classed as being toxic to avoid any confusion.

We will ensure that we only store small amounts, such as the amount needed to be taken and/or a sufficient amount for emergency purposes (e.g. adrenaline).

Medicines for children with long-term/complex needs will be labelled with:

- The name of the person for whom the medicine is prescribed;*
- The name and constituents (if known) of the medicine;*
- The prescribed dose;*
- The time the prescribed dose is to be taken;*
- Who to contact in an emergency;*
- The expiry date of the medicine;*
- The name of the doctor responsible for prescribing the medicine.*

5: Recording System

Each time a pupil is given medication a record will be made which the person administering the medication completes. (See Appendix). This record will not include children who take regular medication by themselves, e.g. asthmatics (their medication must be kept on themselves when out of the classroom.)

For invasive or intimate treatments see Health & Safety Handbook for Academies, Section 5 PG506.

Under no circumstances should any person employed by the Academy administer medication if they have not received requisite training or authorisation from the Principal. If a pupil is at severe risk because their medication cannot be given, the Principal must ensure that there are suitable emergency arrangements in place.

Following Government guidelines the following points should be noted:

- *No creams or lotions should be administered e.g. Arnica cream, Witch hazel.*
- *All cuts and bruises should be cleaned with water only. [The use of antiseptic is not necessary for the treatment of wounds].*
- *Individually wrapped sterile adhesive dressings are safe to use provided that they are not used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, first aiders must establish whether the person requiring treatment has such an allergy. If the person has such an allergy, an alternative dressing ie. a non-allergic sterile plaster or dressing should be used.*
- *Any child that has received treatment for an injury must be given a note to take home informing parents/carers of the injury and treatment.*
- *When a child is sent to the Academy office feeling ill and needs to go home – staff will contact the adults who are listed in the child's personal information.*

They will follow the preferred order in the contact list.

- *Dressings should be used sparingly. In most cases, cleaning cuts with water alone will suffice.*
- *All Epi pens must be kept in a safe place accompanied by a Health Care Plan stating exactly when and how they are to be administered signed by the Parents/Carers.*
- *Asthmatic children can keep their inhalers in their classroom to ensure direct access when necessary.*
- *All medication should be taken on Academy outings and trips, along with written permission from parents/carers.*
- *All medicines (other than inhalers) are to be kept in the office and to be administered by the office staff. However, it is the responsibility of the class teacher to ensure that the child "appears" in the office at the correct time for administration of the medication.*

Appendix 1

Hill Top Primary Academy Healthcare Plan for a Pupil with Medical Needs

NameClass.....
Date of Birth M/F.....
Condition
Date of Plan Review date (as appropriate)

Medication

Name/type of medication (as described on the container)

.....

Full directions for use:

Dosage and method
Timing
Special precautions
Side effects

Contact details

Family Contact 1

Name.....
Phone Number:
(work).....
(home)
Relationship

Family Contact 2

Name.....
Phone Number:
(work).....
(home)
Relationship

Clinic/Hospital or G.P. Contact

Name.....
Phone Number.....

Describe condition and give details of pupil's individual symptoms:

.....
.....

Appendix 2

Request for Academy to administer short-term medication

Surname Forename
Date of Birth M/F
Address
Condition
Class

Medication

Name/type of medication (as described on the container)
.....

Full directions for use:

Dosage and method
Timing
Special precautions
Side effects

Contact details

Name Relationship to pupil
Daytime telephone number Mobile number
Address (if different to above)
.....

Declaration

I understand that I must deliver the medicine personally to the office and accept that this is a service that the Academy is not obliged to undertake. The Academy will not be held liable for any injury or death arising directly or indirectly from or out of the administration of the prescribed medication by appointed staff members, other than through the Council's negligence.

Signature Date

