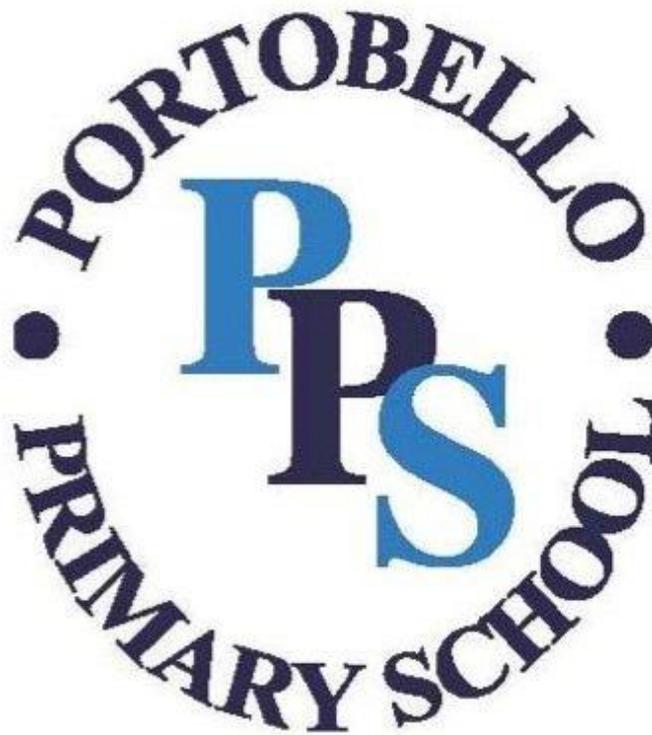


Portobello Primary School
Supporting pupils with medical Conditions
and
Administration of Medicines Policy 2017



Creating Confidence, Empowering Excellence, Igniting Independence

2017

Introduction

There is a need for a clear policy dealing with the issue of medicines and children with medical needs in school (Children's and Families Act 2014). This should be understood and accepted by staff, parents and children so that problems and queries can be dealt with quickly, efficiently and with no misunderstandings. This policy is available for all who wish to see it.

Rationale

Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure the needs of children are effectively supported.

Prescription medicines often need to be given during school time. For many children this will only be over a short period of time but for some children their medical needs may require medication to be administered regularly. In both cases parents, schools and medical personnel work together to ensure the best health for the individual child and their continued and continuing education.

Aims

- To listen to the child
- To ensure parents and carers feel confident that their child will be kept safe
- To ensure proper care and support for children who need to take medicine or need medical attention in school so they remain healthy and achieve their potential and so that they have full access to education including educational visits and Physical Education.
- To enable regular attendance at school.
- To consider how children will be reintegrated back in to school after periods of absence
- To provide information to parents and staff and to establish regular procedures for the administration of medicines.
- To liaise with the relevant local health services and professionals.
- To secure emotional and general well-being.

Responsibility

The Governing Body has general responsibility for all school policies. The Governing Body should ensure that individual healthcare plans are updated annually and take heed of:

- The medical condition, its triggers, signs and symptoms
- The pupils resulting needs
- Specific support for the pupil's educational, social and emotional needs
- The level of support needed, including in emergencies
- Who will provide the support, their training needs, expectations of their role and confirmation of their proficiency
- Confidentiality is respected
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The Headteacher is responsible for:

- the implementation of the policy
- the support and training of staff following annual audit and admission of a particular medical need
- committing to sensitively sharing information about a child's condition
- day to day decisions regarding the giving of medicine
- the monitoring of individual healthcare plans

- ensuring a healthcare professional provides confirmation of proficiency of staff in a medical procedure, or in providing medication

The parent is responsible for:

- making sure that their child is well enough to attend school
- for providing sufficient information about the medical needs of their child
- ensuring that medicines are properly supplied in a container labelled with the child's name, dosage and frequency of administration.
- Completing the school permission form which is held in the office.
- Advising the school of changes to the medical plan as soon as possible

Our staff's conditions of employment do not include the giving of medicine. This is entirely voluntary. They are responsible with the Headteacher for the storage of medicines, checking that they are correctly supplied and should be aware of possible side effects and the procedures for emergencies.

Procedures following notification of Medical Needs

Following an initial conversation with school, parents and carers will be requested to fill in a medical form. This form must then be brought into school for consultation with the Headteacher and class teacher / teaching assistant and an individual healthcare plan drawn up where appropriate with the involvement of a healthcare professional.

Authorised Adults

The Headteacher accepts responsibility for staff to give medicine or to supervise children taking medicine.

Staff authorised to give medicines are: Authorised First Aiders

The Deputy Headteacher

The Headteacher

Where possible children will take their own medication under the supervision of the authorised adult.

Where a First aider knows they will be absent from school it is their responsibility to pass on administration duties to another first aid qualified member of staff.

Where a teacher is absent through participation in a professional development activity they should leave briefing notes for the supply cover of any medical needs in their class. Where a teacher is absent through illness, the class Teaching Assistant should brief the supply cover.

Medicine

Only medicine prescribed by a doctor will be given. This includes inhalers.

Medicine will only be given to the child named on the container and in the dosage stated. (A spoon should be provided)

Only a current course of medicine will be given.

Medicine will only be given with the consent of the parent. A consent form must be signed by a parent before medicine is administered.

Non prescription medication **will not** be given by staff. Parents who wish their child to take non prescription medication must make their own arrangements in discussion with the Headteacher e.g. coming into school.

If there is a request from parents for a child to have e.g. mentholated sweets, during the school day, these will be kept by the teacher and given as appropriate but this is not encouraged.

Exceptions

Prescribed medicine will not be given:

- Where the timing of the dose is vital and where mistakes could lead to serious consequences.
- Where the timing of the dose means a parent could administer the dose before and after school
- Where medical or technical expertise is required.
- Where intimate contact would be necessary.

When training for the above has taken place staff can voluntarily administer medicines/carry out procedures.

If a child refuses to take medicine no member of staff will force them to do so. Parents will be informed as soon as possible of the problem.

Storage

Medicine brought into school must be given personally to the named first aider and in the event of her absence to the Headteacher. This includes inhalers, where these are used under supervision or must be given to the child.

The school will not store large amounts of medicine and this will not normally be stored overnight. Inhalers may be stored in school where a child has a spare at home.

Medicine should be administered from the original container or by a monitored dosage system such as a blister pack.

All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.

Medicines should only be kept while the child is in attendance. Any unused or outdated medication will be returned to the parent for safe disposal. Staff will not dispose of medicine.

Key points

- All medicines must be stored in a class labelled basket in the staff room except for inhalers and Epi-pens.
- Inhalers and Epi-pens must be stored in a class labelled basket in the classroom and be visible

- The person receiving the medication in school is responsible for ensuring it is correctly labelled with name and dosage.
- Half termly checks for dates must be made by the first aider assigned to the child's class

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

Records

Parents must inform their child's class teacher or teaching assistant should they become aware of any allergy or medical need the child may have. The member of staff informed must fill in a Healthcare Plan form with the parent / carer. A copy of this form must be kept in the child's class file and in the whole school medical file. The school kitchen must be notified and be given a copy of the file, with the child's photograph, immediately. A copy of the form plus photo must be added to the pupil wall in the staffroom. Information must then be cascaded through the rest of the staff in the next staff meeting.

In July teachers meet to pass on medical and allergy information in the medical files. This takes place as part of our planned passing of individual children's learning and personal needs.

Recording

Staff who volunteer to give medicine in school should make a record each time medication is given to a pupil, using the proforma supplied. This protects staff and is proof that procedures have been met. All other procedures should also be recorded regularly.

Long Term Medical Needs

The school must have full information about the medical needs of a child before they start school or as soon as the need is recognised. Where parents cannot give full information this will be obtained from the relevant professional and training will be obtained if necessary. The school will make a record of the health care needs of children with long term medical needs.

Where possible children should participate in the PE curriculum unless otherwise stated in their health record. Certain changes may need to be made to accommodate the needs of such children. Medication should be accessible e.g. inhalers. Similarly on school visits, e.g. sports festivals, medication will be carried out and any additional arrangements will be made e.g. the attendance of a first aider. We reserve the right to refuse to take children on a school visit if we feel that medical needs are a safety risk. However, we would inform the parents and make appropriate arrangements for the child in school.

Visits

Appropriate procedures will be followed when a child is on an educational visit.

Hygiene

Staff who give medicine are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Disposable gloves must be worn when dealing with spillages of blood or other body fluids.

Emergency Procedures

In the event of an emergency the procedures are posted in the secretary's office. The First Aiders with the Headteacher is responsible for carrying out procedures.

In the event of a minor accident parents or responsible adults will be contacted and asked to take any further action such as visit to doctors or the hospital.

In the event of the need to call an ambulance then the child would be accompanied by a member of staff and the parents or responsible adult contacted as soon as possible. The member of staff will stay with the child until the parent or other adult arrives.

Transporting children to hospital by private vehicle should not be undertaken if at all possible. Where it is unavoidable then they should be accompanied by another member of staff and should have public liability vehicle insurance.

Date ratified - November 2017

Review date - November 2018