



# Madresfield C.E. Primary School

## Administering Medicines Policy

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Policy Owner: Headteacher

# Our Vision

## Ignite Illuminate Inspire

At Madresfield we are a caring inclusive school, where everyone is welcome as Jesus welcomed all. We work closely with all stakeholders to support our children in achieving their God given potential. Inspired by *Psalm 119:105 "God's word is a lamp to guide our feet and a light for our path"*.

As a school we aim to:

**Ignite:** to cultivate a love for learning and awe and respect for God's world.

**Illuminate:** to trust in God to guide us and develop our wisdom and compassion as we journey through school.

**Inspire:** to help our children to shine as we celebrate their successes and help them to develop into beacons of hope for others within our school and wider communities.

In order for children to achieve their potential we have in place and follow the following school rules:

**Be kind-** being kind to others.

**Be ready-** being ready to learn.

**Be respectful-** being respectful to all.

**Be safe-** being safe around school.

### Equality and Diversity Statement

At Madresfield CE Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

*This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.*

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This policy is based on guidelines from the DFES publication '*Supporting Pupils at school with medical conditions.*' School takes advice from healthcare professionals as necessary, including the school nurse and other medical professionals as required.

### **Pupils with Medical Needs**

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medicine. Other pupils have medical conditions that, if not properly managed, could limit their access to education.

### **Support for pupils with Medical Needs**

Parents or guardians have the primary responsibility for their children's health and should provide the school with information about any medical condition.

**There is no legal duty which requires school staff to administer medicine; this is a voluntary role.** Staff who provide support for pupils with medical needs or who volunteer to administer medicine will require access to relevant information and training.

### **Short Term Medical Needs**

Medication should only be taken to school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should ask the prescribing doctor or dentist about this.

However, the school recognises that sometimes children do need to take medicines (prescribed or over the counter) in school time. If this is the case, there has to be prior written agreement, on the request form (held in the school office), from parents for any medication, prescribed or non-prescription, to be given to a child. This written agreement must also include the dosage.

Medicines must be handed over to the office by a parent/carer in a named container.

### **Non-Prescription Medication**

If a pupil regularly suffers from acute pain, such as migraine, parents should supply and authorise appropriate pain killers for their child's use, with written instructions.

On residential visits, the school will send a letter prior to the visit to ask permission from parents to administer children's pain killers, such as Calpol, should the need arise whilst the child is away from home.

### **Long term Medical Needs**

The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. The school will need to know:

- Details of the condition
- Special requirements and the role school can play
- Medication and any possible side effects
- What to do, and who to contact in an emergency

### **Administering Medicines**

No pupil under 16 should be given medication without written parental consent unless a medical condition is considered life threatening e.g. anaphylaxis.

Authorised personnel should check:

- Pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

### **Self-Management**

It is good practice to allow pupils who can be trusted to do so to manage their own medication from an early age. With this aim in mind, and for reasons of immediacy, children with inhalers will be expected to administer the required dose themselves. At the teacher's discretion, children may also carry their inhaler or keep it in their drawer. Other inhalers should be kept in the classroom in a safe place known and accessible to the children. **All inhalers must be named.** Children are reminded not to share inhalers.

### **Refusing Medication**

If pupils refuse to take medication or spits out a dose of medication, the school will not force them to do so and will inform parents immediately.

### **Record Keeping**

Parents are responsible for supplying information about medicines and for letting the school know of any changes to the prescription or the support needed. Parents/carers are responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to replace any medication with a replacement before expiry.

School will keep a record of when medication is administered and parents will be kept informed of inhaler usage and of any medications given.

### **School Trips**

Pupils with medical needs are encouraged to participate in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place.

Sometimes an additional adult might accompany a particular pupil. There may also be the need to undertake a risk assessment for a particular child.

### **Sporting Activities**

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example. Teachers and other adults supervising sporting activities are made aware of relevant medical conditions.

### **Storing Medication**

Any medication should be in a container that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and within expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non-health care staff should not transfer medicines from their original containers.

Medicines are kept in the medicine cabinet in the office or when necessary in the staffroom fridge, in a clearly labelled and secure container. This fridge is restricted access.

### **Disposal of Medicines**

The school does not dispose of medicines. Parents should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

### **Hygiene Control**

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment. Pupils are also instructed how to follow basic hygiene procedures when washing their hands.

### **Emergency Procedures**

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff if parents are not available.

Generally staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

### **Health Care Plans**

Some children require a health care plan to identify the level of support that is needed at school. The plans may identify specific training needed by volunteer staff. Staff should not give medication without appropriate training.

Training is given on an individual child basis, by the local health authority if possible (usually the school nurse) for administering medicines such as insulin.

### **Individual healthcare plans should consider the following:**

- The medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed including in emergencies, who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents for medication to be administered by a member of staff,
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their

individual healthcare plan.

**Policies**

The Administering Medicines Policy should be applied in conjunction with:

Madresfield CE Primary School First Aid Policy

Madresfield CE Primary School Allergy Management Policy

Madresfield CE Primary School Health & safety Policy

Madresfield CE Primary School Supporting Children with Medical Conditions Policy