

POLICY FOR THE ADMINISTRATION OF MEDICINES

CHILDREN WITH MEDICAL NEEDS

Children with medical needs have the same rights of admission to school as other children.

Most children will at some time have short term medical needs, e.g. completing a course of antibiotics. Others may have longer term medical needs e.g. children with epilepsy or cystic fibrosis. Children may need medicines in particular circumstances e.g. children with inhalers for asthma or children with severe allergies e.g. nut allergies who may need an adrenaline injection. Most children with medical needs are able to attend school regularly and can take part in normal activities. All children with medical needs will be identified on the medical register which is kept in SEND files in each classroom. Children with specific or more serious medical needs will be identified and Individual Health Plans will be drawn up in conjunction with parents. Individual Health Plans will be located in individual classrooms, the main office and the medical folder in the staff room.

SUPPORT FOR CHILDREN WITH MEDICAL NEEDS

Parents have the prime responsibility for their child's health and should provide school with up to date information about their child's medical condition. Medical forms are sent home in order to update school records. The school nurse, doctor or health visitor may be able to provide additional information for staff. There is no legal duty for staff to administer medicines but all staff have a duty of care to children. All staff managing the administration of medicines and those who administer prescription medicines will receive regular training and support from health professionals.

SCHOOL POLICY

Medicines should only be taken in school when essential. Parents should administer doses of medicine in frequencies which enable them to be taken outside school hours where ever possible.

Children who are taking prescription medicines such as antibiotics should have these administered by a parent/ guardian where possible, however they may be administered by staff, as long as a consent form has been completed.

After taking advice from the children's nursing team on 09.05.18 children may take non-prescription medicines in school as long as the consent form is signed by the parent/carer each day.

Children with long term medical needs may have these medicines administered by a member of staff as identified on their written Individual Health Plan. Qualified First Aiders in school may administer medicines in their absence, if they have clear guidance and have had training in the administration. These members of staff are:

Haxey CE Primary School: Ros Hather, Debbie Kirwan, Gillian Harrison

St Martin's CE Primary School: Vicky Priestley, Hayley Grundy, Lindsey Cressey, Donna Elliott, Julia Barker, Anita Gibson, Jill Jaques, Donna Dixon , Sandra Sellers, Kayli Braybrooke, Rachel Cartwright, Andy Cartwright, Jill Collins

West Butterwick CE Primary School: Emma Clipsham, Judy Kennedy, Gemma Goodwin, Lindsey Cressey, Emma Addlesee, Rebecca Haworth, Rebecca Boulding, Lisa Willerton.

In their absence advice should be sought from the Head teacher, or the SENDCo.

At St. Martin's all medicines are kept in a locked cabinet in the corridor outside class 3. This cabinet is clearly marked.

At West Butterwick all medicines are kept in the staffroom.

At Haxey all medicines are kept in the staff room.

When children with long term medical needs such as diabetes attend a school trip one of the named First Aiders must attend, or the child's parent. No child will be excluded from a school visit due to medical needs.

All parents have a duty to inform school of their child's medical needs. Written permission must be given prior to any medicines being given to a child.

Children with medical complications or severe medical conditions must have a clear Individual Health Plan written between the parent and the SENDCo/named First Aider prior to any medicines being administered in school. Until such time parents will be expected to administer medicines themselves.

In the unlikely case that all appointed members of staff are absent the parent will be informed and requested to administer medicines to their own child.

All staff administering prescription medicines will receive regular training.

All medicines administered should be recorded; a written record must be kept.

GUIDANCE

School should never accept medicines that have been taken out of the container as originally dispensed **nor make changes to the dosage on parental instructions**. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions.

Staff administering medicines should do so in accordance with the prescriber's instructions and ensure that the medicine has been prescribed for the child in question.

All controlled drugs must be stored in the staff room in the medical storage or fridge. A record must be kept for audit purpose.

All unused medicines should be returned to the parent when no longer required or out of date.

Using any medication for another child is an offence.

Children under 16 must never be given aspirin containing medicine unless prescribed by a doctor. A written record must be kept each time medicines are administered in school. Staff should complete and sign a record sheet each time they give medicine to a child. Parents should sign the record to acknowledge entry.

Children should know where their own medicines are stored and which member of staff has access to this and can support them. All emergency medication such as inhalers and epi-pens should be available to children at all times and must not be locked away.

Staff should not dispose of medicines; this is the parent's responsibility. All medicines should be collected by parents at the end of each term.

EMERGENCY AID

As part of the risk assessment for each case staff and peers of the pupil should be aware of the arrangements in the protocol for dealing with emergencies.

Staff should never take children to hospital in their own car; it is safer to call an ambulance.

CONFIDENTIALITY

All medical information must be treated confidentially. All staff will need to be aware of the medical situations but this must be with the agreement of the parent.

May 2018

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