



Hutton Cranswick Community Primary School Management of Medicines Policy

Guidance taken from 'Managing Medicines in Schools DfEs and Department of Health 2005, additionally to this East Riding of Yorkshire Council's policies on:

- Managing Chronic Health Conditions & Infection Control (January 2014);
- Managing Medicines in School (January 2014);
- Medical Appointments & Illness Absence (January 2014).

At Hutton Cranswick Community Primary School we aim to support individual children with medical needs in accordance with the Disability Discrimination Act 1995, and to enable children to achieve regular attendance.

Staff who agree to accept responsibility for administering medicines will be familiar with this policy, given appropriate training and be aware of procedures for hygiene and infection control.

Procedures

Parents/carers are encouraged to administer medicines to their children outside the school day where possible. Prescription medicines will be administered on the school site when failure to do so would be detrimental to a child's health, providing relevant training and guidance is available.

Medicines should be handed to a member of staff by the parent/carer. Non-prescription medicines will never be administered by school staff. Parents/carers must complete Form 1 before medicines are administered by staff. Any member of staff giving medicine to a child will check:

- the child's name
 - prescribed dose
 - expiry date
 - the prescriber's written instructions
- Staff will keep a record of any medicines administered on site (Form 2)

If a child refuses to take medicine this will be recorded and reported to parents/carers that day.

Medicines must be kept in the container in which they were dispensed, in the School Office cabinet or refrigerator (as required).

First aid staff will check stored medicines on the last Monday of each term, and ask parents/carers to collect, dispose of and replace medicine that is out of date.



Supporting children with long term or complex needs

Where a child has a long term medical need, a written health care plan will be drawn up with parents/carers and health professionals. Parents/carers must provide information about their child's medical condition and giving the necessary written guidance and consents. (Section 576 1996 Education Act).

Children will be supported to manage procedures themselves if appropriate.

The school encourages children with medical needs to participate in safely managed visits, trips and sporting activities. The school will make reasonable adjustments to enable all children to participate fully and safely on visits, and a copy of health care plans should be taken.

Staff Training

The school first-aiders and other designated staff have undertaken 4 day first aid training courses.

Staff have access to regular training on the use of adrenaline pens in the event of severe allergic reactions

When children with specific medical needs join the school, advice will be sought from appropriate professionals and training provided.

Emergency Medication

Asthma. Inhalers should be readily available to children, not be locked away. Inhalers will be kept in a box in the child's classroom and taken on school visits and outside/to the hall for PE.

Anaphalaxis. If adrenaline pens are kept in the medical room, cards with the child's name on one side and 'epipen' on the reverse, are kept in the classroom. In an emergency these are carried to the school office. The first Aider on duty will take the Adrenaline pen to the child immediately, and office staff will call an ambulance.

The school allows children to carry their own inhalers or adrenaline pens.

Diabetes Children who need to test their blood sugar levels through the day, can keep the necessary equipment in a safe place in their classroom with a designated disposal container for used 'sharps'. If the child needs to self administer insulin by injections, this procedure should be carried out in the medical room, where their needles and insulin should be stored.

Epilepsy If a child has a diagnosis of Epilepsy and there is a risk of tonic chronic seizure in school, a Health Care Plan will be required if the child may need Rectal Diazepam or Buccal Midazolam in school.



Emergency Procedures

A member of staff will accompany a child taken to hospital in an ambulance, and will stay until their parent/carer arrives. Health professionals are responsible for any decisions on medical treatment until the parent/carer arrives.

Staff must never take children to hospital in their own car.