

	Name of School	Gidea Park Primary School
	Policy review Date	October 2017
	Date of next Review	October 2019
	Who reviewed this policy?	Amanda Conner
	Date approved by Governing body	18 <sup>th</sup> October 2017

## Medication Policy

### 1. Aims of the Policy

1.1 This policy has been produced in conjunction with the School's Health and Safety and First Aid Policies and incorporates the statutory requirements contained within the current DfE guidance 'Supporting Pupils at School with Medical conditions' effective from September 2014, updated December 2015 & August 2017. The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented. These actions are intended to ensure that pupils with medical conditions are properly supported so that they have full access to education, including school trips and physical education.

1.2 The school will consider all medical conditions on an individual basis and where necessary and appropriate, will implement suitable arrangements. Parents will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school will meet with the parent of a child who has specific medical needs and if necessary, in conjunction with the School Nurse, an individual health care plan will be prepared and implemented. For children with SEND, the health care plan should be cross referenced to incorporate all of the child's specific needs and form part of any EHC Plan. The Individual Health Care Plan will include the procedures to be followed in an emergency situation.

1.3 The information will be held by the school and will **only** be shared with relevant and authorised staff members. If a pupil is responsible for carrying their own medication then they will be advised of their responsibilities.

1.4 The school's policy will be shared with all staff and parents of the school and be published on our school website. It will be reviewed biannually, or sooner if there are changes to legislation, by the Resources Committee, on behalf of the Governing Body.

### 2. Roles and Responsibilities

2.1 The Head Teacher will ensure that:-

- The school's medication policy is implemented and all staff are aware of their responsibilities;
- Staff receive adequate training for the administering of specific medication where required, e.g. epi-pens;

- Every class has an information card so that all relevant members of staff, including supply staff, are informed of any pupil that has a medical condition and/or a specific medical need;
- Information relating to pupil medical needs are obtained from parents and where necessary, a health care plan implemented and updated as needed
- Information relating to any pupil's medical needs is accurate, up-to-date and secure;

## 2.2 Identified staff are responsible for ensuring that:-

- Appropriate procedures for medication are in place for off-site activities
- Parents are reminded at the beginning and end of each term that medication is in date
- Medication is appropriately stored and not accessible to unauthorised persons;
- Records are kept of any medication that is administered and will ensure that it is replenished by parents as necessary;
- Records are kept of troublesome headache/migraines as identified in the Royal College of Nursing document [referenced below] and parents alerted so that they may seek medical advice where this is interfering with school life. [Model letters in office, see Appendices 1a and 1b]

## 2.3 All staff are responsible for ensuring that:-

- They are aware of, and familiar with the school's medication policy and arrangements in place;
- They are aware of the agreed procedures and work in accordance to these procedures should any pupil in their care require medication;
- they work in accordance to any training that they have received;
- they advise the appropriate person should they be advised of any new or additional information relating to a pupil's medical needs.

## 2.4 Parents and Carers are responsible for ensuring that:-

- They inform the school of their child's medical needs and any relevant changes in their needs
- They ensure that medication and equipment given to the school is clearly labelled and is in date. This should be in the original packaging [other than insulin which will be inside an insulin pen or pump]
- They, along with headteacher, give written permission for prescribed medication to be administered by school staff
- They give written permission for their child to carry their own asthma pump when on school premises or associated trips offsite.
- They give written permission, on the school's given format for non-prescription medication to be given by school staff on residential trips.

## 2.5 Pupils administering own medication must ensure that:-

- They know where they store their own medication
- They inform a member of staff if their medication is self-administered so that usage may be logged and monitored
- They inform a member of staff if they forget to bring their medication to school or if it is misplaced during the school day

### **3. Staff training and support**

The school will ensure that there is a sufficient number of staff volunteers to administer medication within school, and on associated offsite trips. These staff members will receive an appropriate level of training according to their responsibilities. Such training will be delivered by a person/s with appropriate qualifications.

Our First Aid training needs are currently met by Mr David Leach of Crusaiders First Aid and other training is provided by Health care services to meet specific needs [eg Epipen training annually by School Nurse, administration and care of Insulin by Diabetic Nurse etc. ]. A list of staff, with training and dates for renewal is kept in the Medical Room and training updated as required by Mrs Leigh Jarrett Fiance/Admin Assistant.

If applicable, the school will provide awareness training for pupils. As part of our broad curriculum, First Aid training is provided for pupils in Year 5 [again via Crusaiders First aid]

Staff are available to cover medication protocols for the whole school day, including lunch time etc. All club providers offer own First Aid provision, and the school Site Manager, with up to date basic training, is on duty, on site, at all times when the school is open. He is contactable when on duty via the Site Manager's mobile telephone number.

### **4. Managing and storage of medicines on School Premises**

The school have procedures for managing the storage of any medication held onsite. Medications stored by the school are kept in their original container and kept out of reach

Older children are encouraged to carry their own asthma pumps if appropriate (e.g. PE lessons). The school have considered the layout and size of school to ascertain the most appropriate place for the medication to be stored. Where the school manage the storage of these, they are easily available to pupils and are labelled with the child's name.

Medication to be sent home for holiday periods.

A sharps box, for safe disposal of needles and other sharps is held within the head teacher's office if required.

### **5. Managing and Storing Medicines Offsite [eg School day trips, Residential visits and sporting activities]**

A separate risk assessment to be carried out for school trips. Any required medication is to be taken on the trip. This should be appropriately labelled and Risk Assessment should name First Aiders in attendance and who is responsible for holding and administering medication.

The school use Central swimming pool. Staff supervising this activity should be aware of any medical conditions and the procedures should medication be required. A First Aider with Epipen training will attend all swimming visits.

### **6. Staff administration and self administration of medication**

Where possible, pupils are responsible for administering their own medication [eg inhaled medication]

Only trained staff are permitted to administer medication

Should a child refuse medication parents are to be informed and advice sought  
If an epi-pen is used the empty cartridge should be kept and given to the paramedic so that they are aware of the medication that has been administered  
Staff to undergo training in the administration of certain medication. (Staff acting within their training are covered by the Council's Insurance and indemnified by this)

## **7. Communication and Record keeping**

Details of children with medical conditions are to be made known to designated office staff along with teaching and welfare staff and others as appropriate. Medical information is recorded on the 'Getting to Know' record sheet for each class and this is kept in the register so that it is easily accessible by supply teachers and PPA staff.

Medication will be stored in a location where it cannot be accessed by any unauthorised persons / pupils. The medication for each pupil will be labelled with the appropriate information to prevent it from being given to the wrong pupil.

Records will be kept by the school detailing any medication administered to a pupil, along with the date, the amount administered and the name of First Aider administering medication. Any pupil that carries their own medication (with the exception of asthma), will also be made aware that, where necessary, they must advise a member of staff if they need to, or have taken medication.

In instances of prolonged absences from school, the Home School Support Worker may become involved to support and co-ordinate the pupil's reintegration into school.

## **8. Unacceptable practice**

The current guidance 'Supporting Pupils at School with Medical conditions' offers a list of unacceptable practices, all of which are adopted and accepted by this school.

## **9. Complaints**

Should a parent/carer express dissatisfaction with the support provided for their child they should discuss this in the first instance with the head teacher as stated in the school's Complaints Policy. If this does not resolve the situation then the school's formal procedures as set out in the Complaints Policy must be followed. This policy is available on the School Website or a hard copy may be obtained from the School Office.

## **10. Other related Policies and Procedures**

School staff should also ensure that they are familiar with other associated policies and guidance as listed below:

First Aid RA

Intimate Care Policy

Asthma Policy

Current Royal College of General Practitioners guidance for School Students with Migraine and Troublesome headache

DoH Guidance on the use of Emergency Salbutamol inhalers in Schools [Sept 2014]

For children with SEN and Disabilities, this policy should be read in conjunction with the SEND Code of Practice and school SEND policy

The Policy will be monitored for effectiveness and reviewed at least annually by Health and Safety Committee on behalf of the Governing Body. Additional checks and audits will take place to ensure the systems and procedures are effective.



Dear Parents/Carer

It appears that your child has a problem with headache that is interfering with their work at school. Headache is a common problem amongst school students and we have a health policy that aims to support this problem.

We would be grateful if you could ask your GP to assess your child and suggest any medication that may be appropriate.

Yours sincerely

Miss A Conner  
Headteacher



Dear Parents/Carer

Thank you for informing us of your child's headache problem.

As part of accepted good practice and with the advice of the Department for Education, our school has a medication policy for use by all staff and we ask parents and carers of children with troublesome headache to complete a permission form if your child has been prescribed medication so that school staff can administer this if needed. This will help us manage your child's problem more effectively.

If there are any changes to your child's medication, please let us know so that we can update our records accordingly.

Yours sincerely

Miss A Conner  
Headteacher