



# **Barnabas Oley School**

## **Medicines Policy**

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Approved: A Pett (FGP Chair)  
2015

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## Revision History

<b>Version</b>	<b>Author</b>	<b>Summary</b>	<b>Review Date</b>	<b>Next Review</b>
1.0		Original Hard Copy (updated from Spring 1997)	March 2003	
2.1	GB	Draft (to include Homeopathic Medicine)	January 2008	
2.2	KW	Update to reflect additional guidance	January 2013	
2.3	BS	Update to reflect statutory guidance for supporting pupils with medical conditions	October 2015	October 2017
2.3	A Pett	Reviewed and accepted, no changes	Oct 2017	Oct 2019

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## 1 INTRODUCTION

Most children at some time in their school life have a medical condition that may affect participation in school activities. This is usually short term. Other children have medical conditions that if not properly managed, could limit their access to education. These children are regarded as having medical needs. Staff need to be mindful of their condition and make sure that these children are not put at risk. Such children will have an Individual health plan in school to make sure that any risk to the child is minimal. Please refer to Medical conditions in school policy for further guidance.

Parents have prime responsibility for their child's health and should provide school with information about their child's medical condition. Parents should give details of their child's condition in conjunction with their General Practitioner as appropriate. The school doctor/nurse may be able to provide additional background information. Parents should jointly, with the Headteacher, reach agreement on the school's role in helping their child's medical needs. The Headteacher should seek the parents' agreement before passing on information about their child's health to other school staff.

## 2 SHORT TERM SICKNESS

In some circumstances when a child needs a mild medication but is perfectly well enough to be at school the parent or named person can come into school and administer medicine to the child at a convenient time.

In a few cases it is sometimes impossible for a parent/guardian to get into school during the day. In this case the parent is asked to try and administer the medicine either side of the school day.

In a rare instance whereby a child must have his/her medicine at lunchtime the parent is asked to come and see the Headteacher and sign an exceptional circumstances protocol form accepting all responsibility for the medicine being administered by the Headteacher/teacher/assigned adult. The forms are kept by the school administrator. If medicine is given it must be recorded on the sheet at the back of the exceptional circumstances form, kept with the said medication, by the person who administers the medicine. This is returned to the main office following administration of medication.

In the above circumstances a medical health plan is not necessary.

## 3 FALLING ILL DURING THE SCHOOL DAY

Staff will not administer medicines to children who fall ill during the day. Parents will be informed as soon as possible if their child is unwell and asked to collect him/her as soon as possible.

If a parent is unavailable, the emergency telephone number provided by each family will be used. It is important that this number is available in school and is kept up-to-date. Parents will be informed that if no emergency number is available, the school will act "in loco parentis" if their child falls ill or in the event of an emergency.

If a child is deemed to require hospital care, an ambulance will be called and the child's parents will be immediately informed. They will accompany the child in the ambulance if they are available. If no parent or emergency contact is available to accompany the injured child, a member staff at the school will be asked to go with them. Members of staff will not take children to the hospital in their own cars.

#### **4 STAFF LIABILITY**

All staff are covered by the school's public liability insurance but are under absolutely no obligation to administer any kind of medicine if they do not wish to do so

#### **5 LONG TERM MEDICAL CONDITIONS (ALSO SEE MEDICAL CONDITIONS IN SCHOOL POLICY)**

Some children have ongoing medical conditions such as eczema/asthma/diabetes and epilepsy. It is essential that the school is made aware of these conditions, what the severity is and how medication needs to be taken and whether the child can administer it himself/herself. This constitutes the necessity for a record card system, which will be kept in the office. In normal circumstances medication is kept in the school office and the child comes to collect and administer it themselves as and when necessary. This is overseen by an adult who signs the record book. In severe cases the medicine/inhaler may be kept in the classroom by the class teacher so that it is readily available in an emergency. This is overseen by an adult who signs the record book.

If a child has a long term complicated medical condition such as allergic reactions (anaphylaxis) there needs to be an ongoing partnership between the school, home and the school nurse/doctor. An Individual health plan(IHP) must be completed. This is kept beside the Health and Safety Board. Appropriate training is given annually to all staff by the school nurse.

The Headteacher takes responsibility for the administration of their medication along with other staff who have signed an annual disclaimer to say they are willing to administer the medication and have received the appropriate training. Appropriately trained staff must be signed off by the school nurse or Healthcare professional. A register of trained staff is kept by the School Office.

In these severe cases a photo of the child is placed on the Health and Safety Board along with the printed emergency procedure. All staff must be familiar with the photographs and procedures particularly those who work in the same class as the children. A record will be kept at the back of the medical file of all medicines given and when. An annual review takes place on each of the children with a long term health plan.

#### **6 HOMEOPATHY**

The arrangements for administration of homeopathic medication are the same as for general medicines. A written request should be made to the Headteacher by the parents should medication be required. In a rare instance whereby a child must have his/her medicine at lunchtime the parent is asked to come and see the Headteacher and sign an exceptional circumstances protocol form accepting all responsibility for the medicine being administered by the Headteacher / teacher / assigned adult. The forms are kept by the school administrator. If medicine is given it must be recorded on the sheet at the back of the exceptional circumstances form, kept with the said medication, by the person who administers the medicine. This is returned to the main office following administration of medication.

#### **7 SCHOOL TRIPS**

Staff supervising excursions/visits should be aware of all medical needs and relevant emergency procedures and make sure the appropriate equipment and medication is taken on the journey. Parents of children with a particular medical need do not need to accompany them on a trip.

## **8 P.E. ACTIVITIES**

Staff should be aware of and make appropriate arrangements for the administering of medication post or prior to P.E. activities.

## **9 STORAGE**

The Headteacher is responsible for making sure all medicines are stored safely and are appropriately labelled. Children should know where their medicine is stored. If inhalers are kept in the classroom they should be stored in a labelled container with a lid. If medicine needs to be stored in the staff room fridge it must be stored inside a container and labelled.

## **10 EMERGENCY PROCEDURES**

All staff should know how to call the emergency services. All staff should know who is responsible for carrying out emergency procedures in the event of need (see Appendix 3). Any pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent arrives.

## **11 GENERAL**

Further advice on common illnesses/infections/conditions can be found on the wall in the office.

### APPENDIX 1: UPDATE OF MEDICAL RECORDS LETTER

Dear

Your child currently has ..... in school and I wish to update our records. I would be obliged if you could confirm that the current medication is still required by completing the attached card. In order for your child's class teacher and other relevant staff to be fully aware of your child's needs, I would appreciate it, if you could complete the card fully and return to me as soon as possible. Please contact me if you require any further information.

Yours sincerely,  
BECKY SMITH (Mrs.)  
HEADTEACHER

<b>PUPIL MEDICAL CARD</b>	
<b>Child's Name</b> .....	.....
<b>D.O.B.</b> .....	.....
<b>Contact Name</b> .....	.....
<b>Address</b> .....	.....
	.....
<b>Tel No:</b> .....	.....
<b>Child's condition/illness</b> .....	.....
<b>DETAILS OF MEDICATION</b>	
<b>Name of medication</b> .....	.....
<b>Dosage</b> .....	.....
<b>Timing</b> .....	.....
<b>Self administration - Yes/No</b>	
<b>Inhaler users ~ is medication required before P.E? - Yes/No</b>	
I undertake to ensure that medication is continually replenished and accept that I remain responsible for my child's .....	
<b>Signed:</b> .....	<b>Date:</b> .....
<b>Relationship to child</b> .....	

## APPENDIX 2: EXCEPTIONAL CIRCUMSTANCES MEDICAL RECORD

Dear Parents,

Thank you for sending details of your child’s up-to-date medical condition. I would now be grateful if you could complete the enclosed card and return it to school as soon as possible.

Yours sincerely,  
 BECKY SMITH (Mrs.),  
 HEADTEACHER

<b>EXCEPTIONAL CIRCUMSTANCES MEDICINE RECORD</b>									
Child’s Name _____									
Class _____									
Name of medicine _____									
Strength of medicine _____									
How much to give (i.e. dose) _____									
When to be given _____									
Any other instructions (include details for inhalers if any) _____									
Phone no of parent or adult contact _____									
Medicine to be left at school / Medicine to be taken home each day <b>(Please delete)</b>									
In consideration for the Headteacher or the school staff agreeing to give medication to my above named child during school hours, I agree to indemnity the Headteacher, the school staff and the Local Authority against all claims, costs, actions and demands whatsoever resulting from the administration of the medicine unless such claims, costs, actions or demands result out of the negligence of the Headteacher, the school staff or the Local Authority.									
Parent/Carer’s signature _____									
If more than one medicine is to be given a separate form should be completed for each.									
<b>DATE</b>									
<b>TIME GIVEN</b>									
<b>SIGN</b>									

Date medicine returned to parent on completion of course of medicine \_\_\_\_\_

## APPENDIX 3: EMERGENCY PROCEDURES

Should a pupil or member of staff require emergency medical help the following actions will be taken;

- Responsible First Aider (Currently Mrs Vicky Darroch, and Headteacher if Mrs Darroch is unavailable) will be notified immediately and will remain with injured pupil/adult. First Aid procedures to be carried out as necessary.
- An ambulance will be called (999) by a member of staff designated by Responsible First Aider, where information regarding the condition of the pupil/adult will be given.
- Member of staff to report to Responsible First Aider that the call has been made and to pass on any relevant advice given by Emergency team.
- Headteacher/ Deputy Headteacher will then be notified by staff member if this has not already taken place.
- Parent of pupil or relative of staff member will then be contacted and advised.
- Once the Emergency support arrives, they will take responsibility for the situation. If the parent/relative is not able to accompany the pupil/staff member to hospital they will be accompanied by Responsible First Aider /Headteacher or other designated member of staff.
- A full report of actions taken will be recorded, dated and signed by Responsible First Aider and Headteacher.