

Cottesbrooke Infant & Nursery School

Medical Needs/ Administration of Medicine Policy

Definition

Pupils' medical needs may be broadly summarised as being of two types:

(a) Short-term affecting their participation in school activities which they are on a course of medication.

(b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- arrange training for volunteer staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;

- ensure access to full education if possible
- monitor and keep appropriate records

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs

Expectations

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a container containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside.
- the school will only administer medicines in which the dosage is required to be administered by the school once a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- the school will liaise with the School Nurse for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil.

- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use should be stored in an appropriate place and kept out of the reach of the pupils. Any staff medicine is the responsibility of the individual concerned and not the school.

General Principles

The Head Teacher and school staff should treat all medical information as confidential.

On the child's admission to school, the parent/carer should be asked to complete full details of medical conditions, any regular medication required, name of GP, emergency contact numbers, allergies, special dietary requirements and any other relevant information. This information should be renewed at least annually.

Parents/carers should be encouraged to ask the child's doctor to prescribe medication which can be administered outside school hours wherever possible. For example, asthma preventer inhalers, anticonvulsant medication and antibiotics.

There must be adequate arrangements, including clear procedures, for safe receipt and storage, administration and disposal of medication.

There must be adequate access to and privacy for the use of medication.

If staff have any concerns related to administration of a medication, staff should not administer the medication but check with parents/carers or a healthcare professional.

Responsibilities

Mrs Coles is the Medical Needs Coordinator.

A number of children in school require inhalers or epi-pens. These should be kept in a plastic box clearly labelled with the child's name and a photograph and stored on the top shelf in a cupboard in the classroom. There should be a green cross on the outside of the cupboard door signifying this. Children with inhalers or creams which are prescribed but are self-administered should be stored in this cupboard on the top shelf and a photograph and details of their medication must be displayed on the inside of the cupboard door. These should be those prescribed by the doctor and display the prescription label with the child's name.

Any child with a known allergy or medical condition will have a medical plan. Duplicate copies of these forms are in the school office.

If the medication and/or dosage needs to be changed or discontinued the school must be informed in writing by the parent/carer.

It is the parent/carer's responsibility to make sure that medication is replenished when needed.

A list of staff who have attended INSET training and are willing to administer Emergency Allergy Medication is kept in the Head/Deputy's office and First Aid cupboard.

If children require any other medication it must be sent up to the office and parents will need to complete and sign a form. Only prescribed medicine will be given and this must be administered and logged by the office staff. A detailed log of the medicines administered will be kept in the main office.

Parents/carers are responsible for the disposal of any medication and the replacing of any medication that is out-of-date.

Any concerns about the health of a child who is on medication should be reported to Mrs Suzanne Coles immediately.

Out of school activities/residential trips

If medication is required during a school trip it should be carried by the class teacher/adult in Key Stage 1 or Early Years Foundation Stage e.g. asthma inhalers. If a child requires a travel sickness remedy, parents/carers should provide written consent and suitable medication.

Often a different member of staff is in charge of after school clubs or sport events. It is essential to inform all members of staff who may have responsibility for the child during the day about the need for medication and what to do should a medical emergency arise. To aid this information sharing, a medical needs list will be provided by the office staff to the club leader.

Simple Analgesia

Sometimes pupils may need pain killers (analgesics) at school e.g. paracetamol.

Generally, school staff should not give non-prescribed medication to pupils. If a child requires administration of simple analgesics parents/carers should be contacted and asked to administer the medicine in school. However, the Head Teacher may decide in certain circumstances to allow the administration of non-prescribed simple analgesics for specific children. In this case parental consent forms must be completed and the school record of medication must be filled in and parents informed. The analgesic will be stored in the school office clearly labelled with the child's name.

Injuries and Emergencies

The first aid area is situated in the corridor by the library. Each playtime there are TAs to attend minor injuries. All such injuries must be recorded in the accident book, which is kept

in the first aid area. All serious accidents however, are to be recorded on accident forms in the office. At lunchtime, midday supervisors carry first aid packs for administration on the playground or use the dining room conservatory.

Any injuries to the head or injuries that might concern a parent must be recorded on a parent's slip. This is to be given to the class teacher for information and subsequently taken home by the child on the same day. These letters are found in the medical area.

There are a number of staff with First Aid qualifications, their names are clearly displayed on the yellow Emergency Aid cards next to every phone and in the First Aid area. The Level Three qualified first aiders are: Suzanne Coles, Julie Khan, Sally Jones and Karen Gay who can be consulted if there are any concerns. In addition, where there is an injury, possibly necessitating immediate hospital treatment, it must be reported to the Head/Deputy. However, the safety and wellbeing of the children is paramount and in an emergency (9)999 should be dialled prior to reporting the incident. A yellow emergency procedure sheet is located next to every phone for full procedure.

All injuries, which might involve contact with bodily fluids, should be carried out using protective gloves.

Any waste resulting from the attention of such injuries must be disposed of in the medical waste bin only and be contained in a yellow medical waste bag. This can be found in the medical area.

Emergency medication is always accessible and never locked away.

Specific specialised training is required for staff prepared to act in emergency situations.

All staff receive allergy and asthma training every year.

Disposal/Return of medication

It is Parent/carer's responsibility for ensuring that any medication no longer required is returned to a pharmacy for safe disposal.

Medications should be returned to the child's parent/carer;

- When the course of treatment is complete
- When labels become detached or unreadable
- When instructions need to be changed
- When the expiry date has been reached
- At the end of each academic year

Sharp boxes should always be used for the disposal of needles or glass ampoules. The Local Authorities Environmental Services should be notified to collect the sharp boxes or they should be returned to parents.

Insurance

Staff are indemnified through the insurance of the school. The school and the Governing Body will support any staff who administer medicines. Staff have the right to refuse to administer medication and this decision will be respected.