MISSION STATEMENT

We love God and each other and follow the example of St Teresa.
We enjoy learning together and doing our best in a happy, healthy and welcoming community.
We learn to be responsible and caring citizens.
“Let us do little things well today”.
    St Teresa

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STATUTORY REQUIREMENT

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The ‘duty of care’ extends to administering medication in exceptional circumstances, and therefore it is for schools to decide their local policy for the administration of medication. Exceptional circumstances are where the pupil suffers from a life threatening condition, which could result in loss of life if medication is not administered.

Ultimately parents have the prime responsibility for their child’s health and should provide schools with information about their child’s medical condition at all times.

RATIONALE

Most pupils will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. An individual health care plan is put in place for long term medical needs to help staff identify the necessary safety measures in supporting their children and ensure that they and others are not put at risk.

Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. St. Teresa’s Catholic Primary School is committed to ensuring that children with medical needs have the same right of access as other children.

INTRODUCTION

This policy has been formulated as part of the school Health and Safety Policy and Arrangements. There is a shorter statement within the school prospectus.

In this policy we outline our management systems to support individual children with medical needs who require access to their medicines whilst in school, in accordance with the Medicines Standard of the National Service Framework for Children.

PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES

Medicines should only be taken to school when essential; that is where it would be detrimental to a child’s health if the medicine were not administered during the school or setting ‘day’.

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child going home during the lunch break or by the parent visiting the establishment. However, this might not be practicable and in such a case parents may make a request for medication to be administered to the child at the school.

It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, please ask the doctor/prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, at tea-time and at bedtime.
We will accept medicines that have been prescribed by a doctor, dentist, or nurse prescriber. Parents will need to complete a Form 1, Parental Agreement for School/Setting to Administer Medicine. This form will ask for details of the prescriber. Medicines should be supplied in a measured dose. The child will take the medicine themselves under the supervision of a member of the support staff.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

A written record will be kept of the administration.

All emergency medicines (asthma inhalers, epi-pens etc.) are readily available and not locked away.

**PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES ON TRIPS AND OUTINGS.**

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be made aware of any medical needs and relevant emergency procedures. Where necessary individual risk assessments should be conducted.

It should be ensured that a member of staff who is trained to administer the medicine accompanies the pupil on the trip e.g. any specific medication (e.g. epipens) and that they ensure the appropriate medication is taken on the visit.

Medicines should be kept in their original containers (an envelope is acceptable for a single dose-provided this is very clearly labelled and handed to a member of staff).

**CLEAR STATEMENT ON THE ROLES AND RESPONSIBILITIES OF STAFF MANAGING THE ADMINISTRATION OF MEDICINES.**

The Head Teacher is responsible for making sure that staff have appropriate training to support children with medical needs. The head also ensures that there are appropriate systems for sharing information about children’s medical needs. Training is given to staff to ensure sufficient understanding, confidence and expertise. Arrangements are in place to update training on a regular basis. A health care professional usually the school nurse, provides the training and subsequent written confirmation of proficiency in any medical procedure.

The head is responsible for putting the policy into practice and for developing detailed procedures. For a child with medical needs, the head will agree with the parents exactly what support can be provided. Where parents’ expectations appear unreasonable, the head will seek advice from the school nurse or doctor, the child’s GP or other medical advisers and, if appropriate, the LEA.

The Governing Body – will approve/review the policy on assisting pupils with medical needs. They will follow the health and safety policies and procedures produced by the Local Authority.

Teachers and Other Staff - All staff are made aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover will be arranged for when the member of staff responsible is absent or unavailable. At different times of the day other staff may be responsible for children, such as lunchtime supervisors, they are also provided with training and advice.
Teachers’ conditions of employment do not include giving or supervising a pupil taking medicines. The School will ensure that there are sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties. It is important that responsibility for child safety is clearly defined and that each person involved with children with medical needs is aware of what is expected of them.

Close co-operation between schools, settings, parents, health professionals and other agencies helps to provide a suitably supportive environment for children with medical needs.

**STATEMENT ON PARENTAL RESPONSIBILITIES IN RESPECT OF CHILD’S MEDICAL NEEDS.**

Parents/carers should be given the opportunity to provide the head with sufficient information about their child’s medical needs if treatment or special care needed.

They should, jointly with the head/senior management team, reach agreement on the school’s role in supporting their child’s medical needs, in accordance with the employer’s policy. The head/senior management team will always seek parental agreement before passing on information about their child’s health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child.

Local health services can often provide additional assistance in circumstances where parents have difficulty understanding or supporting their child’s medical condition themselves.

**NEEED FOR PRIOR WRITTEN AGREEMENT FROM PARENTS FOR ANY MEDICATIONS TO BE GIVEN TO A CHILD.**

In such cases where it is not possible for parents to administer the medicine themselves at school or where it is impossible to manage the dose at home they may make a request for medication to be administered to the child at the school. They must do this on the official form supplied. Form 1.

**THE CIRCUMSTANCE IN CHILDREN MAY TAKE ANY NON-PRESCRIPTION MEDICINES.**

The school will accept non-prescription medicines from parents. The medicine must be in its original packaging. The child will take the dose of medicine themselves under the supervision of two members of the support staff who will sign the written record to show that the correct dose has been administered. Parents will need to complete a Form 1, Parental Agreement for School/Setting to administer Medicine. A written record will be kept of the administration. Under no circumstances must the dose exceed the guidance given on the back of the package. This applies to dose, maximum dose over the course of a day and maximum dose without consulting a doctor. Written advice will be needed from a doctor, dentist or nurse prescriber if the dose is to exceed the maximum stated on the packaging.

Children are not allowed throat sweets/medication unless they have been prescribed and the parent has completed the school’s official form. Form 1.
THE SCHOOL POLICY ON ASSISTING CHILDREN WITH COMPLEX MEDICAL NEEDS.

Some children and young people with medical needs have complex health needs that require more support than regular medicine. The school will always seek medical advice about each child or young person’s individual needs. Staff have been trained in administering. A health plan will be in place. All staff will be made aware of the child’s needs, and given training in dealing with emergency situations. The school is aware that if a child's medical needs are inadequately supported this may have a significant impact on a child’s experiences and the way they function in or out of school. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on the child.

Medicines will always be stored safely but keeping in mind issues of accessibility as in the case of Asthma pump users. Children are not allowed throat sweets/medication unless the they have been prescribed and the parent has completed the necessary pro-forma.

STAFF TRAINING IN DEALING WITH MEDICAL NEEDS.

Mrs Susan Gould (Teaching Assistant), Mrs Sarah Hale (Office Assistant) are the named personnel who have had advanced first aid training in school. All staff have basic first Aid training. In September 2019 all support staff will attend a 2 day Paediatric First Aid course in school which will be valid for 3 years. At the beginning of every new academic year, teaching staff, support staff and teaching assistants are trained in the use of Epi-pens, in case of anaphylactic reactions. (See Form 3) At the beginning of each academic year, if a child on role has a condition or illness that needs medical care, staff are given advice and/or training from medical practitioners regarding the nature of these illness eg Cystic Fibrosis, Epilepsy.

RECORD KEEPING.

Parents should tell the school or setting about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions. In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

A record is always kept of medicine administered by a member of staff (See Form 2)

SAFE STORAGE OF MEDICINES.
Ideally controlled drugs are only brought in on a daily basis by parents, but certainly no more than a week’s supply and the amount of medication handed over to the school should always be recorded.

Controlled drugs are stored in a locked container. If drugs need refrigeration they are kept in the fridge in the staff room. Other drugs like epi-pens are stored in the medical room safely.

**ACCESS TO SCHOOL’S EMERGENCY PROCEDURES.**

The decision to phone for an ambulance will be made following assessment of the child’s condition. A senior member of staff will authorise this action.

**RISK ASSESSMENT AND MANAGEMENT PROCEDURES**

These take place annually and will be reported to the Governing Body of the school.

Approved by Governors: November 2016
Reviewed: Spring term 2019
To be reviewed: Spring term 2022
Form 1. **Parental agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

<table>
<thead>
<tr>
<th>Name of school/setting</th>
<th>St Teresa’s Catholic Primary School</th>
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<tbody>
<tr>
<td>Date</td>
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<td>Child’s name</td>
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<td>Group/Class/form</td>
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<td>Name and strength of medicine</td>
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<td>Expiry date</td>
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<td>How much to give (i.e dose to be given)</td>
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<td>When to be given</td>
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<td>Any other instructions</td>
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<td>Number of tablets/quantity to be given to</td>
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<td>school/setting</td>
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**Note: The medicine is to be supplied to the school in a measured dose.**

| Daytime phone no. of parent or adult contact |                                     |
| Name and phone no. of G.P                   |                                     |
| Agreed review date to be initiated by       |                                     |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent’s signature ____________________________

Print Name ________________________________

Date _______________________________________

If more than one medicine is to be given a separate form should be completed for each one.
Form 2. Record of medicines administered to all children

Name of school/setting: St Teresa’s Catholic Primary School

<table>
<thead>
<tr>
<th>Date</th>
<th>Child’s Name</th>
<th>Time</th>
<th>Name of medicine</th>
<th>Dose given</th>
<th>Any reactions</th>
<th>Signature of staff</th>
<th>Print Name</th>
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**Form 3. St Teresa’s Catholic Primary School**  
**Staff Training Record – Administration of Medicines**

<table>
<thead>
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<th>Name</th>
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<tbody>
<tr>
<td>Type of training received:</td>
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<td>Date of training completed:</td>
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<tr>
<td>Training provided by:</td>
<td></td>
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<td>Profession and title:</td>
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I confirm that _________________________________ (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that training is updated (please state how often) ________________________________.

Trainer’s signature: ________________________________

Date: ---------------------------------------------

I confirm that I have received the training detailed above.

Staff Signature: ________________________________

Date: ---------------------------------------------

Suggested review date: ________________________________