



Larkrise Primary School

Policy and procedure for administration of medication and first aid at school

Introduction

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting *loco parentis*, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions

Management and Organisation

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents/guardians when requesting that medication be administered to their child. Parents/guardians should always complete a form available from the school office giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication **must** be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the school medical room for reference by staff involved.

In cases where the child's medical needs may be greater than those of their peers, the Head teacher may request that an individual Healthcare Plan be prepared if applicable by the Lead Medical TA. In such cases the plan will include the school, health service practitioners (i.e GP) and the parents/guardians. This will also clarify the extent of the responsibility taken by the school.

The Head teacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils i.e Teaching Assistants, Class Teacher, Office Staff, should be advised of the correct procedure for each pupil by the Lead Medical TA, who will liaise with parents/guardians.

It is the responsibility of the Head teacher to ensure that new members of staff receive appropriate training.

Parents and staff should be kept informed of the schools arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures.

A record should be kept of all the medicines and drugs administered by the members of staff responsible in the Medication Record Book. **All medication administered must be recorded and witnessed by members of staff.**

Children recovering from short-term illness who are clearly unwell should not be in school and the Head teacher can request that the parents or carers keep the pupil at home if necessary.

If the parent or carer requests that the school administer prescribed medication, the Head teacher will allow this on the condition that the schools Permission to Dispense Medication form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent/carer

to obtain verbal consent. A record will be kept in the medicine record book, A telephone permission slip will also be completed by the member of staff.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs/medication on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff who are first aid trained should administer the medication and a record must be kept. In exceptional circumstances trained members of staff may administer drugs by injection. This will only be done on the advice of a medical professional and after relevant training.

School Trips

It is part of the inclusion Policy of the school that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parents/carer) may need to accompany visits where a difficult situation might arise.

Taking medication on School Trips

It may be necessary to take medication for pupils on a trip, i.e. EpiPen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication must be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to paramedics to administer when necessary.

Inhalers for Asthma (See Asthma Policy)

The Head teacher has agreed that when appropriate, pupils in Key Stage 2 should assume responsibility for their own inhalers. Spare, individually named inhalers will be kept in the school Medical room but parents should complete the schools Permission to Dispense form. **It is the responsibility of the parent/carer to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.**

In the case of pupils in Early Years and Key Stage 1 the school can supervise the child using the inhaler. The inhaler should be given to the class teacher who will keep it in the class (Asthma Box and instructions given)

Antibiotics

Pupils who are prescribed antibiotics can often recover quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In line with other schools policies, if medications are prescribed up to 3 times a day, the expectation is that parents or carers will give these medications outside of school hours. If a dose of medication is required during the school day, the Head teacher is willing for named staff to administer the antibiotics supplied by the parents or carer. A Permission to Dispense form should always be completed giving full instructions for administration of the medicine. **It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date. Parents and carers will definitely be required to administer the first 24 hour dose of any new prescription, for example antibiotics.**

Diabetes

The school will monitor pupils with Diabetes in accordance to their care plan. Blood sugar results will be recorded and noted accordingly. Pupils with diabetes must not be left unattended if feeling unwell, or sent to the medical room unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents/carers from the child's GP or paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to the staff at the school. A record of all doses administered will be kept in the Medicine Record Book.

Unusual Medicines

In the case of unusual prescribed medicines, i.e. use of an EpiPen, this will be at the discretion of the Head teacher and Governors. In all cases, proper training will be provided by the Child Health service and parents/carers will need to complete a Medication form

excepting responsibility. In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Allergies/Anaphylaxis Procedures

Medication for the treatment of allergies will be kept in easily identifiable containers in the school medical room or individual classes. Each container should be clearly labelled with the child's name and class.

Sickness and Diarrhoea

In line with guidance from the Health Protection agency on controlling infection, we ask that pupils do not attend school till 48 hours have elapsed from the last episode of diarrhoea or vomiting.

Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Under normal circumstances staff should not take children to hospital in their own cars – it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Head teacher and Governors of the school. However, ultimate responsibility remains with the Parents/carers.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and aprons when dealing with blood or other bodily fluids and disposing of dressings and equipment.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the secure medication cupboard in the school medical room or the medical room fridge (depending on prescribers

instructions) The key to the medication cupboard will be kept in the school office. **EpiPens and inhalers should NOT be locked away.** Some children have EpiPens/Inhalers in their classrooms in accordance with the recommendation of their care plan.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that the date expired medicines are returned to a pharmacy for safe disposal.

Summary of Procedure to Dispense Medication

- Permission to dispense medication form must be completed by the Parent
- Medicine must be in original packaging clearly marked with the name of child, class and dose to be administered.
- Recommended/prescribed dose will not be exceeded without written permission from a medical profession.
- All medication must be recorded and witnessed in the Medication Record Book.
- It will be the parents' responsibility to collect medication at the end of each school day where necessary.
- Medication being taken out on school trips or visits must be logged in an out of the Medical room and be the responsibility of a member of staff at all times.

Record keeping and Healthcare Plans

Parents at this school are asked if their child has any health conditions or health issues on the medical information form, which is filled out when the start school. Parents of new pupils starting at other times during the year are also asked to provide this information on medical information forms. Parents are asked to notify the school, in writing, should there be any changes.

Drawing up Healthcare Plans

This School uses a Healthcare Plan to record important details about individual children's needs at school, eg. The triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

If a pupil has a short term medical condition that requires medication during the school hours, a medication form should be collected from the school office, filled in and returned.

If a pupil has a longer term medical condition that requires treatment or medication during school hours, the school, healthcare professional, parent and pupil (if appropriate), are asked to fill out the Healthcare Plan together.

School Healthcare Plan Register

Healthcare Plans are used to create a centralised register of pupils with medical needs. Identified members of staff have responsibility for the register at this school.

The responsible members of staff clarify the details on a pupils Healthcare Plan with the parents, if necessary.

Ongoing communication and review of Healthcare Plans

- Parents at this school are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.
- Every child with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year where the school will contact parents/carers to check that information held by the school; on a pupil's condition is accurate and up to date.

Storage and access to Healthcare Plans

- Parents at this school are provided with a copy of the pupil's current agreed Healthcare Plan
- A central copy of Healthcare Plans are kept in the medical room.
- Apart from the central copy, specified members of staff (agreed by parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with pupils have access to the Healthcare Plans of the pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure they are aware of (and have access to) the Healthcare Plans of the pupils in their care.
- This school ensures that all staff protect pupil confidentiality.

- This school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day.
- The permission is included in the healthcare Plan.

Use of Healthcare Plans

Healthcare Plans help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.

Residential visits and School Trips

- Parents are sent a residential visit/school trips form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupils' current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- If the form includes issues of medication – a discussion is held with the parent about how the medical condition will be managed whilst on the trip.
- All residential forms are taken by the relevant staff member on residential visits and out-of-school hour's activities where medication is required. These are accompanied by a copy of the pupils Healthcare Plan.

Other Record Keeping

This School keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to take medication, this is also recorded and parents are informed as soon as possible.

Emergency Care Services

Emergency care service personnel in this area have a responsibility to:

- Have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure the best possible care.

The DfE guidance 2014 lists the following unacceptable practices. This guidance identifies these issues and notes that there is a dialogue between school and parents so that the parent feels confident in the process.

The school considers it to be unacceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged
- Send children who have become ill to the school office or medical room unaccompanied, or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition e.g hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

The term 'parent' used throughout this policy implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

