



MEDICATION & MEDICAL NEEDS POLICY

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Signed:
(Chair of Governors)

Corrections to any policy document or form must be made in ink with the original entry still clearly visible.

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1 MEDICATION IN SCHOOLS

1.1 Responsibility for Administering Medicines

The administration of medicines to children is the responsibility of the parents. There is no legal or contractual duty on the Headteacher or school staff to administer medicines or supervise a pupil taking it.

Staff who volunteer to issue medication to a pupil are covered by the County Council's insurance arrangements against any claim for negligence or other liability.

1.2 When Medication May be Required

There are three main sets of circumstances in which parents may request school staff to deal with the administration of prescribed medicines to children at school:

- Cases of chronic illness or long-term complaints such as asthma, diabetes, cystic fibrosis, epilepsy or other chronic medical conditions.
- Cases where pupils recovering from short-term illness are well enough to return to school, but are receiving a course of prescribed medication from their doctor such as antibiotics.
- Cases where a pupil suffers headaches, menstrual pains or toothache.

In addition, school staff may find it necessary in an emergency to take action which exceptional circumstances might extend to administering medicine.

1.3 Administering to Medical Needs

Where a child has received an injury and there is a medical need for first aid treatment to be given, a member of staff will administer first aid accordingly.

A record of all medical treatment given, and any actions undertaken, will be recorded on the "Pupils Sickness/Injury" form. (Appendix C)

2 RESPONSIBILITY

2.1 School

The school will keep a record of all medication or medical treatment given to a child by a nominated member of staff. Information will be kept on either the "Record of Medication Administered in School" form. (Appendix B) or the "Pupils Sickness/Injury" form. (Appendix C)

A copy of the school's *Administering Medicines and Medical Needs Policy* will be available to all parents.

Where medicines are to be administered by the school, the Headteacher will ensure that a named person is available, together with a nominated deputy. The current nominated members of staff are:

- All Office/Clerical Staff.
- Learning Support Assistants.

Where first aid is administered to a child with medical needs a record will be kept on the “*Pupils Sickness/Injury*” form. (Appendix C)

Where the sickness/injury is deemed an emergency or beyond the need for normal first aid treatment the following action will be taken:

- The parent/carer will be contacted and advised that the child needs to be seen by the local surgery doctor/nurse.
or
- A 999 call will be placed to the emergency services requesting an ambulance and the parent/carer contacted.

2.4 Parents

When medication is required by a child during school hours it is preferable that parents administer or supervise the self-administration of medicine to their child. However, if this is not practical parents may ask for the medicine to be administered to the child by the school.

When such a request is made by parents it should be in writing using the “*Request to Administer Medication*” form. (Appendix A)

Parents should also ensure that the child is familiar with the dosage, and where appropriate is able to self-administer under adult supervision.

All medication should be clearly labelled with:

- Childs Name
- Amount of medication to be given
- When medication is to be given
- How long medication is to be given for
- “Use By” date

Parents should advise the school, in writing, if any medical information is to be either added or deleted from their child’s computer record.

3 PROCEDURES

3.1 Intermittently Prescribed Medicines

Where a request is made to the school by parents to administer medication it should be in writing and to the effect that the child’s doctor considers it necessary for the child to take medicine during the school hours. Parents will be asked to complete and return the “*Request to Administer Medication*” form, which will be kept on file in the school office. (Appendix A)

All medicines will be kept in either a lockable cupboard, or where required, a fridge located within the school office. The medication will be either self-administered, under the supervision of an adult, or by a nominated member of staff.

A written record of all medication issued to a child will be kept within the school office showing:

- Date medication given
- Name of child receiving medication
- Time medication given
- Dose of medication given
- Any reactions to medication
- Signature of member of staff supervising or giving medication
- Name of member of staff supervising or giving medication

All surplus medicine left with the school after the child has finished his/her course of medication will be destroyed unless otherwise advised by the parent.

3.2 Long Term Illness

Information about a child's long-term illness, such as epilepsy or asthma will be recorded on a child's school computer record. The record will be updated periodically, and entries deleted when they are no longer necessary.

Parents should advise the school, in writing, if any medical information is to be either added or deleted from their child's computer record.

3.3 Chronic Medical Conditions

Pupils with diabetes, asthma, cystic fibrosis or other chronic medical condition will be encouraged by the school to look after their own medical needs whilst at school. Where appropriate the school will also encourage the child to take responsibility for the administration of their own medication, under adult supervision.

Where a child with a chronic condition takes medication daily, their own "*Medical File*" will be set up, and kept in the main school office. This file will be used to record all medication, treatment etc. received by the child, and any other documentation relevant to their condition.

3.4 Inhalers Used by Middle School Aged Pupils

Where a child has need of an inhaler, parents will be asked to complete a Coldfair Green Primary School Asthma Policy form 1. (Appendix E) Children considered sufficiently responsible may have charge of their own inhalers at all times, with parental consent.

In all other cases the inhalers may be kept in a secure place in the school office, with immediate access to the inhaler whenever it may be required by the child.

All inhalers brought in to school, either kept in the office or otherwise, must show:

- Child's Name
- Dosage
- Use by Date

3.5 Medical Conditions requiring First Aid Treatment

Where a child is brought to the office needing medical first aid attention the following action will take place:

- For a small cut/laceration, and when applicable, the child will clean the wound and self administer a plaster, under adult supervision
- For a large cut/laceration a member of staff will clean the wound and dress it, applying a plaster, or bandage as required
- For bumps and abrasions an "ice pack" will be applied where applicable

Where a wound requiring first aid treatment is of a more serious nature, as determined by a member of staff, then the following procedure will take place:

- The parents (or if unavailable the emergency contact, as nominated by the parents) of the child will be contacted and advised of the situation
- For an unconscious child, a serious head injury or other main body injury the Emergency Services 999 will be called and an ambulance requested
- Where the child is conscious, but the wound is serious and requires checking by either a nurse or a doctor, as deemed necessary by a member of staff, the child is to go to the local surgery

- If the parents are not able to come and collect their child, then the child will be taken to the local surgery by a member of staff. Parents will be requested to meet the child and member of staff at the surgery
- If the parents can not be contacted at any point then the child will be returned to school for collection later in the day

A record of all medical treatment given, and any actions undertaken, will be recorded on the “*Pupils Sickness/Injury*” form. (Appendix C)

Where the medical condition is a result of an incident then a Suffolk County Council “Incident Report Form” will be completed by both the person involved in the incident and a member of staff. A copy of the form will be kept on file in the school, and the original form will be sent to the Northern Area Education Office.

4 SPECIAL CIRCUMSTANCES

4.1 Position of School Staff

Some children require medical treatment, and medication of a more serious nature. For example, children requiring the administration of rectal valium, assistance with catheters, physiotherapy, or the use of equipment for children with tracheotomies or gastrostomies.

As there is no legal requirement for Headteachers and staff to undertake these responsibilities, only members of staff who are willing and trained will assist with medication and treatment. The Local Health Authority and LEA will provide guidance where appropriate.

Administration will be in accordance with instructions issued by the child’s doctor. Staff will receive training on invasive procedures from a person with the appropriate medical qualifications.

For the protection of both staff and children, a second member of staff will be present where more intimate procedures are being followed, and appropriate personal protection (e.g. disposable gloves) will be worn.

4.2 Injections

Injections will only be administered by a nurse or a doctor, or by a person who has been trained to undertake the task.

4.3 Allergic Reactions

Pupils who may experience an extreme allergic reaction (anaphylaxis), triggered by food stuff or wasp stings etc., for example, should have their own individual care plan. This will include the contact of the Emergency Services 999 and or/ local surgery and the administration of drugs as previously agreed. (Supplementary information on anaphylaxis is set out in Appendix F)

4.4 Complex Conditions

Where pupils have a complex and/or long term medical condition, an individual health care plan may be drawn up. The purpose of the plan will be to:

- Support the pupil’s regular attendance and optimum participation in normal school activities
- Help staff to ensure the pupil’s safety and that of other pupils

4.5 Individual Care Plans

Individual Care Plans will be drawn up in consultation with parents, the child where appropriate and the child's medical carers. The plans should include:

- Details of the pupil's condition (including symptoms of any condition which may require prompt action)
- Special requirements: e.g. dietary needs, pre-activity precautions
- Medication and side effects
- What to do, and who to contact in an emergency
- The role of the school

5 ADMINISTRATION OF ANALGESICS TO PUPILS

5.1 Pupils Bringing Analgesics

Where a pupil suffers headaches, menstrual pains or toothache, the parent may send in to school some of their child's own medication. It must be clearly labelled with:

- Child's Name
- Amount of medication to be given
- When medication is to be given
- "Use By" date

In such cases, the medication will be self administered by the child, under adult supervision. It will be recorded on the "*Record of Medication Administered in School*" form. (Appendix B)

5.2 School Administered Analgesics

In circumstances where the child does not have his/her own medication in school, the Headteacher may approve the use of a school mild analgesic (e.g. Paracetamol) to relieve pain.

In such cases the parent of the child will be contacted asking permission for an analgesic to be given. A record will be kept on the "*Record of Medication Administered in School*" form. (Appendix B)

5.3 Paracetamol & Aspirin

Only tablets which are standard Paracetamol for pupil's aged 12 and over, or preparations of Paracetamol designed specifically for children under 12 will be used. This will be kept in a secure locked place and NOT in the First Aid cabinet.

Aspirin, or preparations containing Aspirin, will not be issued to a pupil under any circumstances.

6 PARENTAL CONSENT

6.1 Rejecting Medical Treatment & Medication

Where a pupil belongs to a group which rejects aspects of medical treatment, for example on cultural or religious grounds, the parent should make the decision on the most desirable course of action to be taken.

6.2 School Journeys

Where a child is taking part in a school journey or a residential visit, a “*Parental Consent and Indemnity Form for Administering Prescription Medicines and Medical Treatment in an Emergency*” form should be signed. (Appendix D)

If a child is being taken on a school journey where medical treatment or medication may be needed, and the parent is not prepared to give written instructions and an indemnity on the subject of medical treatment, the school has the right to decide if the child should or should not go on the journey.

6.3 Parental Wishes

The channels of healing desired by the parent may not always be available and it is a proper and responsible decision for the Headteacher, acting within the legal framework, to have resources to ordinary medical treatment if the circumstances make it absolutely necessary.

However, the Headteacher will not seek to override parental wishes and if agreement can not be reached on the issue the pupil may not be taken on a school journey.

Should an emergency involving such a pupil occur in the normal course of school life, the school will contact the emergency services in the usual way, informing them of the parent’s wishes.

7 REVIEW and MODIFICATION of POLICY

This Policy will be kept under review and may be modified from time to time, after appropriate consultation.

This policy has been written with the guidance of the DfEE “Supporting Pupils With Medical Needs” (a good practice guide) document and the Suffolk County Council’s “Supporting Pupils With Medical Needs and Administering Medicines in School”. The Suffolk County Council document is a Policy Framework for Suffolk Schools, issued 2001.