



Policy title: Medicines in School

Policy folder: School Management – H&S

Last reviewed: March 2019

Next review: March 2022

Lead by: SBM

Responsible committee: F, P & R

This policy should be read in conjunction with the Medical Conditions policy, the Accident/Incident Reporting procedure, the Equality policy, and the SEN and Intimate Care policies.

This policy is written in response to the Children and Families Act 2014 which places a duty on schools to make arrangements for supporting pupils at their school with medical conditions.

The governing body recognises its legal responsibilities under the Equality Act and this policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age.

Aims

Our aim is to:

- Provide an inclusive environment, with the C.A.R.E values of our school embedded in every activity, and to do everything we can to meet the needs of every child.
- Treat every person with equality of esteem and with respect and dignity.
- Ensure pupils at school with medical conditions, both physical and mental, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- Ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.
- Ensure the staff understand their duty of care to children and know what to do in an emergency.

Medicines in School

- Medicines will only be administered in school when it would be detrimental to a child's health or school attendance not to do so.
- Staff will not administer medicines containing aspirin unless prescribed by a doctor.
- Prescription and other medicines are accepted in school providing a consent form has been completed by the parent/carer of the pupil. The consent form gives details of the name of the child and class; time of day to be given, or particular circumstances; dosage and duration; the name of the medicine or drug, and method of administration. The form is then signed and dated by the parent/carer and given to the first aider or school office staff.
- Medicines brought into school are placed in named boxes on a high shelf out of reach of pupils in the medical room. Medicines which need to be kept cold are stored in the medical room fridge. The medical room is out of bounds to unaccompanied pupils and is locked, with the key being available at all times to staff/adults, but out of reach to children.
- Medicines brought into school will only be accepted if they are in date, labelled, named, provided in the original container as dispensed by a pharmacist and include instructions on administration, dosage and storage.
- When medicines are received, the name of the child and consent form are given to the relevant key stage first aider, so they are aware that medicine needs to be administered. The consent form is pinned above.
- When the child comes for medication - usually prompted and/or accompanied by a teacher or TA, the medicine is located, the instructions checked, and the correct dosage administered. The details are then entered into the medication (blue hard backed) record book, which details the date, name of child, medication, given by and time. For medicines administered on a regular basis, there are individual forms/books for named children kept in the green lever arch file.
- Prescribed, controlled drugs are kept separately in a non-portable, secure container. Only named staff have access to them and can administer them in accordance with the prescriber's instructions. A record is kept of all controlled medicines which are administered stating what, how and how much was

administered, when and by whom. Two staff will be involved in the administering of controlled drugs and they will both check the dosage and sign to confirm.

- Occasionally, some pupils carry their own medication, such as an inhaler. Parents are required to complete a request/consent form for this.
- After administration, medicines are placed back in the named container, and are collected by the parent/child at the end of the day, unless they need to be kept for regular use (eg inhalers). If medicines are not collected, they are audited every six months and taken to the local pharmacy for safe disposal.
- When no longer required, medicines will be returned to parents to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps.

Individual Health Plans

- Some pupils require regular medication, or have medical conditions of which staff need to be aware and how to treat quickly, such as nut allergies.
- An individual care plan is written for each child in consultation with parents/carers and this is reviewed annually.
- A card is made for each child, based on the care plan, in consultation with parents/carers. It has a colour photo, detailing the pupil, condition, symptoms, procedure to follow in the event of a reaction/seizure etc (see example). One copy of the card, if appropriate, is kept in the named green container with the child's medication, in the white box marked with a green cross, in the staff room. Copies of the card can also be found on the wall in the medical room and in the blue medical file, kept in the medical room, or in the Foundation unit parent's room.
- Photographs of children with food allergies are displayed in the school kitchen, with details of their allergy and the foods to avoid.
- For occasions such as parties and celebrations when food is shared, parents provide food they know to be 'safe' for their child.
- Details of pupils with medical/other special needs are kept in the school office, and are also attached to the inside of the class registers for supply teachers.

In the Case of an Accident, the Procedures followed are:

1. The teacher / adult will assess the situation, and if necessary, send for a first aider, or send the child, accompanied by another pupil, to the first aider, depending upon the nature of the accident.
2. The first aider will assess the situation, and give immediate first aid. For more serious accidents, a second opinion is sought, and a decision taken as to further action. Usually the first contact will be made with a parent /carer to collect the child and seek further treatment. In very serious cases, emergency medical help will be sought first, and the parent contacted as soon as possible afterwards. If a child requires hospital treatment, and the parent cannot be contacted, an ambulance will be called and the child accompanied to hospital by a member of staff.
3. Serious accidents are recorded on the Notts Wellworker/OSHENS website. If the accident is due to a maintenance/site issue, appropriate action is taken, recorded and reviewed.
4. In minor cases, a record of first aid administered is recorded in the book kept in the first aid room. It details the date, time, name, class, first aider, injury and action taken. Where appropriate, contact may be made by telephone with parents/carers, or a letter may be given to the child to take home, a 'minor accident' letter. The latter is usually for children who are not being collected from school by a parent.
5. In the case of head bumps and injuries, contact will be made with parents by telephone for more severe bumps, and/or by 'head injury' letter for more minor bumps.
6. Reference should be made to the Accidents and Incidents Reporting and Investigation Procedure document.

Emergency Medication

Eg Epipen, Anapen

If a child known to be susceptible has an allergic reaction the following procedures are followed:

- The teacher/adult in charge would send a responsible child to the nearest adult with the message - **Green Box, child's name, adult name, location**. After delivering this message, the child should then find Mrs Jones or Mrs Butler. The adult should ensure their own class/group are covered by informing

the next teacher/TA/mid day supervisor in open plan area/outside. The adult receiving the request for the green box would then go to the storage area and retrieve the correct green box from the cupboard, go to the appropriate location, and either- administer the medication following the instructions inside the box, or wait for the first aider to arrive.

- The child's card will be taken to the office. The emergency services will be summoned, giving details that a person has suffered an anaphylactic reaction. Parents should then be called.

School Visits and Residentials

- A first aider will accompany every school visit.
- First aid kits are carried by first aiders, with additional kits carried by teachers/ additional adults when splitting into small groups.
- Emergency medication is carried by group leaders/ adults trained to administer. Groups are organised so that children potentially requiring medication/emergency treatment are placed in a group with an appropriately trained adult.
- Procedures for administering medicine are the same as at school. Medicines will be kept by the First aider, or refrigerated if required.
- For school residential visits, rarely a member of staff may administer pain relief to a child if they are in pain and do not have their own medicine with them. This will only be administered after first obtaining permission from a parent over the telephone. The staff member will make a written record of the conversation, recording the type of medicine, dose to be given, method of administration and parent name. The record will be signed and dated by the person administering the medicine.

Training

- Staff will receive sufficient and suitable training based on the medical needs of individual pupils and will achieve the necessary competency to support children with medical conditions.
- Most staff will attend training to administer Epipen injections. This will be updated periodically; the last staff training session took place in May 2017.
- First aid training is updated towards the end of the validated period. Currently, the following staff have first aid training:

Mrs Frances White - Early Years First Aid – March 20
Mrs Caroline Jones – First aid in work – July 20
Mrs Cathy Nugent – first Aid in work – April 21
Mrs Lucy Keeley – Paediatric First Aid – Feb 21
Mrs Rebecca Russell – Paediatric First Aid – Nov 20

Mrs Helen McDonogh – Emergency Aid in the Workplace for Appointed Persons – June 19
Mrs Lisa Lavelle – Emergency Aid in the Workplace for Appointed Persons – June 19
Mrs Mandy Chettle - Emergency Aid in the Workplace for Appointed Persons - June 19
Mrs Sylvia Merrick - Emergency Aid in the Workplace for Appointed Persons - June 19
Mrs Julie Gough - Emergency Aid in the Workplace for Appointed Persons - June 19
Mrs Shireen Lenton - Emergency Aid in the Workplace for Appointed Persons - June 19
Mrs Fatema Kapasi - Emergency Aid in the Workplace for Appointed Persons - June 19
Miss Amanda Starbuck - Emergency Aid in the Workplace for Appointed Persons – Feb 22
Mrs Barbara Elliott (Kids Club) – Emergency Aid in the Workplace for Appointed Persons – Feb 22
Mrs Lisa Price – Emergency Aid in the Workplace for Appointed Persons – Feb 22
Mrs Paula Morey – Emergency Aid in the Workplace for Appointed Persons – Feb 21
Mrs Tracey Brice – Emergency Aid in the Workplace for Appointed Persons – Feb 21
Mrs Bonnie Clift – Emergency Aid in the Workplace for Appointed Persons – Feb 22
Mrs Caroline Hayes - Emergency Aid in the Workplace for Appointed Persons – Feb 22
Miss Emma Wallace - Emergency Aid in the Workplace for Appointed Persons – June 19
Miss Kelly Wilson - Emergency Aid in the Workplace for Appointed Persons – Feb 22
Miss Rosalie Nisan - Emergency Aid in the Workplace for Appointed Persons – Feb 22
Mrs Kellie Tate – Emergency Aid in the Workplace for Appointed Persons – June 19
Mrs Leanne Lawton – Emergency First Aid – Feb 21

Mrs Laurian Trelawny – Emergency First Aid – Feb 21
Mrs Sam Pevler – Emergency First Aid – Feb 21
Mrs Sharon Severn – Emergency First Aid – Feb 21

- Other training will be undertaken as and when the need arises, as per the Medical Conditions policy.

*Ref: - DfE Statutory Guidance: Supporting Pupils at School with Medical Conditions
- www.usethekey.org.uk: Administering Medicines in School Guidance*