

EXCALIBUR PRIMARY SCHOOL

ADMINISTERING OF MEDICINES POLICY

The Administering of Medicines Policy in respect of Excalibur Primary School has been discussed and adopted by the Governing Body

Chair of Governors/Committee: Gill Burgess

Head Teacher: Juliet Jones

Ratified at the meeting of Full Governing Body on: 29th November 2021

To be reviewed: November 2024

Administering of Medicines Policy

Introduction

Excalibur Primary School is an inclusive school; we recognise that children with medical needs have the same rights of admission to a school or setting as other children.

Parents have the prime responsibility for their child's health and should provide information about their child's medical condition. There is no legal duty that requires a school or early years setting staff to administer medicines. However, we are committed to ensuring that children with medical needs receive proper care and support enabling them to participate in all activities appropriate to their own abilities. Staff have a duty of care to act like any reasonably parent. Staff will treat medical information confidentially.

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long term basis to keep them well. Others may require medicines in particular circumstances, such as children with asthma or allergies. Most children with medical needs can attend school regularly and take part in normal activities, sometimes with support. However some staff may need to take extra care in supervising some activities to make sure that these children, and others are put at risk. Information is requested on the admissions form, should the child's needs change it is the responsibility of the parent/carer to inform the school in writing so that records can be changed accordingly.

Aims and objectives

- We aim, as a school, to produce a safe and secure environment where all can learn without anxiety, and measures are in place to support children with medical needs.
- This policy aims to produce a consistent school response to supporting children with medical needs who require access to their medicines in school.
- We aim to make all those connected with the school aware of catering for children with medical needs, and make clear each person's responsibilities with regard to the administering medicines in our school, providing training where necessary.
- We aim to enable regular attendance for children who require medicine during the school day.

Medicines in School

Medicine should only be brought into school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for instance are usually taken three times a day, so can be given at breakfast, on getting home from school and then at bedtime. Occasionally medicine will have to be taken during the school day and it is preferable that parents or carers come to school to administer medicines to their own children. However this may not always be possible and in such cases parents may ask for medicines to be administered to their child in school, following the school's procedures.

Prescription medication will only be administered if they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.

Parents must complete a written medication request form giving clear instructions regarding required dosages and timings.

Medicines will only be administered if they are in the original container and packaging. The medicine needs to be clearly labelled with the child's name.

No child will be given medicines without their parent/carer's written consent.

It is the parents responsibility to notify the school in writing if the pupil's need for medication has ceased.

If children refuse to take medicines, staff will not force them to do so, and the parents will be informed, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

On no account should a child come to school with medicine if he/she is unwell.

Inhalers

Inhalers are kept in the child's classroom, in the separate green medical box, individually labelled in a plastic wallet with the signed medication request form. If the child leaves the premises, on a trip or visit, the inhaler is taken in its wallet by the adult in charge or the first aider.

It is the parents/carers responsibility to ensure that the medication is in school with the relevant medication form and is within the 'use by' date.

Epi-Pens

Each child should have two Epi-pens which are kept in the child's classroom, in the separate green medical box, individually labelled in a plastic wallet with the signed medication request form and the child's medication plan. If the child leaves the premises, on a trip or visit, the Epi-Pen is taken in its plastic wallet by the adult in charge or the first aider.

The majority of staff in school receive epi-pen training on an annual basis by the school nurse. To enable them to administer the epi-pen in emergencies.

Over-the-Counter Medicines

In general Over-the-Counter medicines are not administered in school and pupils should not bring them in for self-administration but NHS Eastern Cheshire, NHS South Cheshire and NHS Vale Royal Clinical Commissioning Groups have agreed a policy supporting self-care for minor or self-limiting conditions. The policy states that for these conditions, patient's parents/ carers are encouraged to self-care, and are expected to buy over-the-counter (OTC) medicines when appropriate. Therefore, GP's will not routinely prescribe these medicines.

OTC medicines include those medicines on the General Sale List that may be bought from retail outlets without medical supervision, or pharmacy medicine that can be purchased from registered pharmacies under the supervision of a pharmacist.

Examples of medicines that do not require a prescription and which parents can give permission to administer include:

- Paracetamol, ibuprofen, antihistamines or travel sickness medication – provided they are supplied in packaging with clear dosage instructions that are age appropriate for the child
- Moisturising / soothing preparations for minor skin conditions
- Sunscreen for routine protection while playing / learning outside.

To help determine whether a child is well enough to attend school parents are advised to review the NHS Choices website.

Intimate and Invasive treatments

Intimate and invasive treatments will only take place at the discretion of the headteacher with written permission from the parent/carer and only under exceptional circumstances. Two adults, one of the same gender as the pupil, must be present for the administration of such treatment. Cases will be agreed and reviewed on an annual basis.

Record Keeping

Written records are kept each time medicines are given on the back of the medication form signed by the parent. The details that are recorded are:

- Pupils name
- Pupil's date of birth
- Medication administered
- Whom the medication has been administered by
- The dose given
- The date and time of administration
- The signature of the administrator and witness
- Any reasons that the medication was not given

Parents are informed, using the parentmail system, that the medication has been administered.

Once complete these records are stored securely in the school office.

For legal reasons the medication administration records are kept at school until the pupil reaches the age of 24. This includes medicines administered by staff during educational visits.

Safe Storage of Medicines

All medicines apart from emergency medication (inhalers, epi-pens etc) are kept in the locked school office. Medicines are always stored in the original pharmacist's container.

Medicines that require refrigeration are stored in the staffroom refrigerator, clearly labelled with the name of the pupil, name and dosage of the medicine, and the frequency of administration.

All medicines will be returned to the Parent/Carer when no longer required, for them to arrange safe disposal.

Long Term Medical Needs

Parents/Carers should provide the headteacher with sufficient information about their child's medical condition, treatment or special care needed at school. Arrangements can then be made, between the parents, headteacher, school nurse, first aiders and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time at school. For pupils with significant needs, arrangements will be documented in an Individual Health Care Plan or Educational Health Care Plan. These plans will be reviewed by the school annually or following a significant change in a pupil's medical condition.

Educational Visits

Staff will administer prescription medicines to pupils with long term conditions when required during educational visits. Parents should ensure that they complete a medication form and supply a sufficient supply of medication in its pharmacist's container. Over-the-Counter medication (other than those detailed above) cannot be administered by staff and pupils must not carry them for self-administration.

Educational visit risk assessments need to cover any arrangements for pupils on medication. Staff supervising educational visits must be aware of the medical needs of the pupils and any arrangements for taking any necessary medicines are taken into consideration.

Copies of Individual Health Plans must be available during the visit. Staff are informed as to what to do in an Emergency.

Training

Training of staff in the administration of medicines will be provided where this is considered necessary.

Emergency Procedures

A member of staff must remain with the child at all times.

1. A member of staff dials 999 and requests ambulance support. The member of staff will report the exact location and nature of the illness or accident.
2. Trained First Aid staff within the School are located.
3. Staff will inform Parents/Carers. Two members of staff should accompany a child to the hospital and stay until the parent arrives.

Individual Health Plans include instructions as to how to manage an individual child in the event of an emergency and identify who is the responsible member of staff.

Monitoring and review

This policy is monitored by the governing body and will be reviewed every three years or before if necessary.