



Aim:

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Overview:

- Parents are strongly encouraged to administer medicines to their children outside of the school day.
- **Medicines will only be administered on the school site when there is no other alternative**, and when failure to do so would be of detriment to the child's health.
- Parents must complete the school request form (administration of medication) before any medicines are administered on site. **Appendix C.**
- Staff must keep a record of any medicines administered on site using the pupil's record sheet in the school office.
- Medicines must be kept in the labelled containers in the school office. There is a fridge in the office to store medication that requires refrigeration.

Non Prescription Medication:

- Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.
- A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor.
- If non-prescription medication is to be administered, then the parent/carer must complete an Administration of Medicine Consent form (**Appendix C**), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

Procedures for managing prescription medicines which need to be taken during the school day:

- Medicines should only be taken into School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.
- The School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines will always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.



- **The School will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**
- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the 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, after school hours and at bedtime.**

Procedures for managing prescription medicines on trips and outings

- The School encourages children with medical needs to participate in safely managed visits. The School will consider reasonable adjustments to enable children with medical needs to participate fully and safely on visits. This might also include risk assessments for specific children.
- Staff supervising excursions will always be aware of any medical needs, and relevant emergency procedures. This will be detailed on the visit risk assessment. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.

Procedures for managing prescription medicines during sporting activities

- Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. All adults will be aware of issues of privacy and dignity for children with particular needs.
- Some children may need to take precautionary measures before or during exercise. Children may also need immediate access to necessary specific medicines, such as inhalers during specific lessons. Please see **Appendix A** – school procedures for pupils who have inhalers. _

Roles and responsibility of staff managing administration of medicines

- Medicine will only be administered by the School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.
- No child will be given medicines without their parent's written consent (it is only necessary to seek consent from one parent).
- Any member of staff giving medicines to a child will check:

-the child's name

- prescribed dose

- expiry date

- written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns



related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional.

Staff administering medicine will complete and sign a record each time they give medicine to a child. **Appendix B** will be used for this purpose. **Administration of medication should be witnessed by a second member of staff who then also signs the record form.**

Parental responsibilities in respect of their child's medical needs

- Parents should not send a child to school if he/she is unwell.
- Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need.
- It must be a Parent (includes any person who is not a parent of a child but has parental responsibility for or care of a child) who gives consent for medicines to be administered.
- **Parents should make every effort to arrange for medicines to be administered outside of the school day, or to come into school and administer medicines themselves.**
- Parents must inform the school about any medicine that is to be administered during the school 'day'.
- Parents must complete **Appendix C** before any medicine can be administered by a member of staff.

Assisting children with long-term or complex medical needs

- Where a child has a long term medical need, a written health care plan will be drawn up with the parents and health professionals.
- Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need. **The school and setting need separate notifications.**

Children carrying and taking their medicines themselves

- Where it is advised by GPs (or other medical experts) school will encourage children to take responsibility for their own medication. Where this is the case older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This is borne in mind when consulting with parents and medical experts regarding making a decision about transferring responsibility to a child.
- Where a decision to transfer responsibility to a child has been made, the parent and/or health care professional must notify the school of this in writing.
- If children are able to take their medicines themselves, staff may only need to supervise, though the medicine should still be stored by the school.

Staff training in dealing with medical needs



- Where necessary staff have access to regular training on the use of epi-pens (adrenaline) in the event of severe allergic reactions.
- New members of staff are made aware of the medicines policy and procedures during their induction.
- All staff at school are trained in basic first aid.
- There are at least two members of staff who have Emergency First Aid at Work Level 3 training.
- There are at least two staff members who have pediatric first aid training in each foundation stage.
- All staff are aware of who the first-aiders are and these are displayed on posters around school.
- Two staff members are available in the office to administer medication. These staff members will complete administering medication training bi-annually.
- In the event of a child with specific medical needs joining the school, the school will seek advice on staff training needs from the Local Authority.

Record keeping

- Parents must 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 where medicine is to be administered by a member of staff, parents must complete and return **Appendix C** to ensure that details of medicines are recorded in a standard format. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the medicine container.
- The school will keep a record of any medicines administered by staff (**Appendix B**). This record will be completed by the member of staff administering the medicine and the witness.
- **All records** relating to medicines **will be kept in school office** with all stored medication.

Safe storage of medicines

- Large volumes of medicines should not be stored.
- Staff will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.
- Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.
- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.



- **Other non-emergency medicines are kept in a labeled box with the medicine records folder in the school office. Those medicines which need to be refrigerated are kept in an airtight container, which is clearly labeled, in the medical room refrigerator.**
- Any medicine to be administered by staff must be given to the teacher at the start of the day and taken to the school office for storage. **Children are not usually permitted to carry medicine themselves.** Pupils will only be allowed to do so should medical experts, parents and the school be in agreement about the necessity for this to happen. **Appendix D.**

Adrenaline pens (epi-pens)

Adrenaline pens are kept in the **relevant child's classroom in a labelled box. These are to be stored securely by the class teacher who must ensure that these are accessible and the location known to the pupil and staff members.** It is the parents' responsibility to ensure that the adrenaline pen is in date; however adrenaline pens will be checked on a termly basis to see if they are coming to their end date. The designated person(s) for first aid will inform the class teacher in either case. The class teacher will inform the parent/carer.

Emergency procedures

The nominated first-aiders are should be called upon in the event of a medical emergency. A list of first aiders is displayed around the school.

If a child needs hospital treatment, a member of staff should always accompany the child, and should stay until the parent arrives.

Staff should **never take children to hospital in their own car**; it is safer to call an ambulance.

Risk assessment and management procedures

- Risk assessments for first aid provision and the management of medical conditions will be carried out on a regular basis by the First Aid Leads (Kate Ryder & Donna Moody). This will be overseen by the headteacher (Chris Heathcote) who is also the health and safety lead.
- Copies of these risk assessments can be found in the school office.

Appendix A

The use of inhalers in school

At Peafield Lane Academy we have a number of pupils who need access to their inhalers during the school day. The following procedures are to be followed:

- Inhalers will be stored in class boxes within the classroom
- The class boxes will be taken to all PE sessions to ensure that inhalers are readily available should they be needed
- Inhalers will be clearly labeled so that there is no confusion about to whom they belong
- Children will be allowed to go to the inhaler box to use their inhaler at any time of the day, they will be accompanied by an adult who will record the inhaler use in the record book.
- It is the parents' responsibility to ensure that the inhaler is not empty and is in date; however inhalers will be checked on a termly basis to see if they are low or coming to their end date. The designated person(s) for first aid will inform the class teacher in either case. The class teacher will inform the parent/carer.

Pupils will be allowed to carry their inhalers on their person when:

- The medical condition requires a child to have instant access at all times. This will be agreed between the doctor, parents and the school.
- Parents have completed, understood and signed the relevant documentation for self medication. **Appendix D.**
- The pupil is of a level of maturity where the risk of losing the inhaler is minimized

At present most pupils do not carry their inhalers on their person. This is because inhalers are often misplaced and lost so are not easily accessible when needed. Children have been known to allow their friends to have a go with their inhaler. The school needs to be sure that the inhaler is in school at all times.

Appendix C



Peafield Lane Academy

Parental agreement for school to administer medicine

Child's Name

Class

Dates for medicine to be administered Start

Finish

Reason for giving medicine (Sore throat, headache etc) & Name and Strength of medicine

Number of tablets/quantity to be given to school

How much to be given

When to be given

Any other instructions

Please Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone number of parent or Adult contact

Name and phone number of GP

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

Parent's signature


Print name

Date

Appendix D

Pupil Self Medication Administration Form

DOCTOR AND PARENT/GUARDIAN AUTHORISATION FOR SELF MEDICATION ADMINISTRATION
(Please complete one form for each medication.)



Pupil's Name: _____ DOB: _____

Allergies: _____

Medication: _____ Dosage: _____ Route: _____

Reason for medication or diagnosis: _____

School Year: _____

Self-administration of medication by pupil

Only emergent/urgent medication will be considered for self-administration by a pupil. The student will be evaluated on an individual basis regarding the need to carry emergency medication. This **Pupil Self Medication Administration** form is required and must be signed by the pupil's doctor and parent verifying the necessity and pupil's ability to self-administer the medication appropriately. Please be sure to complete ALL of the information on this authorisation form before returning it to school. This authorisation is valid for one school year and must be renewed at the beginning of each new school year.

DOCTOR TO COMPLETE

I have examined this child for (diagnosis): _____ and have determined that he/she requires access to personal emergency medication during school hours.

Name of Medication _____

Dosage & Route: _____

I believe this child is able to carry and administer his or her own medication (excluding controlled substances) at the appropriate time and in the appropriate way.

Please check: YES NO *I understand that self-administered medication is not provided by or monitored by the school staff.

Doctor's Signature: _____ Date: ____/____/____

Printed Name: _____ Phone: _____

PARENT/GUARDIAN STATEMENT

I, the undersigned Parent(s) Guardian(s) of _____, give consent for my child to self-administer the above medication. I understand that self-administered medication is not recorded or administered by the Peafield Lane Academy Staff and is therefore the responsibility of the pupil and parent. The pupil and parent are responsible for having the medication available at school and for ensuring that this is stored safely and securely and that the correct dosage is administered.

X _____ / ____/____
(Parent/Guardian Signature) Date

Home Phone: _____ Work: _____ Mobile: _____