



PARK GROVE SCHOOL POLICY

Administering Medicines/ Supporting Children with Medical Conditions.

AIM

This policy sets out the steps which Park Grove School will take to ensure that its children with medical needs are able to have full access to learning and that any necessary administration of medicine is done safely.

OBJECTIVES

- To discourage medicines being taken to school unless essential.
- To ensure staff receive proper support and training where necessary.
- To require complete, written and signed instructions from the parent/carer.
- To provide robust safeguards for receiving, storing and administering prescribed medication.

The school will endeavour to have at least one fully qualified first aider on site during the school day. A small first aid kit is sited in every classroom and a full first aid kit is sited in the first aid room.

DEFINITION

Pupil medical needs may be broadly summarised as being of two types:

- Short term affecting their participation in school activities whilst they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

STATUTORY CONTEXT

The Health and Safety at Work Act 1974, the Equality Act 2010 and The Children's and Families Act 2014 along with DfE guidance 'Supporting Children at School with Medical Conditions', April 2015.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds only.

GENERAL CONTEXT

- Medicines should only be taken to 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.
- Where possible, parents / carers are encouraged to ask doctors to prescribe medication in dose frequencies that can be taken outside school hours.

Administration by staff

Where these options are not available, the Headteacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking medication during the school day, where those members of staff have volunteered to do so. There is no legal duty which requires school staff to administer medication; this is purely a voluntary role.

The Headteacher will ensure that staff receive appropriate support and training where necessary. When staff follow proper procedures, they are covered by the school's public liability insurance.

All staff may treat minor cuts/ grazes with antiseptic wipes and cover them with a plaster having checked that the child is not allergic. Staff may also treat minor bruises/ traps etc. by the application of a cold compress on unbroken skin.

All incidents involving a bang on the head or an injury of some significance that does not require hospital treatment should be reported to the parent/carer by telephone informing them of the injury and any treatment given.

Any injury/ accident or illness which is not routine will be referred to a first aider and details will be recorded in the schools incident book which is located in the first aid room. In the event of a serious injury, parents will be informed immediately and an ambulance called where appropriate.

Prescribed medicines

It is the responsibility of parents / carers to supply written information about the medication their child needs to take in school. Complete written and signed instructions from the parent/carer are required. Staff should check that any details provided by parents / carers are consistent with instructions on the container or on the consent form.

- Medicines will not be accepted anywhere in the school without the prior agreement of the Headteacher or member of the Senior Leadership Team.
- Medicines must always be provided in the original container as dispensed by a pharmacist and handed directly to the school office together with a completed Administering Medicines form.
- The form will be kept in a file in the first aid room. After the course of medicine has been given, completed forms will be retained in a file in the first aid room.
- Each item of medication must include the child's and prescriber's details, together with the prescriber's clear and full instructions for administration.
- Medicines that have been taken out of the container as originally dispensed will not be accepted.
- Parental / carer requests for changes to dosage will not be accepted without receiving a new supply which is correctly labelled, or a written request from the doctor.

It is the responsibility of parents/carers to ensure that medicines do not exceed their expiry date. Surplus or out of date medication should be collected by parents/ carers for safe disposal.

Non prescribed medicines

If medication is required, e.g. for headache, toothache, pain relief suitable for the age of the child may be administered by members of staff. Parents/carers will need to complete an Administering Medicines form. Pupils will only be given medicine which has been purchased and supplied by parents/carers and in a dose according to the instructions on the container. Only one dose will be given in the school day. If a pupil makes a second request, the school will reconsider whether the pupil is well enough to remain in school and consult with parents/ carers accordingly.

Storage and administration of non-prescribed medicines will be in line with procedures for prescribed medicines.

Prior to administering the medicine, staff will ensure that the medication has not passed its expiry date and that according to school records the pupil has not taken any other medication that day.

Aspirin will not be given to pupils unless prescribed by a doctor.

Sporting activities

The school will ensure that members of staff and visiting coaches are aware if any child requires medication either as a precautionary measure before taking part in PE or during the activity itself. Inhalers will routinely be taken into PE or other physical activity.

Educational visits

The school is aware of its responsibilities under the Equalities Act 2010 and will make every effort to continue the administration of medication to a child whilst on trips away from school premises. Staff will be made aware of children's medical needs, procedures for the administration of medication and relevant emergency procedure. Concerns about a child's safety or the safety of others will be discussed with parents/ carers and advice sought from medical professionals where appropriate.

Long- term medical needs / individual health care plan

Where there are long- term medical needs requiring medication, the child is already likely to have an individual health care plan. The plan will be reviewed with the parents / carers at least once a year or when circumstances change.

Where a child is diagnosed with long term medical needs whilst at Park Grove school, we will draw up a written health care plan involving the parents and relevant health professionals.

In exceptional circumstances and/or complex cases, Emergency Treatment plans will be initiated by health care professionals, then shared with schools and other settings.

Storage

Medicines will be kept in the First Aid room with the relevant forms. If necessary they may be stored in the fridge in the first aid room. Epipens will be kept locked in a draw in the First Aid cabinet.

Inhalers/ Spinhalers

Asthma inhalers will be kept within the classroom, in a designated container which is recognised by all staff and the children concerned. A designated member of staff will take this container to other locations in the building when children move between areas.

Diabetic children are able to keep their requirements in the classroom or staffroom to allow immediate access.

Record keeping

The school will keep a record of children requiring medicines, medication given to children and the staff involved. A record will also be kept of all medicines received, including quantity, even if they are not subsequently administered.

Refusing medication

If a child refuses their medication, staff will not force them to take it but will note it in the records and immediately provide parents / carers with details. Similarly, if for any other reason the medication has not been administered, parents / carers will be informed.

Hygiene/ Infection control

All staff are aware of basic hygiene precautions for avoiding infection before and after the administration of medicines. Staff will have access to protective disposable gloves. Extra care will be taken when dealing with spillages of blood or other bodily fluids and when disposing of dressings or equipment.

MONITORING & EVALUATION

The Headteacher will monitor the day to day implementation of this policy and if any changes are required will consult with the Governing Body to effect those changes to the policy. The views of parents/carers, children (as appropriate) and staff will be taken into account when evaluating the effectiveness of this policy.

LINKED POLICIES

This policy should be read in conjunction with the school's other policies on Health & Safety, Safeguarding, Child Protection and Intimate Care.

APPROVED BY: The Full Governing Body

DATE: July 2015

NEXT REVIEW: July 2017

