

St Mary's Catholic Primary School



Medicines in School Policy



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MEDICINES IN SCHOOL POLICY 2021-22



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Date for Review: October 2023

This policy is written in compliance with and should be read in conjunction with:

- The Administration of Medicines in Schools and Settings: A Supplemental Guidance Document – February 2018
- DfE Supporting pupils at school with Medical Conditions – December 2015

It will be reviewed regularly according to the schools rolling programme for policy review.

1. Introduction

At some point in their school lives all children will have a medical condition that may affect their participation in school activities. For many there will be a short-term need for medication. For some pupils there may be a need to take medication over a longer period of time. There is no legal duty that requires the school to administer medication and in order to safeguard staff and children the school exercises its right to refrain from this – we do however, invite parents (or another adult allocated by the parent) to administer medicine if required so as to enable all pupils to participate fully in school life.

This policy is to clarify to children, parents and staff the formal systems and procedures that will be followed to ensure that children with medical needs receive proper care and support at school.

2. On Admission

On Admission to school, all parents/carers will be asked to complete an admissions form giving full details of medical conditions, regular medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc. Parents should inform the school if any of this information changes.

3. Short-Term Medical Needs

Medication should only be brought to school when absolutely essential.

It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should ask their prescribing doctor or dentist about this.

Prescribed medication with dosages of once, twice or three times a day will not be given at school unless a specific time, which falls within the school day, is indicated on the instructions for use. Three times a day usually means every eight hours, which is a time period longer than the normal school day.

Prescribed medication may only be taken once a Request to Take Medicine (Appendix 2) form has been completed. The form will always be available from the school office.

- All medicines must be handed into the school office, in a suitable container which has the child's name clearly marked on it, for safe keeping. Refrigeration can be accommodated.

- Parents must be aware that whilst every attempt will be made to allow medicine to be taken at the correct time, pressure of work may mean staff forget to remind child on occasions (parents are invited to phone to remind school staff – should they be concerned).
- Any medicines past their expiry date will not be allowed.
- Children will take their medication under adult supervision.
- If a child refuses to take their medicine they will not be forced to have it.
- If there are any doubts about any of the procedures a member of staff will check with a parent. If a check cannot be completed no medication will be given.
- A record of all medication administered (self/supported) will be kept by the school.
- Parents are responsible for the collection of medicine from the school.

Non-prescription medication will not be administered by the school.

4. Long Term Medical Needs

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's attendance, academic attainment and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before the child starts school, or when the pupil develops a condition. For pupils who have a long-term medical need, a written Healthcare Plan will be drawn up with the help of the child's parents and relevant health professionals.

The Healthcare Plan will include information on:

- Two family contacts in case of emergencies
- Clinic/Hospital contact name and telephone number
- GP contact name and telephone number
- A description of the medical condition and the child's individual symptoms
- Daily/as needed care requirements
- What would be regarded as an emergency in that child's case and the action to be taken
- Who is responsible in an emergency

The Healthcare plan will be kept in the school office and with the child's personal records, and will be reviewed annually.

5. Asthma

Parents of children using inhalers are requested to let the school know by filling in our 'Inhalers in School' form (appendix 1) which is available from the school office.

It is strongly advised that all children using inhalers keep one in school. The completed forms should be returned to the school office so that they may be duplicated and placed in the following places:

- school office
- classroom

All inhalers should be clearly marked with the child's name and instructions as to time and dosage. We expect our older children to take responsibility for their own inhalers. These can be brought to school daily or kept at school in the classroom. We understand that our younger children may require supervision in using and storing inhalers. These will be kept in a central, accessible area in the classroom. Parents will obviously need to regularly check the expiry date and whether the inhaler is empty or not – parents should record expiry dates prior to sending medicines into school.

6. Epipens and anaphylaxis shock

Some children require epipens to treat the symptoms of anaphylaxis shock. Epipens are all kept centrally in the school office. Staff receive annual training on the use of epipens. All children who use an epipen must have a red card with photograph and these are displayed in staffroom – all staff, including lunchtime supervisors, are made aware of the children.

7. Out of School Activities

Before pupils take part in out of school activities a full risk assessment is undertaken in respect of the possible administration of medicines and medical treatment to pupils. The Head Teacher will ensure that appropriate arrangements are made to take account of the administration of medicines to any pupils who are involved in an educational visit. The staff members involved in the activity are responsible for ensuring they are aware of the need for medication and what they should do should a medical emergency arise. The staff involved in the activity must consider the accessibility of medication, particularly for use in an emergency.

8. Other Medical Related Issues

Head lice

Staff do not touch children and examine them for head lice. If we suspect a child has head lice we will inform you. More often, we are informed via a parent. When we are informed of a case of head lice in school, we send a standard letter to the class where the case has been identified.

Vomiting and diarrhoea

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

Other - rashes

If a child develops a rash during the school day, we will contact the parent to collect and may seek advise from the school nurse.

9. Special medical care

Parents of children requiring special medical care should discuss their needs with the Headteacher.

The school will consider each request to administer medication separately. It may be acceptable for the school to arrange suitable provision to ensure the prescribed medication can be taken in a controlled and safe manner. In such cases it is the responsibility of the Headteacher and Governing Body to ensure that:

- An agreed administration of prescribed Medicine Policy is in place
- The policy is discussed, agreed and formally adopted by the governing body
- The policy is regularly reviewed in line with the school's rolling programme for policy review
- All staff are fully aware of the school's policy
- Training relating to emergency medication and management of relevant medical conditions is given as appropriate
- Parents/carers are made aware of the school's policy on medicines and a written copy is available on request.
- At St Mary's Catholic Primary School, the administering of emergency medication is usually undertaken by the lead First Aider, or another member of staff who has received the correct training in administering emergency medication.
- A suitable and secure storage is provided, particularly where the manufacturers' instructions require that medication is stored in a temperature-controlled environment.

Storage of Medicines

ALL medicines will be kept in the main office – where a detailed inventory is kept – including child's name, current class, usage details and expiry date of medicines.

Medicines that need to be kept in a fridge will be stored in the kitchen at the top of the school where children are not allowed to enter.

Immediately prior to school trips relevant medicines will be checked up to a week in advance to ensure that they are available and usable during the trip i.e. inhalers.

Appendix 1

ST MARY'S CATHOLIC PRIMARY SCHOOL

Inhalers in School

Please return to School Office

Child's Name..... Class..... Date of Birth.....

Type(s) of Inhaler(s).....

.....

Reason why your child uses an inhaler(s) e.g. pollen, dust mites, nuts etc.

.....

Does your child take a dose before coming to school in the morning? **Always**
Sometimes

Does your child take a dose every day at lunch time? (12:00 for infants
12.30 for juniors) **Always**
Sometimes

Can your child have a dose at any other time if he/she requires it? **Yes**
No

If YES which inhaler(s) should he/she have.....

Up to how many times in the school day can he/she have additional doses?

At what interval between each dose?

IF WE ARE AWARE THAT YOUR CHILD TAKES EXTRA DOSES, WE WILL ADVISE YOU ACCORDINGLY.

Any other information you think we should know? e.g. Reaction - runny eyes, swollen lips etc.

.....

Signed.....Parent/Guardian

1st contact telephone number.....

2nd contact telephone number.....

Appendix 2

Request to Take Medicine

MEDICAL INFORMATION CONSENT FORM

Name of child:

Date of Birth:

Name of Parents/Carers:

Home Telephone: Work Telephone (1):

Work Telephone (2):

Name of GP: Telephone:

Hospital Consultant:

Hospital: Telephone:

I consent to my child taking the following medication in school under the supervision of a member of staff: SCHOOL RECORD

a)..... dosage taken _____

b)..... dosage taken _____

c)..... dosage taken _____

I undertake to ensure that the school has adequate supplies of this/these medication(s)

I undertake to ensure that this/these medication(s) supplied by me and prescribed by my child's doctor is/are correctly labelled, in date, and with storage details attached and that the school will be informed of any changes.

I understand that the medication will be taken by my child under the supervision of a member of staff .

Signed:
(parent/carer)

Date: