



“Love to Learn”



MEDICINES AND FIRST AID POLICY

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Malcolm Sargent Primary School
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Legal Obligation to Administer Medicines

The purpose of this document is to provide advice to staff on managing medication in school settings and to put in place effective systems to support individual children. Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. In meeting the duty, the governing body, proprietor or management committee must have regard to guidance issued by the Secretary of State under this section.

On 1 September 2014 a new duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions. The statutory guidance in the document Supporting Pupils in School with Medical Conditions, DfE Sept 2014 is intended to help school governing bodies meet their legal responsibilities and sets out the arrangements they will be expected to make, based on good practice. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

School/setting staff may be asked to perform the task of giving medication to children but they may not, however, be directed to do so. The administering of medicines in schools/settings is entirely voluntary and not a contractual duty unless expressly stipulated within an individual's job description. In practice, many school/setting staff do volunteer. If a decision is made that medication is not going to be given, the school/setting will need to consider what other measures are to be taken when children have long term health conditions or otherwise need medication. These measures must not discriminate and must promote the good health of children. Policies must be made clear to parents. Further advice can be sought from Trade Unions.

School Administration of Medicines

Parents/guardians have the prime responsibility for their child's health and **must** provide Malcolm Sargent Primary School (the School) with information about their child's medical condition.

Children with medical needs have the same rights of admission to a school as other children. Most children will at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

Medication Generally

Children who are acutely unwell or infectious should not be in school. Guidance regarding infectious diseases is provided by the school nurse and the Health Protection Agency. The School will request the parent/guardian to remove children with an infectious disease immediately from the School to prevent outbreaks amongst other children.

Additionally and as a general rule, children who are taking antibiotics, cough mixtures, eye drops etc should not be in the School. However the School recognises that in some cases, children need ongoing medication but are well enough to be in school. In these situations, parents/guardians should whenever possible administer or supervise the self-administration of medication to their children. This may be effected by the child going home during the lunch break or by the parent/guardian visiting the School. Additionally, the frequency of the administration can be varied to fit around the school day. As an example, if a medicine is prescribed three times a day, the child could be given the medicine at breakfast, after school and at bedtime. If possible, prescribers may also be requested to adjust the dosage and length of time that the medicine may be taken to fit around the school day.

In this Policy, medicine is any item of medication that specifies it must be kept out of reach/sight of a child.

Administration of Medicine

If the parent/guardian cannot get into the School during the day and if the medicine is prescribed at mealtimes or four times a day, the School recognises that the above steps may not be practicable. In these circumstances the School is prepared to administer medicine in the following circumstances:

- The medicine is prescribed by a doctor, hospital or other health specialist.
- The medicine must be in its original container as dispensed by a pharmacist with the child's name and dosage clearly marked. The School will not accept medicines that have been taken out of their original container.
- A Medicine Form must be completed for each medicine to be administered and signed by the parent/guardian

Non-prescribed medicine will be accepted into school on an individual basis (subject to the child being well enough to be in school) where not accepting the medicine could affect the child's attendance. This is at the discretion of the School.

Staff administering medicine to a child will do so in pairs, with both checking the details specified on the Medicine Form. The Medicine Form will then be completed on the reverse by one member of staff but both members of staff will then sign the Medicine Form to confirm the dosage administered.

The signed Medicine Form will be held in the School office until the course of medicine is completed following which it will be securely stored in the pupil's file.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

Medicine Form

The Medicine Form specifies details such as the child's name, the medicine, the dosage amount and time, and for how long the dosage is to be administered. No medicine will be administered without a completed Medicine Form which has been signed by the parent/guardian.

The signature of a single parent/guardian on the Medicine Form will be sufficient authority for the School to administer medication to a pupil. Multiple parental/guardian signatures are not required.

Storage

All medicines brought into the School will be stored in their original containers in the fridge in the office kitchen or in a non-portable cabinet in the School office. Pupils have no access to either of these. The area in which all the medication is stored is locked securely overnight or when there is no staff member in the office.

Controlled Drugs

Controlled drugs (eg methylphenidate also known as Ritalin) are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the School and parents.

Controlled drugs are always kept in a separate locked cabinet. The keys will be held securely by two members of the office staff.

Controlled drugs should only be brought into the School on a daily basis by parents. Certainly no more than a week's supply should be stored at the School and the amount of medication handed over to the School should always be recorded.

The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

For the School's policy on drugs please refer to our Drug Policy.

Self-Administration of Medicines

Children who are able and safe to do so should be encouraged in the self-administration of their medicines. A Medicine Form must still be completed by the parent/guardian and the medicine will be kept safely in the School office but the child may come at the appropriate time to the School office and will be supervised by a staff member whilst they administer their own medicine.

Long Term or Complex Medical Needs

If a child requires long term administration of medicine (even if self-administered) or has complex medical needs, an individual health care plan will be written by the parent/guardian in conjunction with the Principal, teacher, TA, first aid staff, SENCO, school nurse and/or other appropriate medical advisers to ensure the long-term wellbeing of the pupil whilst at the School. Such a health care plan should include the following:

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

Sun Cream

The School encourages children to use sun cream and to bring it into the School. It must be clearly labelled with the pupil's name. The pupil must apply the cream themselves and staff will not apply it. However staff are expected to encourage and teach children in sun protection. Children must not share sun cream because of potential allergies. The children must store the sun cream in their school bag; it is not held in the School office.

Refusing Medication

If a child refuses to accept the prescribed dosage of medicine as specified on the Medicine Form, the staff will not force the child to take it. The refusal will be recorded and the parent/guardian notified as soon as is practicable by telephone. If staff members are concerned about the medical consequences of the child's refusal to take the medication, they will follow the School's emergency procedures which may involve calling the emergency services.

Receipt and Return of Medicines

Medicines must be brought to the School office by the parent/guardian at the start of the day and handed to a member of the office staff where they will be safely stored.

Any medicine which is stored by the School long-term must be returned to the parent/guardian when it expires, is no longer required or the child leaves school. Medicines which are not collected by the parent/guardian will be handed to a pharmacist for safe disposal.

No medicines should be carried by the child or handed by them into the School office.

Emergency Medicines

If a child requires an emergency medicine such as an epi-pen or asthma inhaler(s), the parent/guardian must inform the School in writing. The parent/guardian must supply the prescribed items which will be kept in the classroom under the supervision of the teacher. One further epi-pen per child is kept in the School office in the medicine cabinet. Duplicates are required to ensure that an epi-pen is always immediately available to the child wherever he/she is in the School.

It is the responsibility of the parent/guardian to ensure that the emergency medicine is in date.

It is the responsibility of the parent/guardian to notify the School if the emergency medication is no longer required. The teacher or other member of staff will then return the medication to the parent/guardian for safe disposal.

Off-Site Visits

It is good practice for the School to encourage pupils with medical needs to participate in off-site visits. All staff supervising off-site visits will be aware of any medical needs, medication to be administered and the relevant emergency procedures.

Teachers with children in their class who require emergency medicine will ensure that it is always taken with them on trips out of the School.

Information relating to emergency medicines is always provided in the trip risk assessment. If appropriate, an individual risk assessment will be carried out for pupils with medical needs.

Sporting Activities

All children in the School are encouraged to participate in all sporting activities. In cases where children need immediate access to medication ie inhalers this will be accommodated by the teacher. Staff supervising sporting activities will consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Travel Medication

Medication required to prevent travel sickness should be given to the child by the parent before travelling from the School. If further medication is required for the return journey, then a single dose should be placed in an envelope marked with the child's name, the name of the medication, and the time that the dose should be given together with any other advice, ie with food, contra-indications etc. That envelope must be handed to the teacher in charge of the trip.

Defibrillators

The School has two defibrillators available for use. One is located in the Y5/6 block entrance which is only available during school hours. The other defibrillator is outside the front door and is available for use by the school but also by the community where required.

The defibrillators are intelligent and will instruct the user on the required process. Staff members should dial 999 in an emergency in any event and the trained advisers will then talk the staff member through the defibrillator process.

The defibrillators are checked on a monthly basis by the lunchtime first aid team, and records maintained of those checks.

Epi-pen Training

All School staff members are given regular (annual) training in the use of epi-pens by the school nursing service.

Medical Alert List

The School maintains a Medical Alert List which comprises a photograph and brief details of any child with a serious medical complaint. A copy of this document is available in each of the following locations:

- Each classroom
- All first aid kits
- Staff room
- School office
- PPA room
- Critical Incident Box held by Caretaker

First Aiders

There are always a minimum of nine members of the School staff trained in emergency first aid being seven to cover the year groups, and two lunchtime staff members.

First Aid Kits

These are located around the School in strategic positions. Each kit contains a standard set of first aid equipment which is stocked in line with current recommendations. The Lunchtime First Aiders are responsible for checking the content of each first aid kit on a monthly basis.

First Aid Procedure

In the event of first aid being required, the child should be taken to the nearest first aider at work if they are safely able to be moved. If not the first aider at work should be called to them. The first aider at work will decide what action is required and ask for assistance where appropriate.

Any treatment given to a child must be entered in the book kept in the first aid kit for that purpose. Additionally a “bump on the head” or an “accident at school” letter must be completed and handed to the child or his/her teacher for the child’s parent/guardian.

Accident Book

If a child has to be sent or is taken to hospital by the parent/guardian or is taken home for the day or an ambulance is called to take him/her to hospital, that accident must be notified to the Business Manager for entry into the accident book and notification to RIDDOR if appropriate.

Emergency Procedures

In the event of a medical emergency a member of the office staff will call 999 and print off the pupil’s record card from the pupil record system. This card (together with a child’s health plan if available) will be handed to the paramedics who arrive on the scene. If the pupil is currently taking any medication about which the School is aware that information will also be handed to the paramedics. The child’s parent/guardian will be notified immediately. If the ambulance has to leave before the parent/guardian has arrived a member of staff will accompany the child to the hospital and stay with him/her until a parent/guardian arrives. Health professionals are responsible for any decisions on medical treatment when the parent/guardian is not available.

Staff would not normally take a child to hospital in their own car but should wait for an ambulance to arrive. If there is a delay in an ambulance or parents/guardians arriving, the Principal may authorise a staff member to take the child to the local A&E department in their own car.

Emergency Inhalers

The School has two emergency inhalers and spacers which are stored in the office. Parents whose children are asthmatic and who have an inhaler in School are asked to provide written permission for the School to administer its emergency inhalers if required. That permission is stored in the child’s pupil file and additionally recorded on the MIS. Even in the event of an asthma attack, children whose parents have not authorised the School to use its emergency inhalers will not be able to use them.

Emergency Auto-Adrenaline Injectors (AAIs)

The School has two AAIs in school which are held in the School office. One AAI has 150 micrograms (0.15 milligrams) of adrenaline for use with children aged under 6 years. The second AAI has 300 micrograms (0.3 milligrams) of adrenaline for use with children aged 6-12 years. Parents whose children have a prescribed AAI in School are asked to provide written permission for the School to administer its emergency AAIs if required. That permission is stored in the child’s pupil file and additionally recorded on the MIS. Even in the event of an anaphylactic attack,

children whose parents have not authorised the School to use its emergency AAI will not be able to use them.

Thermometers

The School has a forehead digital thermometer which it will use if appropriate.

Hygiene and Infection Control

All first aid at work staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and have been trained in taking care when dealing with spillages of blood or other body fluids and the safe disposal of dressings or equipment. A bin for this specific purpose is located in the disabled toilet.

Sharps

Sharps boxes (including used AAIs) should always be used for the disposal of needles. Collection and disposal of the boxes will be arranged by the Business Manager.

Confidentiality

All staff will always treat medical information confidentially. If information is withheld from staff they will not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Review of the Medicines in School Policy

The policy will be reviewed as and when required by the Governing Body. Assessments will be made on the safety and efficacy of the policy and amendments made where appropriate.

This policy was originally written following the guidelines from the DCSF's publication "Managing Medicines in Schools and Early Years Settings" published in March 2005 and updated in November 2007.