

ELMSTEAD PRIMARY SCHOOL

Medical Care Policy

Rationale and Aims:

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

This policy includes:

- procedures for managing prescription medicines which need to be taken in the school day;
- procedures for managing prescription medicines on outings and trips;
- roles and responsibilities of staff administering medicines;
- a clear statement of parental responsibilities in respect of medicines;
- written permissions from parents for medicines;
- circumstances in which children may take non-prescription medicines;
- assisting children with long term medical needs;
- staff training;
- record keeping;
- safe storage of medicines;
- the school's emergency procedures;
- risk assessment and management procedures.

Prescribed Medicines: We will never accept medicines that have been taken out of the container as originally dispensed (unless so instructed by parents in writing), nor make changes to dosages on parental instructions.

- It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.
- Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.
- **Controlled drugs** should never be administered unless cleared by the Headteacher. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

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Non-Prescription Drugs: Staff should **never** give non-prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Short Term Medical Needs: In order to reduce the time a child is away from school the school will administer medicines. For example: the end of a course of antibiotics, or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined.

Note the exceptional terms in the previous paragraph.

Long Term Medical Needs: The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. (Reference should be made to the 2005 DfES document in order to devise a care plan.)

Administering Medicines:

No child under 16 should be given medicines without written parent consent. Form 1 must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The child's name.
- Prescribed dose.
- Expiry date.
- Written instructions on the packaging.

Members of staff giving medicines will not be teaching members of staff, but support staff who are:

- Willing to perform such tasks.
- Trained where necessary for the task.

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.

A record must be kept in a written form each time medicines are given. (Record Book is kept in school office).

Self Management: Children in Year 6, who are able, will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

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Record Keeping: Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear.

A written record of medicines administered will be kept in the school office. A copy of consent form 1 will also be kept in the office.

Educational Visits: All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the school office.

Sporting Activities: It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack.

The Governing Body: The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

The Head Teacher: The Head Teacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Headteacher will seek the advice of the school nurse, or other medical advisor.

Staff:

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts.

Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.

Storing Medicines: Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the school office. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

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Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away, but always in the vicinity of the relevant pupils. Any problems or issues arising shall be initially referenced to **Managing Medicines in Schools and Early Years Settings 2005, DfES**, a copy of which is kept in the school office.

KEY POINTS:

- **THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES.**
- **NO TEACHING STAFF WILL ADMINISTER MEDICINES OR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES, UNLESS ON A RESIDENTIAL TRIP.**
- **ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH APPROPRIATE TRAINING.**
- **ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE SCHOOL OFFICE AND KEPT UNDER ITS SUPERVISION. This includes asthma relievers and adrenaline pens. The Office will know where these medicines are in school and the asthma register shall be updated as required, and as and when new children come to school.**

Dissemination of the policy:

- Each member of staff has a copy of this policy and a copy can be found in the school office.
- The school prospectus contains a statement about medical care, and it is sent to all parents of children new to the school.
- A copy of the policy is available to any current or prospective parent, on the school website, or on request to the school office.

Monitoring and evaluation of the policy: The policy will be reviewed every three years.

Reviewed

Signed (Headteacher):

Signed (Chair of Governors):

Date:

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Medical Care – Form 1

Parental agreement for school to administer medicine

Name of child: _____

Year Group: _____

Medical condition/illness: _____

Medicine

Name/Type of Medicine (as described on the container):

Dosage and Method: _____

Timing: _____

Dates to administer from and to:

From: _____ To: _____

Are there any side effects that the school needs to know about:

Self administration (Year 6 only) Yes / No: _____

I understand that I must deliver the medicine personally to the office and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing

Date: _____

Signature: _____

Relationship to child: _____

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Medical Care – Form 2

Record of medicines administered in school to all children.