

Medicines and Medical Conditions Policy

Wolverham Primary and Nursery School



1. Legal Framework

In compiling this policy, guidance has been taken from Cheshire West and Cheshire Council 'The Administration of Medicines in Educational Establishments' and advice from NHS West Cheshire Clinical Commissioning Group.

2. Introduction

Wolverham Primary School is an inclusive school and would seek to enable all pupils to be in school wherever possible.

The purpose of this policy is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency.

The administration of medication in school by teachers or teaching assistants is voluntary.

Parents or guardians have prime responsibility for their children's health and should give schools sufficient information about their children's medical condition and treatment or special care needed at school.

There is no legal duty which requires teaching staff to administer medication; this is a voluntary role. Staff who assist with any form of medication **in accordance with the procedures detailed within the LA guidance are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified.**

Exception: - Indemnity will not be given in causes of fraud, dishonesty or criminal offence.

3. Procedures for the Administration of Medication in schools

NHS West Cheshire Clinical Commissioning Group has agreed a policy in supporting self-care for minor or self-limiting conditions. The policy states that for these conditions, patients (or their parents) are encouraged to self-care, and are expected to buy over-the-counter (OTC) medicines when appropriate. Therefore, GPs will not routinely prescribe these medicines.

Receiving medication in school

We, as a school, are now permitted to administer over-the-counter (OTC) medicines when appropriate. Written permission from parents/carers **MUST** be obtained before administration. Examples of medicines that do not require a prescription and which parents can give permission to administer include:

- Paracetamol, ibuprofen or antihistamines - provided they are supplied in packaging with clear dosage instructions that are age appropriate for the child
- Moisturising / soothing preparations for minor skin conditions
- Sunscreen for routine protection while playing / learning outside

To help determine whether a child is well enough to attend school, or an Early Years Provider setting, parents can be advised to review the NHS Choices website. All medication must be in the original container and show dosage/expiry date to be administered by a qualified first aider within school.

If two prescribed medications are required, these should be in separate, clearly and appropriately labelled containers as above.

Arrangements can also be made for parents/carers to come into school to administer medication if required. On arrival at school, all medication is to be handed to the school office and documentation completed by the parent/guardian, unless there is prior agreement with school and pupil for the pupil to carry medication (e.g. asthma inhalers) and details entered in the medication record.

4. Storage of Medication in school

Medication must be stored in a locked cabinet with the key stored in an accessible but restricted place known to the school office staff - usually within the staffroom. If medication needs to be refrigerated it is kept within the staffroom fridge in a locked container.

Once removed from the cabinet, medication should be administered immediately and never left unattended. A record of who, how much, date and time is to be recorded and 2 staff are required to sign to confirm the accuracy of the above.

5. Documentation

Samples of documentation are included in the appendices. Verbal/telephone messages to administer medication can only be given if the parent/carer can be verified by a member of staff.

Each pupil receiving medication will have the following documentation:

- Written request for school to administer medication
- Written confirmation of administration from a health practitioner – clearly labelled on medicines – for prescription medicines
- Parental/guardian written consent for medicine to be given on school trips

In addition, pupils with complex medical needs will have an Individual Health Care Plan (IHCP)

6. Administration of medication

Staff who have undertaken first aid training will administer medication whenever possible. There is a named key stage first aider who will be the primary person responsible for administering medication whenever possible. There is a named lead first aid qualified person who oversees the administration of medicines within the school generally.

7. Self-Administration of Medication

Parents/guardians must complete a written request form for a child to self-administer medication (Examples would include Insulin and or asthma medication). This would only be allowed if a child has been trained and is competent to administer her/his own medication. Any medicines taken will be recorded on the school procedures as documented above.

9. Emergency Medication - Inhalers

Emergency medication is subject to the same request and recording systems as non-emergency medication, with additionally signed CONSENT and written Individual Care Plan.

This type of medication will be READILY AVAILABLE.

Consent and Care Plan to be kept with the medication.

The Care Plan must be checked and reviewed annually.

It is the parents'/guardians' responsibility to notify school of any change in medication or administration. Procedures in the Care Plan (sample in appendix) should identify:

- Where the medication is stored
- Who should collect it in an emergency
- Who should stay with the child
- Who will 'phone for an ambulance/medical support
- Contact arrangements for parents/carers
- Supervision of other pupils
- Support for pupils witnessing the event
- Recording systems

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Children should not attend school within 48 hours of any incident of vomiting or diarrhoea.

Epilepsy, Anaphylaxis, Asthma and Diabetes

If a child joins the school and is diagnosed with one of the above conditions, the class teacher and a senior member of staff will arrange a meeting with the pupil and the parents to establish how the pupil's medical condition may affect their school life. This will include the implications for learning, playing and social development and out of school activities. We will also discuss any special arrangements the pupil may require including extra support for learning and exams. With the pupil's and parents' permission, all members of school staff will be informed so that they can be vigilant at all times.

The school nurse or a specialist nurse may also be invited to attend the meeting or to attend school at another time to talk through any concerns the family or school may have and to clarify procedures and record keeping.

An IHCP will be drawn up and will contain information about medicines, first aid and emergency procedures. It may also contain details of named staff who are trained to administer specialist medication.

First Aid and Emergency Procedures

First aid for the pupil's seizure type will be included on their IHCP and all staff (including support staff) will receive basic training on what to do in the event of a seizure. The IHCP will be stored on the back of the store room door in each classroom to ensure that all staff have easy access to it and know what to do. There will also be displays around school with information on processes including staying calm, protecting from injury, not moving the child etc.

If emergency services are required, an ambulance will be requested immediately and parents will be notified straight away by a member of staff.

A member of staff will accompany the child to the hospital and remain with them until the parent arrives.

Dietary Needs

To ensure that children who have severe allergies to certain foods are included in activities and events within the school curriculum we follow set procedures:

- Parents are expected to inform school upon entry if their child has severe allergies. They will complete the necessary sections on the school admissions form. This is then recorded on the school data base, a copy of all the pupils with medical and dietary needs is distributed to class teachers and the school kitchen.
- If the parents wish for their child to have a school lunch they will be required by the school catering service to provide information detailing the extent of the allergy.
- If any activity in school involves baking or the tasting of food, a letter is sent home to parents alerting them of the activity. The parents are encouraged to inform school if their child cannot participate. Teachers will always check the medical needs list which holds all the information on children with medical and dietary needs.
- Nuts will not be included in any activity or meal in school.

Appendix

1. Parental request/agreement for school/setting to administer medicine
2. Record of medicines administered to all children

1. Wolverham Primary and Nursery School – Medication Request



REQUEST FOR THE SCHOOL TO GIVE MEDICATION

DATE REQUEST MADE.....

Dear Headteacher,

I request that (Full name of Pupil); Date of birth..... Class
be given the following medicine(s) while at school:

Name/type of Medicine: **(as described on container)**

Medical condition or illness:

Expiry date..... **Duration of course**.....

Dosage and method **Time(s) to be given**.....

Other instructions

Self administration? YES/NO (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate) or is classed as an over-the-counter medicine as described in the schools Medicines and Medical Policy. It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

SignedPrint Name(Parent/Guardian)

Daytime telephone number:Mobile

Address:

.....

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service

Policy updated: May 2018

Due for review: May 2019

