



Rowlands Gill Primary School

Medicine in School Policy

Date: December 2015

Ratified by Governors: December 2015

Review Date: December 2017





Introduction

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance and appropriate care in school.

Medicines should only be taken to school when essential; that is where it would be detrimental to the child's health if the medicines were not administered during the school day.

Staff will accept prescription-only medicines; those prescribed by a doctor, dentist or nurse prescriber.

(taken from DfES and DoH guidance, March 2005)

Purpose

The purpose of this policy is to;

- a) provide clear definitions of roles and responsibilities, and, outline procedures to be adopted for the care and well-being of all pupils.
- b) ensure we support pupils with medical conditions
- c) To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- d) To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- e) To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.
- f) To produce, in association with healthcare professionals, Individual Healthcare Plans where necessary
- g) To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- h) To keep, monitor and review appropriate records (checked by Governors at Safeguarding Team meetings)

Parental Responsibilities

1. Parents should provide full information about the child's medical needs when the child joins school, or as the medical need arises. No child will be given medicines without their parent's written consent (it is only necessary to seek consent from one parent).
2. Long term medical needs, e.g, asthma should be clearly identified, and arrangements for treatment discussed with the Head Teacher. This information will be recorded on the Health Care Plan.
3. Parents should ensure that the child is well enough to attend school and refrain from sending them when they are unwell.



4. Parents should follow the agreed procedure (see procedure flowchart) in the event of their child requiring medication to be administered by the school staff, and are responsible for its safe transportation to and from the school each day.
5. Parents are responsible for the provision and management to school of in-date medication, e.g. inhalers to treat long term medical conditions. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
6. Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The School will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Head Teacher's Responsibilities

1. The Head Teacher will ensure that all parents and staff are aware of the policy and procedures for dealing with medical needs.
2. The Head Teacher will ensure that systems for sharing information will be followed.
3. The Head Teacher will ensure appropriate CPD to enable all staff to take on all aspects of First Aid in school.
4. The Head Teacher will take advice and guidance from a range of sources, including the school nurse, health professionals etc

Responsibilities of Staff Administering Medicines

1. Staff members who agree to accept responsibility for administering prescribed medicines (except inhalers) will have first aid training and will follow agreed procedures for recording the administration of medicines.
2. If children are able to take their medicines themselves, staff may only need to supervise, though the medicine should still be stored by the school.
3. Such staff will receive training in safe administration of medicines, including the use of an Epi-pen, from a health care professional.
4. If in doubt about any procedure staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the School.



5. **Staff administering medicine will complete and sign a record each time they give medicine to a child. Form 6** will be used for this purpose.

Medicines on Educational Visits

We are keen to encourage children with medical needs to participate in safely managed visits. Reasonable adjustments will be made to enable children with medical needs to participate fully and safely on visits.

Health care plans for class members should be consulted at the time of organizing the visit. Class teachers and accompanying first-aiders will together be responsible for the transportation and administration of any medicines required for individual pupils.

Safe Storage of Medicines in School

Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

All emergency medicines, such as asthma inhalers and adrenaline pens, **must** be made readily available to children and should not be locked away. **Adrenaline pens (Epipens) must be kept in the staff room and in the children's classroom to administer to pupils.**

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled.

Supporting Pupils with Medical Conditions

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

- (a) Short-term, affecting their participation in school activities which they are on a course of medication.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Rowlands Gill Primary School is responsible for making sure that



relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease (in line with the medical guidelines administered to all schools), where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child and to safeguard the wellbeing of other staff, pupils and visitors in the school. The school will take and seek advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

Emergency procedures

- The nominated first-aiders are:
 - Mrs Tracey Tones
 - Miss Claire Tingle
 - Miss Paula Corr
 - Mrs Julie Poad
 - Mrs Dawn Edmondson

These members of staff should be called upon in the event of a medical emergency.

- Details of first aid procedures can be found in the First Aid Policy which is kept in the policies file in the school office.
- If a child needs hospital treatment, a member of staff should always accompany the child, and should stay until the parent arrives.
- Staff should **never take children to hospital in their own car**; it is safer to call an ambulance.



Procedure for the Administration of Medicines in School (Long term arrangements)

Child has long term medical need requiring the administration of medicine to avoid a detrimental effect on the child's health.

Parents complete **Form 2** Health Care Plan and copies are retained in the Medicine Administration file.

Parents provide sufficient in-date medication as appropriate to condition, and complete **Form 3A** to agree to school administering relevant medicine.

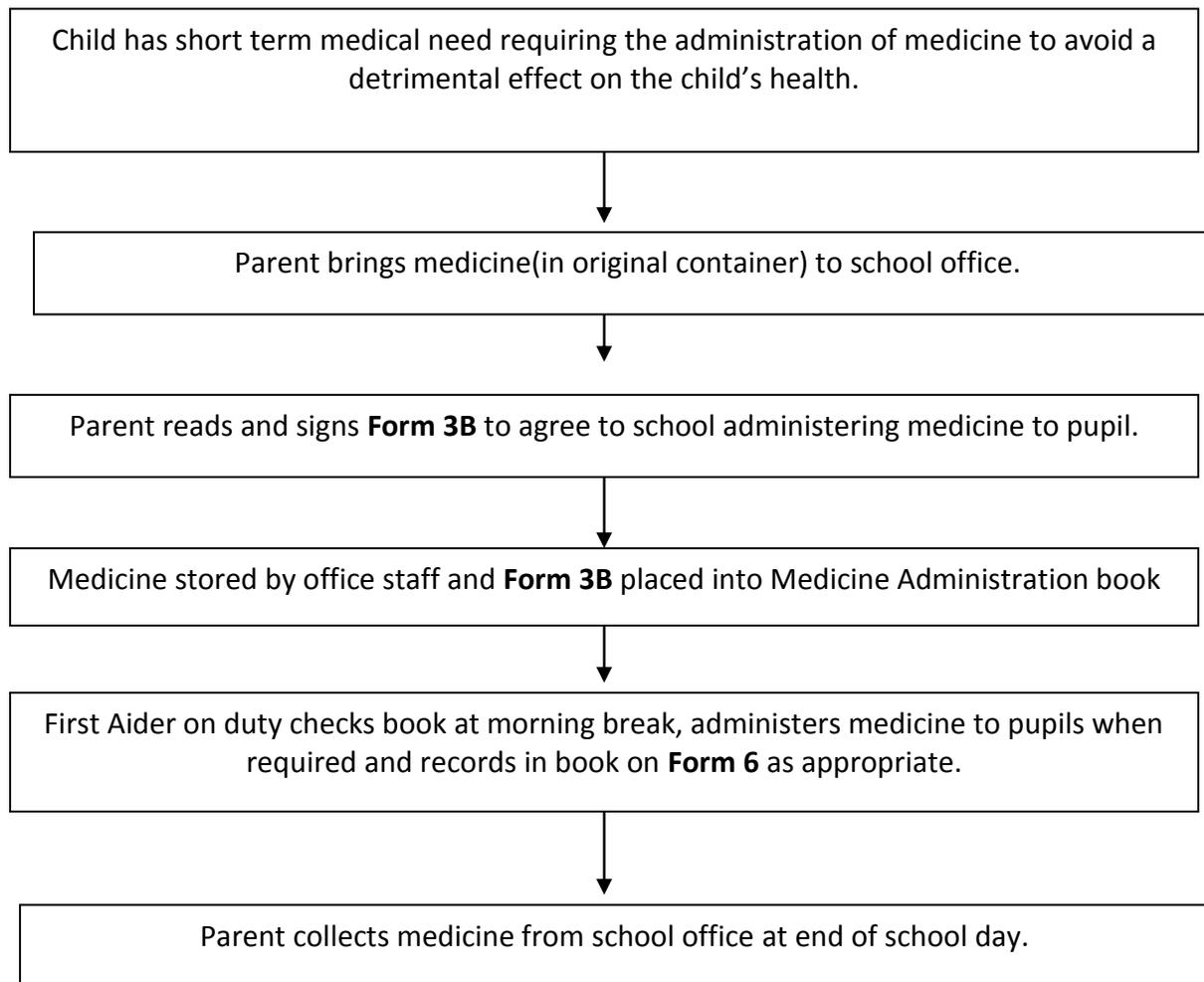
When medicine is administered, this is recorded on **Form 5**.
Administration of inhalers is not recorded in the Medicine Administration file, but on a separate format kept with inhalers.

Medical information (including medicines) should be reviewed at start of new academic year, and parents ensure that staff are kept up to date with the pupil's medical condition.

Inhalers for asthma should be kept in the classroom, or within easy access for pupil use.



Procedure for the Administration of Medicines in School **(Short term arrangements)**



Appendices attached:

Form 2	Health Care Plan
Form 3A	Parental agreement for school to administer medicines (long term medical needs)
Form 3B	Parental agreement for school to administer medicines (short term medical need)
Form 5	Record of medicine administered to an individual child (with a Health Care Plan)
Form 6	Record of medicine administered to all children. Record of Inhaler Administration