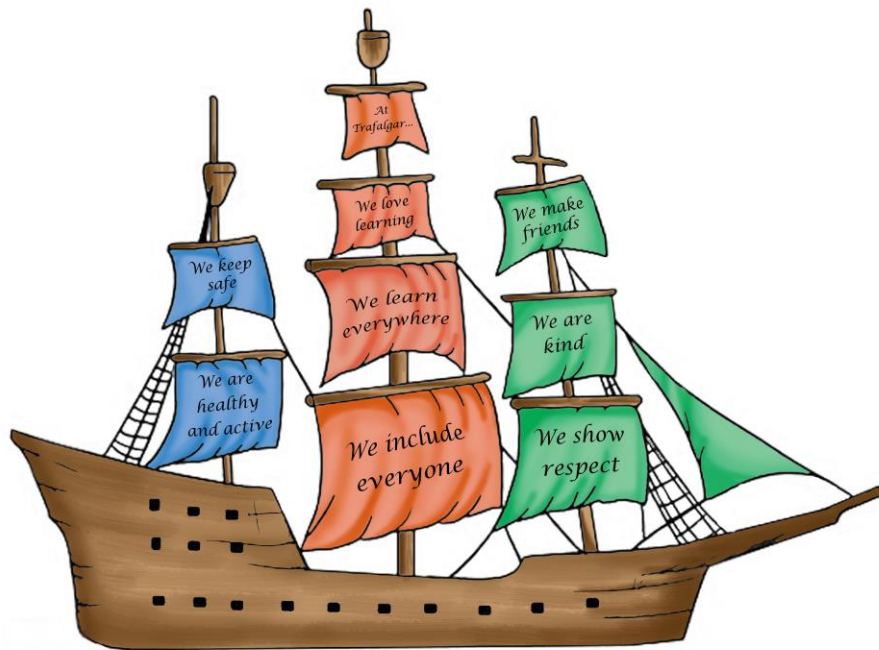


Trafalgar Community Infant School



Policy Document

MEDICINES IN SCHOOL POLICY

REVIEWED: SPRING 2016
TO BE REVIEWED: SPRING 2018

Trafalgar is a Rights Respecting school. We refer to the UN Convention on the Rights of the Child (UNCRC) throughout this policy.

Trafalgar Community Infant School will undertake to ensure compliance with the relevant legislation with regard to the provision of Medicines in School for pupils, staff and visitors and will ensure that procedures are in place to meet that responsibility.

A number of forms are referred to as appendices in this policy. These forms are included at the end of the policy. Additional forms/templates for supporting pupils with medical conditions can be found in WSCC templates available on the WSGfIL.

Statement of Intent

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. The governing body of Trafalgar Community Infant School will ensure that these arrangements fulfil their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' April 2014'.

Establishment staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Organisation

The governing body will develop policies and procedures to ensure the medical needs of pupils at Trafalgar Community Infant School are managed appropriately. They will be supported with the implementation of these arrangements by the Headteacher and school staff.

The leads for the management of medicines at Trafalgar Community Infant School are

- Mrs W Stanbridge (Senior Learning Assistant)
- Miss K Green (Headteacher)

In their duties staff will be guided by their training, this policy and related procedures.

Implementation Monitoring and Review

All staff, governors, parents/carers and members of the Trafalgar Community Infant School community will be made aware of and have access to this policy. This policy will be reviewed once every two years or more frequently if required and its implementation reviewed as part of the head teacher's annual report to Governors.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent or carer must supply to the School Office the medicine in the original pharmacist's container clearly labelled including details of possible

side effects and must complete a 'Parental Agreement to Administer Prescribed Medicines' (Appendix A). If a member of staff administers prescribed medication they will record details/dosage in the medical book.

Non-prescription Medicines

Non-prescription medicines are **NOT** administered at school and pupils should not bring them to school for self-administration. The majority of medication lasts 4-6 hours therefore non-prescription medication can be administered at home prior to the start of the school day and it will last the duration of the school day. A parent/carer may come in to school to administer additional dosage if they feel this is necessary.

Antihistamine can only be administered when a GP has prescribed it.

Pupils with Long-term or Complex Medical Needs

Parents or carers should provide the Headteacher and Senior First Aider with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents/carers, Headteacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in an Individual Healthcare Plan (IHP) (Appendix B). These plans will be reviewed by the school annually or following a significant change in a pupil's medical condition.

Admissions

When the school is notified of the admission of a pupil with medical needs the Leaders for Managing Medicines (Mrs W Stanbridge and Miss K Green) will complete an assessment of the support required. This might include the development of an IHP and additional staff training. The school will endeavour to put arrangements in place to support that pupil as quickly as possible. However the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

Pupils Taking their own Medication

For certain long-term medical conditions, and providing that the parents/carers, health care professionals and school agrees that it is appropriate, it is important for children to learn how to self-administer their medication. Appropriate arrangements for medication should be agreed and documented in the pupil's individual health care plan (Appendix B) and parents should complete the relevant section of 'Parental agreement for setting to administer prescribed medicine' form (Appendix A)

Staff Training

The school will ensure that the staff who administer medicine to control specific chronic conditions are trained to administer those specific medicines, for example, Anaphylaxis (epipens), Diabetes (insulin), Epilepsy (midazolam).

Training in the administration of these specific medicines is arranged via the school nurse. A record of training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required.

The school will also ensure that other staff who may occasionally need to administer a prescribed medicine supplied by the parent with a valid consent form and, or an IHP, are trained in the procedure adopted by the school by the person who has completed the Managing Medicines course

The school will ensure that a record is made of every dose of medicine administered in school. This record is completed by the person that administers the medicine and is recorded in the first aid book.

Storage and Access to Medicines

All medicines are kept in the medical room in the medicines cupboard. Medicines are always stored in the original pharmacist's container.

Emergency medicines such as inhalers and epipens are kept in a clearly identified container in the medical room, and if necessary his/her classroom. Staff must ensure that emergency medication is readily available at all times i.e. during outside PE lessons, educational visits and in the event of an unforeseen emergency like a fire. Parents will be asked to supply two epipens for each child one is kept in the medical room and one is kept securely in their classroom. Teachers and Learning Assistants are aware where this is stored.

Medicines that require refrigeration are kept in the fridge in the medical room, clearly labelled in an airtight container.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHP, the emergency procedures detailed on the plan are followed, and a copy of the IHP is given to the ambulance crew. IHP's will also be given to those companies and staff providing transportation of pupils to and from school, in order that the IHP can be passed to the ambulance crew in the event of an emergency.

Medicines on Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a consent form (Appendix A) and supply a sufficient supply of medication in its pharmacist's container.

Non-prescription medicines cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc. should therefore be provided, if necessary, on prescription or given by the parent/carer before a school visit.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Complaints

Issues arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Headteacher. If the issue cannot easily be resolved the head teacher will inform the governing body who will seek resolution.

Signed :

Chair of Governors

Date: