

Belton C of E Primary School



Achieving the best together

Medicines in School Policy

Policy adopted on: September 2019

Review date: September 2022

This policy should be read in conjunction with supporting pupils with medical needs. Belton C of E Primary School is a fully inclusive school. It is the responsibility of parents and carers in respect of their child's medical needs including informing school of their child's condition so that school and home work together for the well-being of the child. It is expected that if a child is unwell they are not in school e.g. suffering from sickness and or diarrhoea. The expectation is that the child does not return to school until 48 hours has elapsed since the latest bout of sickness and/or diarrhoea in order to minimise any possible infection.

However, there are times that children have to be in school with medication such as asthma or allergic reaction medication such as an EpiPen.

In order to comply with current legislation school

- Must ensure emergency medication remains with the child at all times during the day
- Must have a formally recorded care plan agreed by parents for children with specific diagnosed medical conditions, this must include emergency procedures and consenting signatures. (A copy of this must be available in school)
- Must ensure medication stored on site is clearly labelled in the original container with instructions relating to the individual where appropriate back up emergency medication on site
- Should cross reference with other relevant guidance: e.g. First Aid in the Workplace, Educational Visits and Adventurous Activities
- Identify staff and support those who supervise pupils with specific individual medical needs.

Staff who volunteer to administer medicines to pupils in school do so consentingly with the reassurance that they are acting within the scope of their employment. **There is no obligation on staff to volunteer to administer care/ medicines.**

Non-prescribed medicines:

Any medication that has not been prescribed should be questioned as to whether or not it is needed during school hours. If this is needed it can be self-administered or administered under parental supervision. School staff will not administer non-prescribed medication.

Prescribed medicines:

NO prescribed medicine should be administered by staff unless clear written instructions to do so have been obtained from the parents or legal guardians and the school has indicated that it is able to do so. (see Appendix A)

Schools may need to offer support in the completion of this form where parents have literacy problems or where English is not their first language.

IT MUST BE UNDERSTOOD THAT STAFF ARE ACTING VOLUNTARILY IN ADMINISTERING PRESCRIBED MEDICINES

The parents or legal guardians must take responsibility for updating the school with any changes in administration for routine or emergency medication and maintain an in-date supply. If this is not the case then the previous instructions must be followed.

All medicines must be clearly labelled with the child's name, route (i.e. mode of administering oral/aural etc.) dose, frequency and name of the medication being given.

Child self-administration

Where it is agreed by the parents and teachers prescribed medication including emergency medication or related products e.g., inhalers or cream will be carried by the child for self-administration.

Long term medication

The medicines in this category are largely preventative in nature and it is essential that they are given in accordance with instructions, otherwise the management of the medical condition is hindered. (NB specific requirements e.g., it is important that reliever inhalers are immediately accessible for use when a child experiences breathing difficulties or when specifically required prior to exercise and outings)

Injections

There are certain conditions e.g. Diabetes Mellitus, bleeding disorders, or hormonal disorders, which are controlled by regular injections. Children with these conditions are usually taught to give their own injections or these injections are required outside school day. Where this is not the case arrangements should be made in advance and an individual care plan developed.

Emergency Treatment

- No emergency medication should be kept in the school except that specified for use in an emergency for an individual child. (see section 1)
- These medications must be clearly labelled with the child's name, action to be taken with the route, dosage and frequency (as in section 1)
- Advice for school staff about individual children will be provided through

the School Nurse or Community Paediatrician on request at the outset of planning to meet the child's needs. If not provided the school should develop a 'care plan' specific to an individual child

- In the event of the absence of trained staff, it is essential that emergency back-up procedures are agreed in advance between the parents/guardian and school
- In all circumstances if the school feels concerned they will call an ambulance
- If it is necessary to give emergency treatment, a clear written account of the incident must be given to the parents or guardians of the child and a copy must be retained in the school
- Where transporting a pupil and the administration of some prescribed emergency medication is required, it may be deemed appropriate to 'stop' and park the vehicle in the first instance for safety reasons. A '999' call will then be made to summon emergency assistance

Administering medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

Record keeping

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Staff training:

Staff are trained in managing medicines safely by the school nurse Alison Griffiths. This is done on an annual basis. Staff supporting an individual named child do so in accordance to their health care plan, those children having a specific risk assessment for this.

Records are kept and overseen by Mrs Johns first aider in school.

Medicines are stored safely and appropriately in school as necessary in terms of this policy.

Managing Medicines on school trips and outings:

The principles of this policy hold for trips and outings in that parents/carers have responsibility but delegate that to named personnel on the trip with written permission and instructions as to dosage etc. Medicines should be stored appropriately in accordance to this policy and records kept -see Appendix A and stored on return to school.



Appendix A

Proforma for administering medicines Belton C of E Primary School

I hereby give permission for my child To receive		
Expiry date of medicine:		
Please administer (amount)		
At (Time)		
Time of last dose		
Signed by parent/carer		
To be completed in school:		
Date	Time	Dose
Administered by		
Witnessed by		

--