



Waltham St Lawrence Primary School

Medicines Policy

Support for children with medical needs

At WSL we recognise that parents have the prime responsibility for their child's health and that it is their responsibility to provide the School with information about their child's medical condition. Parents should obtain details from their child's General Practitioner (GP) or Paediatrician, and inform the School Office with full information about their child's medical needs, including medicines, if needed. The School should be informed of all prescription medication a child takes even if it is never administered at school; in case of an accident or injury this will ensure that any medical personnel having contact with your child is fully informed. The school nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background information about specific conditions.

Aims

It is the aim of this policy to provide:

- procedures for managing prescription medicines which need to be taken during the school day
- procedures for managing prescription medicines on trips and outings
- a clear statement on the roles and responsibility of staff managing administration of medicines, and for administering or supervising the administration of medicines
- a clear statement on parental responsibilities in respect of their child's medical needs whilst at school
- the need for prior written agreement from parents for any medicines to be given to child
- the circumstances in which children may take any non-prescription medicines
- staff training in dealing with medical needs
- record keeping
- safe storage of medicines
- access to the school's emergency procedures
- risk assessment and management procedures

At WSL we recognise that there is no legal duty that requires school or staff to administer medicines.

However, where staff are willing, they should follow the following guidelines:-

- Parents should provide full information about their child's medical needs, including details on medicines their child needs.
- Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.
- The school should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. However, as part of our 'loco parentis' role we may also administer mild analgesics such as Calpol, or over the counter cough remedies. **However, a child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- **The School should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages even on parental instructions.**
- 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

- If in doubt about any procedure staff should 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 should be discussed with the parent, if appropriate, or with a health professional attached to the school.

Helpful advice for parents about prescribed medicines

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents could be 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.

School Trips and Educational Visits

Children with medical needs will be encouraged to participate in school trips and visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany them. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be made aware of any medical needs and relevant emergency procedures by the parent on the Consent Form. A copy of any Health Care Plans, EpiPens and inhalers should be taken on visits in the event of the information and / or medication being needed in an emergency.

Travel sickness medication is administered in the same way as other medication at WSL – parents should fill in a form, medication should be in the original packaging, the adult administering should make a record and another adult should witness the administration.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, advice will be sought from parents and/or health professionals or the child's GP.

Sporting Activities

Most children with medical conditions can take part in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to participate in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their Individual Health Care Plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Roles and responsibilities

Parents and Carers should provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed. They should, jointly with the Headteacher, reach agreement on the School's role in supporting their child's medical needs, in accordance with the School's policy. The Headteacher will seek parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child.

Parents should keep any child at home when they are acutely unwell in order to reduce the spread of infection. This is to protect other children with medical conditions such as asthma and diabetes, for whom illness can produce complications.

Teachers and Other Staff will have access to information on children's medical conditions and action to take in an emergency, provided the parents have given consent for this. Teachers will take all reasonable care to accommodate medical needs in their lesson planning.

Self-Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

If children can take their medicines themselves, staff may only need to supervise. The medical plan should say whether children may carry, and administer (where appropriate), their own medicines, bearing in mind the safety of other children and medical advice from the prescriber in respect of the individual child.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures, i.e. parents should be informed of the refusal on the same day.

Safety Management

All medicines may be harmful to anyone for whom they are not appropriate. Where a school or setting agrees to administer any medicines the employer **must** ensure that the risks to the health of others are properly controlled. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Storing Medicines

Large volumes of medicines should not be stored. 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 (paying particular note to temperature) 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. Where a child needs two or more prescribed medicines, each should be in a separate container.

Children will be made aware of where their own medicines are stored. The Headteacher is responsible for making sure that medicines are stored safely. An audit of expiry dates on medicines, EpiPens & inhalers will be carried out once per term by a member of the admin team.

A few medicines need to be refrigerated. They should be clearly labelled. There should be restricted access to a refrigerator holding medicines.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each day/term. Parents will be reminded by the school and where medicine is not collected; it will be taken to a local pharmacy for safe disposal.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff will always wear protective disposable gloves and take care when dealing with open wounds or other body fluids and disposing of dressings or equipment to prevent cross contamination.

Disposal of waste

Clinical waste will be disposed of appropriately.

Emergency Procedures

In the event of an emergency, the office staff are usually responsible for calling emergency services at WSL. Staff should never take children to hospital in their own car; it is safer to call an ambulance. Every effort will be made to contact a parent so that they may accompany their child to hospital. If a parent is unable to get to School, a member of staff will accompany a child taken to hospital by ambulance, and will stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Co-ordinating information

Coordinating and sharing information on an individual pupil with medical needs will be done with parental consent to ensure child's safety. A medical register is kept with details of name, year group, medical conditions and treatment for all pupils with a medical condition.

Confidentiality

The Headteacher and staff will treat medical information confidentially. Where necessary, the Headteacher will agree with the parent, who else should have access to records and other information about a child.

Drawing up a Health Care Plan

The main purpose of an Individual Health Care Plan for a child with medical needs is to identify the level of support that is needed. Not all children who have medical needs will require an individual plan.

An Individual Health Care Plan clarifies for staff, parents and the child the help that can be provided. It is important for staff to be guided by the child's GP or Paediatrician. Parents should arrange for the GP/Paediatrician to review the plan at least once a year and provide the school with an up to date version.

Managing medical conditions

Asthma

Children with asthma need to have immediate access to reliever inhalers when they need them. It is good practice to support children with asthma to take charge of and use their inhaler from an early age, and Waltham St Lawrence Primary School will encourage this.

Children who are able to use their inhalers themselves will be encouraged to do so. If the child is too young, staff will make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name. Inhalers should always be available during Physical Education, sports activities and educational visits.

A child should have a regular asthma review with their GP or other relevant healthcare professional. Parents should arrange the review and make sure that a copy of their child's management plan is available to the School if required. Children should have a reliever inhaler with them when they are in School.

The School's environment endeavours to be asthma friendly, by removing as many potential triggers for children with asthma as possible, i.e. spray deodorants / perfumes etc.

Diabetes

Children with diabetes will be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Children with diabetes should bring an 'emergency snack box' containing glucose tablets, biscuits/chocolate or a sugary drink to School. This is to be kept in the School Office. A record will be completed for diabetic pupils detailing blood sugar count, time, amount of insulin administered & name of staff member giving/supervising injection.

Anaphylaxis

"Epinephrine stops anaphylaxis very well. Anaphylaxis can be fatal if not treated quickly and properly, and epinephrine is the first line of defence. Many children who are prone to anaphylaxis carry automatic injectors of epinephrine - the most common brand is an **EpiPen** - in case of an anaphylactic reaction".

Two **EpiPens** or adrenaline devices will be held in school for each child identified as having an acute allergic or anaphylactic reaction. One of these will be kept in the Office, along with emergency procedures and that child's Individual Health Care Plan. Further information will be posted around the school premises to ensure Individual Care Plans are visible to all staff at any given time.

Although we have no children requiring EpiPens at the moment, we are in the process of purchasing one following the recent training and advice given by the School Nurse and it will be stored in the School Office and procedures regarding this medication will be reviewed regularly.

First aid training

Key staff are trained in First Aid and early years. Other members of staff such as Teaching Assistants and Administration staff will also be offered training in Emergency Aid every three years.

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