

WILLOW LANE COMMUNITY PRIMARY SCHOOL

ADMINISTRATION OF MEDICATION AT SCHOOL POLICY



Mission Statement

We believe in the power of education to transform lives. We 'teach to the heart' in order to engage, excite and create happy and resilient learners. We make learning relevant and real through using our outdoor spaces as well as experiences beyond the school gate. An education at Willow Lane, prepares our children academically, socially and morally for the next stage of their learning.

Date written	November 2015 & updated Nov 18 and Nov 20
Written by:	Lee Cooper
Date approved by staff:	November 2020
Date Formally Approved by Governors	09.12.2020
Date Policy became effective	November 2020
Review Date	November 2022
Date added to Website:	December 2020

Members of staff who are First Aid Trained:

Appointed Paediatric First Aider is: Lee Cooper

Other Paediatric First Aider's are:

Debbie Hoyle, Laura Hillyer, Richard Higgins.

First Aid trained are:

Kirsty Banks, Lorraine Benefer, Jackie Freeman, Claire Marsland, Judy Miller, Corrina, Morgan, Tamar Newton, Maria Noakes, Helen Powell, Patricia Salt, Sue Shepherd.

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

When medicines are to be administered in school, it is essential that safe procedures are established which are appropriate to the school staff involved. It is essential that **Form 2**, located in the Medical Folder in the school office, is completed by the parent prior to medication being administered. All the medicine forms are located in the Medical Folder in the school office. Parents should enter the child's name, the name of the medication the dosage and what time it should be administered. If the child has side effects to the medicine this should also be written on the form, along with the length of time the school will administer the medicine. The medication must be in its original packaging, and the child's name must be on the medication. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form must be signed by the parent or guardian and retained in the school office for reference by the staff involved. **IF THIS FORM IS NOT COMPLETED BY THE PARENT/CARER THEN NO MEDICINE CAN BE ADMINISTERED.**

In cases where there is a Medical Care Plan in place, staff must consult the plan, this will stipulate the responsibility taken by the school.

Form 5 must be filled in when giving the medication, and should be counter-signed by a member of staff, who witnesses the medication being given, confirming that the correct dosage was given. A text message should be sent home with the time that the medication was administered. Only First Aid Trained members of staff will be required

to act in an emergency. Other members of staff who are willing to dispense medicines to pupils, i.e. Teaching Assistants, Class Teacher, Office Staff, should be advised of the correct procedure by Mr MacKinnon (Head Teacher), or Mr Cooper, who will liaise with Parents/Carers. Staff can decline from administering medication if they so wish.

It is the responsibility of the Head teacher to ensure that new staff members receive appropriate first aid training, and that the training is always renewed before it expires.

Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures.

In the case of chronic illness or disability i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicine on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff already named should administer the medication and a record kept. Staff will not under any circumstances administer drugs by injection and parents would be expected to attend to the pupil in school hours in such cases.

School Trips

It is part of the Inclusion Policy of the school that all pupils should be encouraged to take part in school trips, wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of medical needs of such pupils and of the relevant emergency procedures.

It may be necessary to take medication for pupils on a school trip, i.e. EpiPen, inhalers or Epilepsy emergency medication. On school trips – form 2 needs to be completed and taken with First Aider. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication MUST be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

Inhalers for Asthma

For children with asthma, the Policy has agreed on a child by child basis, pupils in Key Stage 2 should assume responsibility for their own inhalers.

In the case of Key Stage 1 pupils, the school can supervise the child using the inhaler. The inhaler should be given to the class teacher or kept in the school office and written instructions must be completed **Form 4**.

It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. Medication which has exceeded its expiry date should be returned to the parent for them to dispose of.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it will also be essential that the full course of medication should be completed. In this case, the Head teacher is willing for named staff to administer the antibiotics supplied by the parent/carer. **The parent/carer must complete Form 4. It is the responsibility of the parent to ensure that this medication is collected at the end of the school day.**

Diabetes

The school will monitor pupils with Diabetes in accordance with their care plan. Pupils with diabetes **must not** be left unattended if feeling unwell, or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents/carers from the child's GP or Paediatrician and returned to the parent/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all medications **Form 4** should be completed giving clear instructions to staff, and a record of all doses administered **Form 5** must be completed and countersigned.

Unusual Medications

In the case of unusual prescribed medicines, i.e. use of an EpiPen, this will be at the discretion of the Head teacher and Governors. In all cases, proper training will be provided by the Child Health Services and parents will need to complete a medication form **Form 4** accepting responsibility. In cases of eczema or skin conditions, it will be expected that the child will be able to use the cream/lotion on their own.

Nut Allergies/Anaphylaxis Procedures

Medication for the treatment of nut allergies will be kept in easily identifiable containers in the school office or individual classrooms. Each container should be clearly labelled with the child's name and class.

Defibrillation

There is an onsite defibrillator that is checked regularly by a trained member of staff. In case of emergency trained members of staff can use this to aid in life-saving procedures, or when instructed by Emergency service personnel.

Emergency Procedures

In the case of an emergency, the school will call an ambulance and contact the parents/carers. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. The defibrillator can also be used by trained members of staff. If a Duty of Care plan is in place, these must be given to the paramedics when they arrive at the school. Staff should never take children to hospital in their own car – it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

Appendix:

Form 1 – Healthcare Plan for a pupil with medical needs

Form 2 – Request for school to administer medication

Form 4 – Record of medication administered in school

Form 5 – Request for pupil to carry his/her medication (asthma inhalers only)

The above forms, are located in the Pink Folder, which is kept in the school office on the shelves above the filing cabinets. Once the forms have been completed and the course of medication has been completed, these forms should be filed in the Pink folder.