

# Lingfield Primary School



## Administration of medicines

*May 2020*

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## Administration of Medicines Policy

### Introduction

Parents have the prime responsibility for ensuring a child's health and for deciding whether they are fit to attend school. When parents are unsure whether an illness is genuine or not, they are encouraged to send their children into school for staff to monitor. It must be stressed though that Lingfield would never keep a child at school if they were genuinely ill.

### **DfEE Guidance on Supporting Pupils at School with Medical Conditions states:**

- Pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education.
- Governing Bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing Bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

**\*\*This policy may be superseded by a child's EHC plan or Individual Care Plan**

## **Process for the Administration of medicines in school**

### **Short Term Needs**

Medicines should normally be administered at home and only taken into school when absolutely necessary, i.e. where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day.

In such a case, a request form for medicine to be administered to the pupil in school should be completed.

### **Lingfield will only accept:**

- Medicines prescribed by a medical practitioner.
- Medicines that are in date.
- Medicines that need to be administered in excess of 3 times per day.
- Medicines in their original container, as dispensed by a pharmacist.
- Containers with labelling identifying the child by name and with original instructions for administration, dosage including contain a 5ml spoon/syringe and storage.

**Every medicine administered must be recorded in the medicine book and signed by the member of staff.**

### **Parents/Carers must:**

- Complete an administration of medicines form the school office and hand the medication to a member of the office staff.
- collect any medication at the end of the school day from the office.

**Please note: Lingfield will never give aspirin unless prescribed by a Doctor.** Under no circumstances should a parent send a child to school with any medicines, e.g. throat sweets without informing the school. These could cause a hazard to the child or to another child if found and swallowed.

## **Process for the Administration of medicines in school**

### **Long Term Needs**

Where a child has long-term medical needs, a care plan must be written by the school nurse SENco or Pupil Welfare Officer and with the full knowledge and support of the parent/carer of the named child.

The care plan must be followed and reviewed at least annually.

It is the parent's responsibility to inform the school of any changes to the child's condition that may require the details of the care plan to be altered.

The Head Teacher must ensure that named staff are trained to administer or give the level of care required by the details of the care plan.

As a school, we try to ensure that we have sufficient information about the medical condition of any child with long-term medical needs and will request meetings with parents/carers and recognised medical practitioners regularly to provide the correct level of training.

Training should be specific to the individual child concerned.

There will also be regular/annual training for all staff on more generalised needs e.g. asthma awareness and epi-pen training, diabetes and epilepsy.

The school is well supported by the School Nurse who provides staff with advice and any relevant training on request.

**Every medicine administered must be recorded in the medicine book and signed by the member of staff.**

### **Storing Medicines**

If agreed with the parents the school may look after the drug on behalf of the child.

- The school will keep all medicines in a secure place (not asthma pumps or epi-pens) with access only by named staff.
- Where refrigeration is needed, consideration should be given to purchasing a 'medical fridge'.
- Prescription drugs should be returned to the parents when no longer required. Alternatively, these can be taken to the nearest pharmacy as we are a registered waste carrier.

## **Teachers and other staff**

Some staff may be naturally concerned for the health and safety of a child with a medical condition, particularly if it is potentially life threatening. Staff with children with medical needs in their class or group should be informed about the nature of the condition and provided with a copy of the care plan.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when the member of staff responsible is absent or unavailable.

Quite often the first point of reference for any child feeling unwell is the school office, or at different times of the day other staff may be responsible for children, such as lunchtime supervisors. It is important all relevant staff who may be required to respond are also provided with training and advice.

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines and therefore, cannot be required to do so. Schools should ensure that they have sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties and that this is reflected in job descriptions.

## **Role of School Nursing Service**

The role of the School Nursing Service is to provide early identification, prevention of ill health, health promotion and health protection programmes. It is designed to help all school age children and young people achieve their full potential for physical, mental and social well-being and to gain maximum benefit from their education.

The School Nursing Service is available for information and support on request. Additionally, advice related to health matters is readily available through an extensive network of health professionals.

## **Health Care Plans**

It is often helpful to develop written health care plans for children with specific or complex medical needs. This can include:

- Details of a child's condition.
- Special requirement e.g. dietary needs or pre-activity precautions.
- Any side effects of the medicines.
- What constitutes an emergency.
- What action to take in an emergency.
- What not to do in the event of an emergency.
- Who to contact in an emergency.
- The role staff can play.

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.

A short written agreement with parents may be all that is necessary.

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 health professional.

Staff should agree with parents how often they should jointly review the health care plan. It is sensible to do this at least once a year, but much depends on the nature of the child's particular needs. Some would need reviewing more frequently.

## **Refusal to take medicines**

No pupil can be forced to take medicine should they refuse.

If a pupil refuses to take medicine and the information provided by the pupil's parent and/or GP suggests that the pupil is at great risk if they do not take their medication, schools are advised to contact the parents immediately. If a parent cannot be contacted the school should seek medical advice and in the event of an emergency, call the emergency services.

Where the information provided indicates that the pupil will not be at great risk if they do not take their medication, but the parent has informed the school that their child should receive their medication, the school should contact the parent as soon as possible.

It is advised that school should communicate directly to the parent and not via a note sent home with the pupil.

## **Co-ordinating Information**

The Head Teacher should decide which member of staff has specific responsibility for co-ordinating and sharing information on an individual pupil. This person can be a first contact for parents and staff, and liaise with external agencies.

Staff who may need to deal with an emergency will need to know about a child's medical needs unless prohibited by legal requirements for confidentiality.

The Head Teacher should make sure that supply staff know about any medical needs.

A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies.

Staff should not give medicines without appropriate training from health professionals. When staff agree to assist a child with medical needs, the employer should arrange appropriate training in collaboration with local health services. Local health services will also be able to advise on further training needs.

The Head and staff should always treat medical information confidentially. The Head should agree with the parent/carer where appropriate, who else should have access to records and other information about a child.

## **Educational Visits**

Schools should encourage pupils with medical needs to participate in educational visits as long as the safety of the pupil, other pupils and/or staff is not placed at significant risk.

It may be necessary to take additional measures for visits. This may include: additional staff supervision, adaptations for bus or coach seats and entrances, provision of cool-bags to store medicine, provision of properly labelled single dose sets of medication.

When planning trips and visits where there will be a pupil or pupils with medical needs, ensure all persons supervising the trip are aware of the medical conditions and any emergency procedures to be followed. If difficulties are anticipated then it is advisable for school personnel to discuss these with staff at the location being visited.

Should there be any doubt regarding a school trip, the school should discuss the trip with the parent, and also, if necessary, seek advice from health professionals.

Wherever possible, preventative measures should be taken prior to the visit. This should include Risk Assessment of the pupil's medical needs.

## **Sporting Activities**

Most pupils with medical conditions can participate in regular sporting activities. 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 sporting activities should be recorded in their individual health care plan. Some pupils will need to take precautionary measures prior to and/or during exercise and may need immediate access to medication or nutrition afterwards.

Staff supervising pupils involved in P.E. and sporting activities must be aware of the relevant medical conditions and emergency procedures for any pupil participating in the lesson or activity. All adults should be aware of issues of privacy and dignity for children with particular needs.

Where activities are run by volunteers on behalf of a school, then the school's policy and procedures should be followed. Where external organisations are delivering activities it is expected that those organisations will follow their own policy and procedures, and be covered by their own insurance.

## **Residential Visits**

Lingfield recognises that being away from home can be a challenging experience for some children. There will be provision for pain killers such as paracetamol to be administered during residential visits, in line with this guidance. Only preparations of paracetamol designed specifically for children or younger pupils should be used for pupils under 12 years. The painkillers may be handed over to the designated responsible person for the visit and must be clearly labelled with:

- Pupil's Name.
- Name of medication.
- Dosage.

- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

\*A medication consent form must also be completed. Staff will record any medicine administered in a book provided for the purpose.

## **Asthma**

All inhalers and spacers are stored in a specified medicines bag in the appropriate classroom.

In the case of pupils in Early Years and Key Stage 1, school staff should supervise the child using the inhaler/spacer.

**It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date.**

## **Diabetes**

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. 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 parent/carers from the child's GP or Paediatrician and returned to the parents/carers when full for replacement.

## **Other medications**

In cases of eczema or similar skin conditions it will be expected (wherever possible) that the child will be able to use the cream/lotion on their own.

Eye/ear drops should only be given on the strict advice from the child's GP. Where a pharmacist only has been consulted, administration can only be authorised by the Head Teacher.

Cough/throat sweets, "Tunes" etc **are not** allowed in school. This is a safeguarding issue as it is difficult to monitor when children are choosing to take the medication and they are potentially a choking hazard.

Lip balm is allowed in school, preferably a basic roll up/roll down one as this is easier for the children to apply. The container should be individually named and stored in the classroom medicines bag. Parents/carers are asked to help their child to know that they must only use the lip balm on themselves and not share with anyone else.

Protective sun lotion may come in to school as long as it is clearly labelled with the pupil's name and again, parents/carers are asked to help their child to know that they must only use the sun cream on themselves and not share with anyone else. The pupil is expected to apply the cream for themselves.



## **Nut Allergies/Anaphylaxis Procedures**

Medication for the treatment of nut allergies will be kept in easily identifiable medicine bags in each classroom. All staff will know which child are at risk of anaphylactic shock.

## **Emergency Procedures**

In the case of emergency, the school will call an ambulance and contact the parents.

When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation.

Staff should never take children to hospital in their own car - it is safer to call an ambulance, but if there is no other option, two members of staff should accompany the child (whenever possible.)

A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

**Please Note: In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Head Teacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.**

## **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

## **Menstruation**

Sanitary protection is kept in the school office. In situations involving menstrual difficulties in pupils, the best remedial action would be to inform the Pupil Welfare Officer who could provide the necessary reassurance and telephone the parent/carer. There are relevant disposal bins in the girls' toilets that can be used as required.







# Lingfield Primary School

## Parental agreement for school to administer medicine.

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	
Procedures to take in an emergency	

### Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

I accept that this is a service that the school/setting is not obliged to undertake.  
I understand that I must notify the school/setting of any changes in writing.

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_