

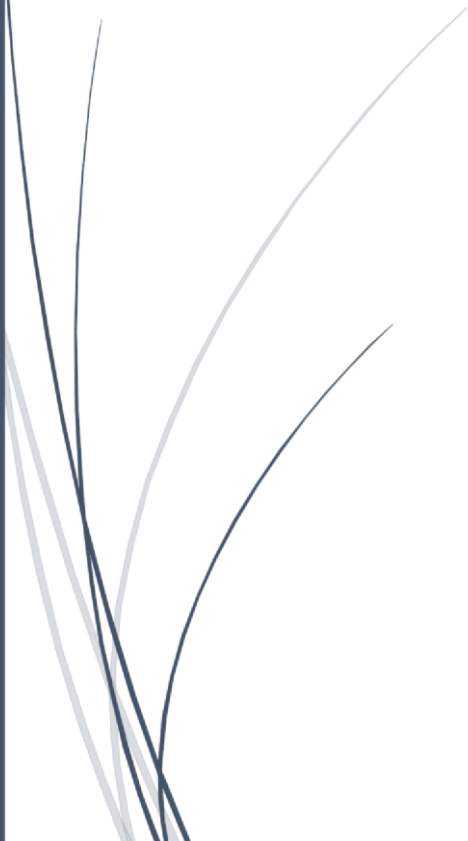
Date: 9/24

Review: 9/26

# Rush Green Primary School



Medicine Policy



# Medication Policy

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## AIMS OF THE POLICY

The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented.

The school will consider all medical conditions on an individual basis and where necessary and appropriate, will implement suitable arrangements. Parents will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school (including the class teacher) will meet with the parent of a child who has specific medical needs and if necessary, a health care plan will be prepared and implemented.

The information will be held by the school and will **only** be shared with relevant and authorised staff members. All health care plans will be stored in the medical room and with the children's medication in class.

The school's policy will be shared with all staff and parents of the school. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support in

school. The policy aims to enable regular attendance. Formal systems and procedures in respect of administering medicines, developed in partnership with parents and staff are clearly outlined.

### PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES

- Medicines are not administered at school by staff for short term medical needs unless prescribed by a GP.
- Staff do not administer medicines unless a child has a long term or complex medical need requiring e.g. insulin, an inhaler or an antibiotic.
- The school only accepts prescribed short-term medication to be administered 4 x times per day.
- Only prescribed medicines are stored in the medical room and in the classrooms in separate named containers.
- Prescribed medicines must be stored, out of children's reach, in a cupboard displaying a medical label.
- All inhalers must be in the original containers, labelled and in date, as dispensed by a pharmacist and include instructions for administration.
- Parents have a responsibility to check that all medications are 'in date'.
- Parents will advise the office if medicine has been administered outside of the school day.
- Records, via Medical Tracker, will be kept by the school detailing any medication administered to a pupil, along with date and time.
- Where appropriate the school will contact parents if a pupil refuses to take their medication when required.
- The school will contact parents to ensure that the appropriate procedures for medication are in place during educational/offsite visits and that all information is shared with the appropriate members of staff.
- Parents must sign the appropriate consent form should medication be needed on a school trip.
- All medication needs to be discussed with providers of before and after school clubs.
- Staff will be clear about the roles and responsibility of managing the administration of prescribed inhalers/insulin/antibiotics.

## RESPONSIBILITIES

The Head Teacher will ensure that:

- The school's medication policy is implemented and all staff are aware of their responsibilities.
- Staff receive adequate training for the administering of specific medication where required, e.g. EpiPen's.
- The school agrees with parents exactly what support can be provided.
- All relevant members of staff are informed of any pupil that has a medical condition and/or a specific medical need.
- Information relating to pupil's medical needs are obtained from parents and where necessary, a health care plan implemented. Class Teachers **MUST** attend all HCP's meetings.
- Information relating to any pupil's medical needs, provided by parents, is accurate, up to date and secure.
- Additional safety measures are in place if needed for outside visits.
- A copy of the health care plan is taken on visits.

**Identified staff are responsible** for ensuring that:

- Appropriate procedures for medication are in place for trips and visits after consultation with parents.
- Medication is appropriately stored and not accessible to unauthorised persons.
- All medication should be easily accessible in an emergency. Emergency medication stored in the classroom, should be stored in an unlocked cupboard with a First Aid sign. It should be kept where an adult can reach the medication and out of children's reach.
- Records are kept via Medical Tracker of any medication that is administered and will ensure that it is replenished by parents as necessary. (Records offer protection to staff and proof that they have followed agreed permissions).
- The Head Teacher or SENDCo are informed immediately of any concern regarding medicine administration. E.g. medication taken in error.

**All staff are responsible** for ensuring that:

- Sharps boxes are used for the disposal of needles and other sharps.
- They are aware of, and familiar with the school's medication policy and arrangements in place.
- They are aware of the agreed procedures and work in accordance to these procedures should any pupil in their care require medication.
- That they work in accordance to any training that they have received.
- That they advise Miss Fellowes and Mrs Strizovic should they be advised of any new or additional information relating to a pupil's medical needs.

**All parents are responsible** for ensuring that:

- They inform the school, before children are admitted, of any known medical condition/need.
- A health care plan is agreed with parent/carer/staff/health care professional to ensure the school has sufficient information about the medical condition of a child with medical needs.
- They inform the school of any medication the child is currently taking that might affect their functioning in the school setting e.g. poor concentration.
- Inform the school about any changes to prescribed medication.
- Provide medicines in the original container as dispensed by a pharmacist and include the prescribed instructions. This should list:
  - name of child
  - name of medicine
  - dose
  - method of administration
  - time/frequency of administration
  - any side effects
  - expiry date
- Report any restriction on a child's ability to participate in PE on the individual health care plan.
- Should keep children at home if they are acutely unwell.

Any member of staff who agrees to accept responsibility for administering prescribed medicines should have appropriate training and guidance. They should be aware of possible side effects and what to do if they occur. The type of training will depend on the individual case.

In school the Local Authority, as the employer, is responsible for all health and safety matters. For all out of school clubs with an outside provider, they are responsible for all health and safety matters.

For all children with medical needs Mrs Brown- SENCO, Mrs Strizovic, and Miss Fellowes will agree with the parents exactly what support can be provided. Where necessary, advice will be sought from the school nurse, GP or other medical adviser, or LA.

The school will ensure that there are sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties.

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 when a member of staff is absent or unavailable.

## DRAWING UP A HEALTH CARE PLAN

Schools and settings need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. For this reason, schools draw up a health care plan which includes:

- details of a child's condition
- special requirements e.g. dietary needs, pre-activity precautions and 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 the staff can play

The health care plan is to identify the level of support that is needed and who will provide it.

The health care plan clarifies for staff, parents and the child the help that can be provided. The health care plan is reviewed annually unless there are changes within that period of time. The health care professional will lead the meeting. Class Teachers **MUST** be present.

**It identifies:**

- The medical condition, its triggers, signs, symptoms and treatment.
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time facilities, equipment, testing access to food and drink where this used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- Who in school needs to be aware of the child's condition and the support required. • Arrangements for written permission from parents for medication to be administered by a member of staff
- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent, the designated individuals to be entrusted with information about the child's condition and what to in an emergency, including whom to contact and contingency arrangements.
- Once the HCP is drawn up, the class teacher and year group TA's **MUST** read and sign the HCP to say they have understood the HCP.

## Contacting Emergency Services

### **Request for an Ambulance**

**Dial 999, ask for ambulance and be ready with the following information:**

1. Your telephone number                    0208 270 4940
  
2. Give your location as follows:        Rush Green Primary School  
    Dagenham Road  
    Romford, Essex
  
3. State that the postcode is: **RM7 0TL**
  
4. Give exact location in the school/setting (entrance to car park is on Dagenham Road)
  
5. Give your name
  
6. Give name of child and a brief description of child's symptoms
  
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

**Speak clearly and slowly and be ready to repeat information if asked** Put a completed copy of this form by the telephone.



Date	
Name of Child	
Class	
Date of Birth	
Medical Condition	

**Medicine**

Name / Type of medicine		
Expiry Date		
Dosage and method		
Between the dates of:	From:	To:
Timing		
Special precautions / other instructions		
Procedures to take in an emergency		
If Asthma, consent for School emergency inhaler to be used if own inhaler is unavailable	Please tick: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

***NB : Medicines must be in the original container as dispensed by the pharmacy Contact Details***

Name of Parent / Guardian	
Relationship to child	
Contact number: Home	
Work	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the staff administering medicine in accordance with school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency or if the medication is stopped.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_