

Bathampton Primary School



Together on a learning adventure

Managing Medical Needs and the Administration of Medication Policy

(See also the policies on Behaviour and Discipline; Health, Safety and Welfare; PSHE and Citizenship, Child Protection, Asthma.)

Bathampton Primary School has been described as having a ‘welcoming and delightfully happy environment in which pupils thrive and want to do their best.’ We want all children to enjoy school, to be challenged to achieve their very best, and to consider their time at the school as their own ‘learning adventure’. We are committed to giving all of our children every opportunity to achieve the highest of standards. We do this by taking account of pupils’ varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes and well-being of all our children matter.

At Bathampton Primary School we recognise that parents have the prime responsibility for their child’s health and that it is their responsibility to provide school with information about their child’s medical condition. The school doctor or nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background information about specific conditions.

The aim of this policy to provide

- a procedure for managing short term prescription medicines which need to be taken during the school day
- a procedure for managing prescription medicines on trips and outings
- a clear statement on the roles and responsibility of staff managing the administration of medicines, and for administering or supervising the administration of medicines
- information on assisting children with long-term or complex medical needs

Administration of Medicine (Long and Short Term)

At Bathampton Primary School we recognise that there is no legal duty that requires school staff to administer medicines.

Where members of staff are willing, these guidelines will be followed:-

- No pupil will be given medicines without their parent’s written consent using the Medicine Administration Request Form.
- Parents should provide full information about their child’s medical needs

- Medicines should only be bought 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 will **only** accept medicines that have been prescribed by a doctor, dentist or nurse prescriber
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration including the name of the pupil. **The School will not accept medicines that have been taken out of their original containers nor make changes to dosages on parental instructions.**
- Before giving medication to a child the member of staff should check the medicine with the Medicine Administration Form for :
 - the child's name,
 - prescribed dose and instructions

The medication should be within the expiry date.

- The member of staff must complete the Medication Administration Log each time they give medicine to a pupil

If in doubt, or if there are concerns, about administering the medication staff should not administer the medicine but check with the parents or a health professional.

If Child Protection issues are suspected the DCPO should be informed immediately.

Non Prescribed Medication and Painkillers

Non prescribed medication will **NOT** be given to any pupil under the age of 8.

Non-prescribed painkiller medication, or any medication containing painkillers, will **NOT** be administered. This includes painkillers such as Calpol, aspirin, ibuprofen, paracetamol, homeopathic remedies and cough mixtures as they may also contain paracetamol.

Where a pupil suffers regularly from intermittent acute pain (e.g. Migraine) the parents should seek a medical prescription for appropriate painkillers for their child's use. The Medicine Authorisation Form should be completed authorising ad-hoc usage. A member of staff will supervise the pupil taking the medication, the log will be completed and the parent informed, in writing, when it is administered.

Educational Visits

Children with medical needs will be encouraged to participate in Educational Visits and reasonable adjustments will be made to enable the pupils to participate fully and safely on visits. Additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular pupil. Arrangements for taking any necessary medicines will be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and the relevant emergency procedures.

A copy of any Health Care Plans should be taken on all visits (residential and non-residential) in the event of the information being needed in an emergency.

Emergency medication such as inhalers and adrenaline pens should be taken on all visits.

If members of staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the school health service or the child's GP.

Medicine Administration Request forms will be completed for all medication that may be required on a residential visit. The Medication Administration log should be completed when pupils have taken the medication.

No medication containing Aspirin or Ibuprofen will be given to any pupil unless prescribed by a doctor.

Travel sickness medication is administered and authorised in the same way as other medication at Bathampton Primary School.

Sporting Activities

Most children with medical conditions will be able to participate in physical activities and extra-curricular sport. Any restrictions on a pupils' ability to participate in these should be recorded in their Health Care plan. All staff should be aware of issues of privacy and dignity for pupils with particular needs.

Some pupils 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. Members of Staff should be aware of which pupils this concerns. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medication that may need to be taken and emergency procedures to follow.

Short -Term Medical Needs

Many pupils will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However such medicines should only be brought into school when it would be detrimental to a pupil's health if it were not administered during the school day.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs including diabetes, asthma and severe allergies.

The school will need to know about any long term conditions before a child is Admitted or when a child first develops the medical need.

A written Health Care plan must be available for ALL such children with input from parents and relevant health professionals. All members of staff should be aware of which pupils have a Health Care Plan

The Health Care plan may include:

- pupil name, date of birth, & photograph
- details of the pupil's condition
- details of any medication required and where it will be kept
- special requirement e.g. dietary needs, pre-activity precautions
- side effects of the medicines
- signs to be aware of
- what constitutes an emergency, who to contact and what action to take
- how to manage a pupil in an emergency, and will identify who has the responsibility in an emergency,
- any members of staff who can provide expertise (who have received additional and specific training)

Copies of Health Care Plans should be kept:-

- The staffroom
- The relevant classroom
- The SMSA box (for lunchtime)
- The school office

Adequate staff will receive specific training to help manage the long term conditions and emergency situations (Minimum – Class teacher, One SMSA). All teaching staff and SMSAs will receive training to combat severe allergic reactions.

Self-Management

The school will support and encourage children, who are able, to take responsibility to manage their own medicines. Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of a member of staff.

The Health Care 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.

Written authorisation for a pupil to carry their own inhalers should be completed by the parent and authorised by the Headteacher/Deputy (Pupil Inhaler self medication form).

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. The parents should be contacted immediately if the child has a Health Care Plan.

Safety Management

All medicines may be harmful to anyone for whom they are not appropriate. All inhalers must be named and must not be used by any other pupil. The school will ensure that all medication (with the exception of inhalers and adrenaline pens) is kept securely and cannot be accessed by pupils. Adrenaline pens should be kept to hand but out of the reach of children.

Pupils must never take or have administered medication (including inhalers) which has been prescribed for another pupil. Disciplinary action will be taken if medicines are misused by, either the pupil for whom they are prescribed or other pupils.

Bathampton Primary School has a policy in place for dealing with drug use.

Storing and Access to Medicines

Children with long term conditions should know where their own medication is stored and who holds the key.

All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available in the relevant classroom and should not be locked away - All relevant staff should be aware of where these are kept. Authorised older pupils may carry their own **named** inhalers.

Large volumes of medicines should not be stored. Medicines should be stored in accordance with product instructions (paying particular note to temperature) and in its original container which should be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

Short term medication will be kept in the school office (or in the workroom if they need to be refrigerated).

Disposal of Medicines

Medicines will be returned to parents for disposal. They should also collect medicines held at the end of each term. Sharps boxes should always be used for the disposal of needles

Hygiene and Infection Control

All members of staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Emergency Procedures

Staff will follow the emergency procedures set out in the pupils Health Care Plan. In addition the emergency services will be called. Parents will be notified immediately. A member of staff will accompany a pupil 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.

A clear written account of the incident must be given to the parents/guardian of the child at the earliest opportunity and a copy retained in school.

Signed

Governor

Date

Signed

Head Teacher

Date