



# West Road Primary School

Title of Policy: *A Policy on Pupils with  
Health Care Needs and the Administration of  
Medicines in School*

Date Reviewed: Autumn 2017	Person Responsible: <b>HT/DHT/DMBC MODEL</b>
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## West Road Primary School

# **A Policy on Pupils with Health Care Needs and the Administration of Medicines in School**

### **Guidance for Managing Medicines in Schools and Early Years Settings**

#### **Children with Medical Needs**

Children with medical needs have the same rights of admission to a school or early years setting as other children. Some children with medical needs are protected from discrimination under the *Disability Discrimination Act* (DDA) 1995. The DDA defines a person as having a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her abilities to carry out normal day to day activities. Part 4 of the Act specifies that responsible bodies for schools including nursery schools must not discriminate against disabled pupils in relation to their access to education and associated services - a broad term that covers all aspects of school life including school trips, school clubs and activities.

#### **Support for Children with Medical Needs**

The school recognises that parents/guardians have the prime responsibility for their children's health and must provide the school with information about their children's medical conditions.

It must be recognised that there is no legal duty that requires school staff to administer medicines. However, in some circumstances, which will be outlined in this policy the school will ensure that medicines are given.

#### **Procedures for Managing Prescription Medicines that need to be taken during the School Day**

- The school will only accept medicines that have not been taken out of the container as originally dispensed, nor will it make any changes to prescribed dosages.
- **Short-term prescription** requirements will only be administered if it is detrimental to the child's health if they were not administered in school. Many pupils will need to take (or be given) medication at school at some time in their school career. Mostly this will be for a short time only, e.g., to

finish a course of antibiotics. To do this will minimise the time they need to be absent from school.

- Medicines must include the instructions of the pharmacist/manufacturer for administration. In all cases this must include:
  - Name of child
  - Name of medicine
  - Dose
  - Method of administration
  - Time/frequency of administration
  - Any side effects
  - Expiry date
- Medicines will only be accepted if brought in by a responsible adult and given to a member of staff who has a First Aid certificate. The appropriate 'Medicines in School' form must be completed by the parent. When medicines are to be taken home they must be collected by an adult.
- Staff can voluntarily administer medication on school visits (including residential visits) as long as consent has been received from the parent/carer. This can be done with the medication that may accompany the young person, or alternatively from a supply of paracetamol/calpol for example that is held by the school (providing that no known allergies to the medication) are listed on the consent form.

### **Storage of Medicines**

Medicines needing refrigeration will be stored in the fridge in the Medical room.

Other medication will be stored in the medicine cabinet in the Medical room which will be locked and the key kept in a designated safe place accessible only to those members of staff administering medication.

Records of all medicines administered in school will be carefully kept (see appendices attached to policy) and stored in the medicine administration file kept in the Medical Room.

### **Refusing Medication**

If children refuse to take medication, staff should not force them to do so. The child's parents should be informed as a matter of urgency and the refusal should be recorded. If necessary the emergency services should be called.

## **Procedures for Managing Prescription and Non-Prescription Medicines on Trips and Outings**

- The school will make reasonable adjustments to enable children with medical needs to participate fully and safely on visits. Planning procedures for such pupils will be carefully considered in the risk assessment for the school visit.
- If the school has concerns about how it can best provide for a child's safety or the safety of other children on a visit, parental views and medical advice from the school health service or the child's GP will be sought.
- The SLTA responsible for medicines will give the prescribed medicines to the Visit Leader (class teacher) on the morning of the trip. The Visit Leader will administer the medicine to the child and sign the required form. This form will be counter-signed by another member of staff.
- The children who are required to have medicines will remain in the Visit Leader's group for the duration of the trip.

## **The Roles and Responsibilities of Staff Managing Administration of Medicines, and for Administering or Supervising the Administration of Medicines**

- Form 3A will be completed and signed by parents/carers/guardians and given to the Visit Leader with the medicine in a named pack on the morning of the trip. This form and medicine will be carried by the Visit Leader for the duration of the trip.
- The school recognises that close co-operation with parents, health professionals and other agencies will help provide a suitably supportive environment in school for children with medical needs.
- All members of staff having a First Aid certificate are designated to administer medication.

## **Parental Responsibilities in Respect of their Child's Medical Needs**

- It is the parents' responsibility to provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed.
- Parents are expected to work with the Headteacher to reach an agreement on the school's role in supporting their child's medical needs, in accordance with the school's policy.

- The Headteacher will ensure 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 but confidentiality must be respected as per the parents/child's wishes.
- If parents have difficulty understanding or supporting their child's medical condition themselves, they will be encouraged to contact either the nurse or the health visitor, as appropriate.
- The school insists that it is the parents' responsibility to keep their children at home when they are unwell and the school reserves the right to send children home if they are not deemed fit for attendance at school.
- The school requires only one parent/carer to agree to or request that medicines are administered to a child. It is understood by the school that this will likely be the parent with whom the school has day-to-day contact.
- Prior written agreement MUST be obtained from parents/carers for any medicines to be given to a child.

### **A Policy on Assisting Children with Long-Term or Complex Medical Needs**

Where there are long-term medical needs for a child, a health care proforma should be completed, involving both parents and relevant health professionals.

- A health care pro forma must clarify 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.
- The school will 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 may need reviewing more frequently.
- The school will judge each child's needs individually as children vary in their ability to cope with poor health or a particular medical condition. Plans will also take into account a pupil's age and the need to take personal responsibility.
- In addition to input from the school health service, the child's GP or other health care professionals, those who may need to contribute to a health care pro forma include the:
  - Headteacher
  - Parent or carer
  - Child (if appropriate)

- Classteacher/appropriate support staff
- Staff who are trained to administer medicines
- Staff who are trained in emergency procedures

## **Policy on Children Carrying and Taking their Prescribed Medicines Themselves**

An example of this would be a child with asthma using an inhaler.

- The school will support and encourage pupils, who are able, to take responsibility to manage their own medicines.
- There is no set age when a child can take responsibility for their own medication. This will be a joint decision involving school, parents/carers and the pupil.
- Where pupils have been prescribed controlled drugs, designated staff will be made aware that these should be kept in safe custody. Pupils could access them for self-medication if it was agreed that this was appropriate.

## **Training in Dealing with Medical Needs**

- The Headteacher understands her responsibilities and will organise appropriate training for designated members of staff.
- Staff who have a child with medical needs in their class or group will be informed about the nature of the condition, and when and where the child may need extra attention.
- The child's parents and health professionals MUST provide the information specified above.
- All staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs.
- Back up cover will be arranged for when the member of staff responsible is absent or unavailable.
- At different times of the day other staff may be responsible for children, such as lunchtime supervisors. The school will ensure that they are also provided with appropriate training and advice.
- The school will ensure that they have sufficient members of support staff who manage medicines as part of their duties. This includes the specification of such duties in their job description and participation in appropriate training.

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

## **Teaching Staff Giving Medicines**

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so will be voluntary.

## **Record Keeping**

- Although there is no legal requirement for schools to keep records of medicines given to pupils, and the staff involved, the school will do so. Records offer protection to staff and proof that they have followed agreed procedures.
- Parents must tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However the school will make sure that this information is the same as that provided by the manufacturer/prescriber. Any change in prescription should be supported by either new directions on the packaging of medication.
- It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school. The school will NOT accept responsibility for this eventuality.

## **Safe Storage of Medicines**

- The school will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.
- Parents must 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 MUST be in a separate container.

- Non-healthcare staff will not transfer medicines from their original containers.
- Children will be made aware of where their own medicines are stored and who holds the key.
- All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and will not be locked away.
- The school will allow children to carry their own inhalers.
- Other non-emergency medicines will be kept in the medicine cabinet or the safe. This room is not accessible to children without adult supervision.
- A few medicines need to be refrigerated. These can be kept in the Year 1 Unit fridge, clearly labelled. There is restricted access to this refrigerator.

### **Disposal of Medicines**

- The school will not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.
- Parents must also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.
- Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes should be arranged with the Local Authority's Community First, telephone 01302 736000 or e-mail [community.first@doncaster.gov.uk](mailto:community.first@doncaster.gov.uk).

### **Hygiene and Infection Control**

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

### **Access to the School's Emergency Procedures**

- The school has a procedure for dealing with medical emergencies
- Children know what to do in the event of an emergency, such as telling a member of staff.

- All staff know how to call the emergency services. Guidance on calling an ambulance is provided in Form 1 and displayed at all telephones in school.
- All staff know who is responsible for carrying out emergency procedures in the event of need.
- A member of staff will always accompany a child taken to hospital by ambulance, if a parent is unable to do so, and will stay until the parent arrives.
- Health professionals are responsible for any decisions on medical treatment when parents are not available.
- Staff MUST never take children to hospital in their own car; it is safer to call an ambulance.
- Individual health care proformas include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency, for example if there is an incident in the playground, lunchtime supervisors are very clear of their role.

### **Risk Assessment and Management Procedures**

- The school will ensure that risks to the health of others are properly controlled.
- The school will provide individual risk assessments for pupils or groups with medical needs.
- The school is aware of the health and safety issues relating to dangerous substances and infection.

### **Common Conditions**

- The medical conditions in children that most commonly cause concern in schools are asthma, epilepsy and severe allergic reaction (anaphylaxis).
- Relevant staff will be aware of conditions from the child's individual Health Care Plan.

## **Appendices**

**RCMI – Residential Visits Consent and Medical Information Form**

**Form 3A – Parental Agreement for school/setting to administer medicine in school or on school trips**

**Form 4 – Headteacher agreement to administer medicine**

**Form 5 – Record of medicine administered to an individual child**

**Form 7 – Request for child to carry his/her own medicine**

**Form 8 - Staff training record – administration of medicines**

## **ANNEX A**

### **Further Advice and Guidance**

The following contacts may be useful should further advice and guidance be required:

#### **1. School Nursing Service**

For information relating to the provision of medicine to children.

Telephone 01302 796243

#### **2. Human Resources Doncaster Metropolitan Borough Council**

For information in relation to any issues in relation to staff.

Telephone 01302 736075

#### **3. School Improvement Service**

For information in relation to this policy in conjunction with risk assessment and school visits please contact the Business Support Assistant, Risk Assessment.

Telephone: 01302 737153

#### **4. Special Educational Needs Team**

For general advice about children who have a statement of special educational needs, or for whom a statutory assessment is being completed.

Telephone: 01302 737207

#### **5. Access Service Sandall Wood School**

For general advice on moving and handling and accessibility of school premises and facilities.

Telephone: 01302 322044

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