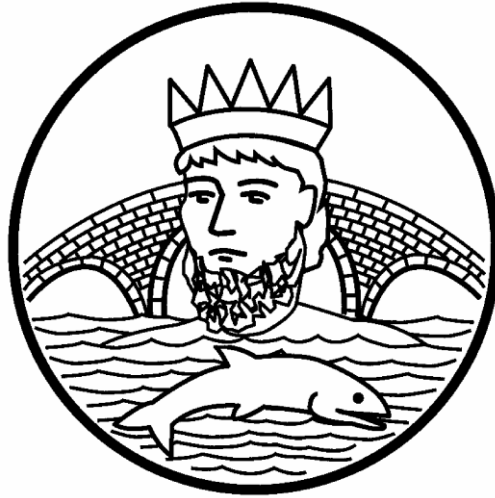


King Athelstan Primary School



School Medicines Policy

School Medicines Policy

King Athelstan Primary School - Inspiring Excellence

We believe in the relentless pursuit of excellence to achieve high standards.

We are driven to inspire our school community to be aspirational, ambitious and to "dream big."

We empower children with choices which prepare them for a life of opportunity.

We teach children that hard work delivers success; we encourage children to take risks and ask brilliant questions in order to inspire a love and passion for learning.

We teach children to think.

We put children's happiness and welfare at the heart of everything we do.

We value friendship, kindness and respect.

We celebrate the excellence in each individual.

We expect families to work with us to form a strong team around every child.

We teach children to be good citizens.

We are proud of our school: Come as you are and leave us great.

Responsibility: SLT/Welfare and Attendance Officer

Date reviewed: December 2020

Next review date: December 2023

King Athelstan Primary School Medicines Policy

King Athelstan Primary School recognises that children may require medicine during the school day either on a regular basis or as a short-term treatment for illness. Where possible school staff will support with administering medicines in school, however there may be occasions where the school will be unable to administer medicines in school and alternative arrangements may need to be made by the parent/carer.

This document outlines the school policy for administering medicines.

Managing medicines during the school day

Parents/carers are encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours. It may be possible for a doctor to prescribe a time-release medication for a minimum number of daily doses.

If your child does require medication (including topical medication such as creams or drops as well as oral medicines) during the school day you will be asked to complete a Parental Agreement for School to Administer Medicine form (Appendix 1). This can only be done via the school office. You will be given a copy of this form for your records. The school will be unable to administer your child's medicine until this form has been completed. You may also be asked to complete an Individual Healthcare Plan (Appendix 2).

Medicines fall into two categories; Prescription and Non-Prescription.

Prescription Medicines

Prescription medicines should only be taken during the school day when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

If your child is taking regular prescribed medicine, you will be asked to complete an Individual Healthcare Plan which will provide the school with more information and support us in managing your child's medicine in school.

Medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. This will include:

- Name of child
- Name of medicine
- Dose (in some conditions this may vary on a daily basis).
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date - it is the responsibility of the parent/carer to ensure that medicines that are left in school are in-date. Please ensure that you keep a record of the expiry date of your child's medicine and provide the school with a replacement medicine prior to the medicines expiry date.

Please note that the school can only administer medicines as directed by the prescriber. If there is any variation of dose required, the school must be provided with written evidence from the prescriber. The school will only administer antibiotics if they are required at least 4 times per day.

Non-Prescription Medicines

Non-prescription medicines are those which can be purchased over the counter. The school will **only** administer the following non-prescription medicines:

- Paracetamol or Ibuprofen (for pain relief)
- Piriton or a similar product (for treatment of allergic reactions, hayfever etc)

These medicines will be treated in the same way as prescription medicines and a Parental Agreement for School to Administer Medicine form will need to be completed (*Appendix 1*).

Should your child require any other non-prescription medicine (e.g. cough syrup) during the school day, you should make arrangements to bring the medicine into the school and administer it to your child at the required time.

Storage of medicines in school

With the exception of inhalers and epi-pens, medicines will be stored in the school medical room and will be kept securely. A printed list of children who have medicines in school on a regular basis is displayed on the inside of the white cupboard in the medical room.

Medicines for the treatment of serious medical conditions

Diabetes

If your child has been diagnosed with diabetes, you should provide the school with any equipment, medication and snacks that they may require during the school day. This will be stored in the medical room.

An individual healthcare plan must be completed detailing a specific plan of action for staff in case of a hyper or hypo; an emergency procedure and emergency contact numbers for each identified pupil. If there are any changes to any of these details, the school must be notified in writing before any adjustments in treatment can be made.

Changes in the availability of insulin and evidence showing that insulin is much more effective at keeping blood sugar levels normal when it is given along with every meal i.e. breakfast, lunch and evening meal, means that many pupils may now need to have insulin injection in school at lunch times. In light of the recent developments in the treatment of diabetes, schools are encouraged to support children with the administration of insulin and take responsibility for procedures.

All pupils will now only use the safer needle devices to prevent sharps injuries to staff.

School staff are required to attend an appropriate training course to ensure they are competent to carry out the administration of insulin. Training is delivered by the Kingston Hospital Paediatric Diabetes Team.

Where school staff carry out glucose monitoring and administration of insulin, records will be kept and shared with parents/carers and specialist nurses in accordance with the child's individual healthcare plan.

Asthma

If your child has been diagnosed with asthma you should provide the school with any medication that they may require during the school day.

An individual healthcare plan must be completed detailing a specific plan of action for staff in case of an acute episode; information for the staff to be aware of such as identified triggers that can make asthma worse; an emergency procedure and emergency contact numbers for each identified pupil. If there are any changes to any of these details, the school must be notified in writing before any adjustments in treatment can be made.

Inhalers are kept in the medical locker in each classroom and will be made readily available should a child require them during the day. This includes staff taking the medical box outside for breaktimes and PE sessions.

The school will ensure that there are staff on the school site during the school day who are trained in first aid and who will understand and be able to identify when the use of an inhaler is not improving the child's condition quickly enough and that emergency action is needed.

Allergy and Anaphylaxis

Every pupil who is at risk of anaphylaxis should be prescribed an adrenaline injector. Treatment of anaphylaxis requires intramuscular adrenaline - an injection of adrenaline into the muscle. The pupil may be prescribed one of two adrenaline injectors, either the EpiPen or the Anapen.

EpiPens or Anapens are kept in the medical locker in each classroom and will be made readily available should a child require them during the day. This includes staff taking the medical box outside for breaktimes and PE sessions.

An individual healthcare plan must be completed detailing a specific plan of action for staff in case of anaphylaxis, an emergency procedure and emergency contact numbers for each identified pupil. If there are any changes to any of these details, the school must be notified in writing before any adjustments in treatment can be made.

School staff are required to attend an appropriate training course to ensure they are competent to carry out the administration of the adrenaline injector. Training will be delivered by the School Health Team.

It is recommended that two EpiPens are provided to the school.

The school has an emergency EpiPen.

Epilepsy

The majority of people with epilepsy take regular medication with the aim of controlling their seizures. Some pupils with difficult to control epilepsy may take several different

types of medication. Such medication can only be administered by a trained member of staff.

Administering Medicines

All medicines will be administered by the Welfare Officer, in order to maintain continuity and to ensure the correct identification of the child.

In the absence of the WO, a trained first aider will administer the medicine in the presence of another member of staff. The identification of the child will be confirmed by checking the name, date of birth and their photo on their SIMS record. The dosage given and the time will be recorded in the medicine log book in the medical room. There is also a reminder wipe clean record on the wall in the main office. The required dose is recorded daily and updated and initialled once administered.

Any medicines for a specific on going illness will only be administered by a member of staff who has had relevant training i.e. a person who has had training on the management of a specific condition (e.g. diabetes training).

Managing medicines on trips and outings

For short trips up to a maximum of one school day, the Welfare Officer will make the member of staff who will be responsible for first aid during the trip aware of any children who have a specific medical condition and the medicine that they will or may need to take whilst on the trip. The first aider will then collect any medicine which may be required during the trip. They can find the location of the medicines using the pupil medication list that is stored in the medical room cupboard. The first aider will also collect the laminated sheet which contains details of all pupils with medical conditions in addition to those who require medication in school. This sheet will remain with the first aider at all times during the trip and be returned to the Welfare Officer after the trip. The First aider will then pack a green first aid bag ensuring that it contains all the medicines that are required. The Welfare Officer and the first aider should sign the back of the laminated sheet to confirm that all the appropriate medicine has been packed and checked.

For trip lasting more than one school day i.e. school journey, the responsible member of staff will carry out specific and additional risk assessments for any children who require medicines. A care plan will be drawn up considering parental and/or medical advice.

PE/Sports

All children are encouraged to participate in PE/Sports activities. Any long-term restrictions to PE/Sports must be noted in a care plan, flexibility will be planned to allow pupils to participate in ways that are appropriate to them. For short-term restrictions to PE/Sports due to illness/medication a letter must be sent to the PE teacher in order for a child to be excused from the activity.

Roles and responsibilities of staff managing or supervising the administration of medicines

The school acknowledges the common law 'duty of care' to act like any prudent parent/carer. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Advice and guidance will be provided by the Schools Nursing Service and/or emergency services, when needed, to carry out the actions in a care plan. Where a condition is potentially life-threatening all staff will need to be aware what action to take.

Specific advice and support from the Schools Nursing Service will be given to members of staff who agree to accept responsibility, as delegated by the Headteacher, for administering medicines and carrying out procedures.

The Welfare and Attendance Officer is responsible for day-to-day decisions, as delegated by the Headteacher, such as:

- Ensuring all relevant information about pupil needs is shared
- Liaising with parents/carers about agreement of care plans
- Ensuring that emergency plans are in place when conditions may be life-threatening.

The Headteacher is responsible for:

- Ensuring staff receive advice, support and awareness raising training
- Ensuring staff are aware of their common law duty of care to act as a prudent parent

Teaching staff and other staff should:

- Be aware of emergency plans where children have life-threatening conditions
- Receive appropriate documented training and support from health professionals, where they are willing to administer medicines
- Be responsible for any medicines stored in the classrooms, ensuring that they are available if required and in the medicines locker if not outside with the child

Children's medical needs - parental responsibilities

Ongoing medical needs

The school will liaise closely with parents, carers or those who hold this responsibility (such as a foster carer or the Local Authority in the case of Looked After Children - LAC) so that information is shared and the care plan reflects all information.

The care plan will be agreed jointly by the school and parents/carers and agreed with the advice of health professionals.

Parents should provide the school with information about their child's condition and be part of the healthcare plan arrangements, in all cases parent/carers know their child best. They should sign the appropriate agreement forms for the administration of medicines (see Appendix 1a). The Headteacher should seek their agreement before passing information to other school staff.

Short term medical needs

If a child is unwell and requires medicines during the school day the parent/carer is responsible for informing the school office of their child's current medical condition and any advice that has been given by healthcare professionals.

When medicine is required to treat a short-term illness, the parent/carer must complete a medicine form (Appendix 1) giving details of the medicine and when/how it should be administered. Medicines will only be given in accordance to the criteria set out in this policy.

It is the responsibility of the parent/carers to ensure that medicines sent to school are in date. Therefore it is essential that parent/carers keep a record of any medication that has been left in school. All medicines should be collected by parents at the end of the school year, any medicine not collected will be disposed of. It is the responsibility of the parent/carers to ensure their child's medicine is replenished as required or when the expiry date has been reached.

Supporting children with complex or long-term health needs

The school will aim to minimise any disruption to the child's education as far as possible and will call on the Education Inclusion Support Service for support and advice as needed on the impact on learning and supportive strategies.

The school will carry out a risk assessment and a care plan with the agreement of parents/carers and advice from health professionals (Appendix 2).

The school will call on the Community Nursing Service to deliver advice and support and receive appropriate documented training on procedures such as tube feeding or managing tracheotomies.

Where school staff carry out glucose monitoring, records will be kept with parents and specialist nurses advice and in accordance with the child's individual healthcare plan.

Policy on children taking and carrying their own medicines

Children are not permitted to carry their own medication at King Athelstan School. Asthma inhalers will always be immediately available to the children who need them and stored in an easily accessible and known location.

Any medicine must be handed into the school office by a parent/carer. Any medicine that is not received from the parent/carer will not be administered without the required form being completed and signed by a parent/carer.

Advice and Guidance to Staff

The school will arrange and facilitate staff training for children with complex health needs calling on:

- The School Nursing Service
- Community Children's Nurses
- Paediatric Diabetes Nurse Specialists
- Paediatric Epilepsy Nurse Specialists
- Eleanor Nurses
- The Education Inclusion Support Service
- The Specialist Teaching Service (about potential impact of medical / physical conditions and the implications on teaching and learning)

Record keeping

Any medicines required during the school day will be recorded on the medicines record log which will be attached to the child's medicine form (appendix 3). Two signatures will be required when the Welfare Officer or specific staff member for children with specific health needs (e.g. diabetes) has not administered the medicine.

In an emergency situation, if medicine (i.e. pain relief) has been administered with verbal consent from a parent/carer, this will be recorded on the emergency medicines log (appendix 4).

Appendices

1. Parental agreement for the administration of medicines
2. Individual Healthcare Plan
3. Medicines record log
4. Emergency medicines log

These forms can be amended to fit individual circumstances with the advice of relevant nursing staff and therapy colleagues.

Storing medicines

With the exception of asthma pumps or EpiPens that are kept in the classroom first aid lockers, the school will keep medicines in a locked cupboard in the medical room with access only by named staff.

Emergency procedures

The school will agree emergency procedures with parents/carers and health care partners and the plan will be signed by all parties.

All staff will be made aware of the plans in order to discharge their common law 'duty of care' should the need arise.

Risk assessment and arrangement procedures (Care Plans)

Where a pupil has a complex health need or requires long term medication, risk assessments and care plans will be drawn up and signed by parents, class teachers and health professionals as needed.

Defibrillator

The school has a defibrillator which is stored in the medical room. This is also available for members of the public or other organisations in the local area.

Signed on behalf of the Governors: _____

Date: 29.06.2021