

WEST DEAN C OF E PRIMARY SCHOOL

MEDICINES IN SCHOOL POLICY

Policy Review Information	
Reviewed and Agreed By	Head Teacher and Staff Working Party
Review Frequency	5 years
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West Dean CE Primary School

Policy on Medicines in School

All staff, governors, parents/carers and members of the West Dean CE Primary School will be made aware of and have access to this policy.

No staff have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils. Furthermore, *in an emergency* all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care. The aim of the school is to keep the administration of medicines to a minimum and to seek alternatives where possible.

Our staff are First Aid trained and, as such, insured by WSCC to perform First Aid in school, on trips or anywhere outside school. Two named members of staff who have received advanced First Aid Training and been briefed, in addition to the Headteacher, will be responsible for the administration of medicines in school.

Confidentiality

As required by the General Data Protection Act 2018, school staff should treat medical information confidentially. Staff will consult with the parent, or the pupil if appropriate, as to who else should have access to records and other information about the pupil's medical needs and this should be recorded on the IHP or EHC. It is expected that staff with contact to a pupil with medical needs will as a minimum be informed of the pupil's condition and know how to respond in a medical emergency.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. **Antibiotics**, for example, are usually taken three times a day, so can be given with breakfast, on collection from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent must supply the medicine in the original pharmacist's container, clearly labelled, to the school office and must complete a 'Request for school to administer medicine' form (Appendix 1). All medicines must include the Patient Information Leaflet (PIL).

On no account should a child come to school with medicine if he/she is unwell.

Non-prescription Medicines

Non-prescription medicines are not administered at school but may be administered in exceptional circumstances, following a telephone call to parents. If a child requests non prescribed pain relief before 12pm, the school will contact parent/guardian to confirm that a dose of pain relief was NOT administered before school. Parents/guardians and if appropriate the pupil will be asked if they have taken any other medication containing pain relief medication i.e. decongestants e.g Sudafed, cold and flu remedies e.g Lemsip and medication for cramps e.g Feminax etc and these conversations will be recorded. If the school cannot contact the parent/guardian and therefore cannot confirm if pain relief (Paracetamol/Ibuprofen) was administered before school then the school will refuse to administer pain relief. Pupils should not bring them to school for self-administration. Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form (Appendix 1). It must be suitable for the pupil's age. It must be supplied by the parent (not the school) and must be in its original packaging, with manufacturer's instructions included.

Antihistamines for chronic hayfever should be taken at home before the start of the school day. Antihistamines will only be administered by the school in the event of an unusual reaction to bites, stings etc. prior to obtaining consent from parents by telephone.

For mild allergic reaction – anti-histamine - parental consent should be gained for those pupils known to require anti-histamine as part of their IHCP. Verbal consent to administer for hay fever will be gained at the time of administration by contacting the parents and this will be recorded in writing. In an emergency medication can be administered with the consent of the emergency services.

The school will NOT administer non-prescription medication:

- as a preventative, i.e. in case the pupil develops symptoms during the school day.
- if the pupil is taking other prescribed or non-prescribed medication, i.e. only one non-prescription medication will be administered at a time.
- Any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a doctor's note. In the absence of a doctor's note and if following the administration of a non-prescription medication symptoms have not begun to lessen in the first 48 hours the school will advise the parent to contact their doctor. If symptoms have begun to alleviate, the medication can continue to be administered at home out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional the school will continue to administer medication at their own discretion.
- A request to administer the same or a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/guardians will be advised to contact their doctor.
- Skin creams and lotions will only be administered in accordance with the Schools Intimate Care Policy and procedures.
- Medication that is sucked i.e. coughs sweets or lozenges, will not be administered by the school.
- if parents/guardians have forgotten to administer non-prescription medication that is required before school – requests to administer will be at the discretion of the school and considered on an individual basis.

Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case, see appendix 1.

The medication will be stored and administration recorded as for prescription medicines.

Pupils with Long-term or Complex Medical Needs

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, Headteacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan.

Guidance on the most significant chronic condition:

Asthma

Asthma inhalers will be stored in the staff room cupboard, clearly named and in the class bags. They will be readily available at all times, particularly for PE lessons. They will always accompany the children, in the possession of a school adult, when pupils are out of the school grounds for any purpose. It is the responsibility of the parents to ensure an up to date inhaler is in school at all times, although staff will check the dates on inhalers on a regular basis and every September. Children will be encouraged to administer the inhalers themselves, but will be supported by school staff where necessary.

It is the responsibility of the parent to inform the school, in writing, if a child needs an inhaler to be administered in a particular way, otherwise the instructions on the packaging will be adhered to. It may be appropriate for a pupils to carry their own inhaler on a residential visit for KS2 pupils, in which case, separate written agreements will be sought from parents/carers.

For other chronic conditions, individual written agreements with parents will be sought, with Care Plans drawn up as necessary. Health professionals will be consulted whenever appropriate (e.g epilepsy, diabetes & anaphylaxis).

School inhalers will also be kept on site (one the first aid cupboard in the staff room and one to be kept in the emergency back pack which is located in the main office).

Anaphylaxis

Every effort will be made by the school to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. The school complies with the School Nursing Service recommendation that all staff are trained in the administration of auto injectors and that training is renewed annually. In accordance with the Medicines and Healthcare Products Regulatory Agency (MHRA) advice, the school will ask parent/guardian(s) of children requiring an auto-injector to provide 2 auto-injectors for school use. Parents are responsible for this medication being in date and the school will communicate with the parents if new medication is required and a record of these communications will be kept.

Waste medication

Where possible staff should take care to prepare medication correctly. If too much medication is drawn into a syringe the remainder (amount above the required dose) should be returned to the bottle before administration. If only a half tablet is administered the remainder should be returned to the bottle or packaging for future administration. If a course of medication has been completed or medication is out of date, it will be returned to the parent/guardian for disposal.

Spillages

Any spillage must be dealt with as quickly as possible and staff are obliged to take responsibility/follow the guidelines. Spillages will be cleared up following the schools procedures and considering the control of infection. Any spilled medication will be deemed unsuitable for administration and if necessary parents will be asked to provide additional medication. The school has additional procedures in place for the management of bodily fluids which are detailed in the intimate care policy. If the school holds any cytotoxic drugs, their management will be separately risk assessed and any Health and Safety Executive (HSE) guidance will be followed.

Record Keeping – administration of medicines

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational or residential visits. The pupil's parent/guardian will also be informed if their child has been unwell during the school day and medication has been administered. For record sheets see Appendix 2.

Recording Errors and Incidents

If for whatever reason there is a mistake made in the administration of medication and the pupil is:

- Given the wrong medication
- Given the wrong dose
- Given medication at the wrong time (insufficient intervals between doses)
- Given medication that is out of date
- Or the wrong pupil is given medication

Incidents must be reported to the Schools Senior Management Team who will immediately inform the pupil's parent/guardian. Details of the incident will be recorded locally as part of the schools local arrangements. Local records must include details of what happened, the date, who is responsible and any effect the mistake has caused. Senior Management will investigate the incident and change procedures to prevent reoccurrence if necessary. NB: Incidents that arise from medical conditions that are being well managed by the school do not need to be reported or recorded locally.

Staff Training

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epi-pens, insulin. Training in the administration of specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff. For staff training records see the School Office. Supply/cover staff will be briefed depending on the children in their care and aided by our support staff in this.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, epi-pens etc) are kept in the fridge in the staff room. No child is ever to access staff room fridges for any purpose. Medicines are always stored in the original pharmacist's container. Pupils are told who to contact for their medicine in case of emergency. All staff know where inhalers are kept: in the First Aid cupboard in the staff room. No child is to access this cupboard for any purpose.

Staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits. Each class has a first aid bag to aid storage.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits. For record sheet see Appendix 2.

A record of non-prescription medicines administered by staff will be logged in the first aid book and a note will be sent home.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephone in the school office. When possible, staff will use a mobile phone to call an ambulance/emergency services, thus freeing up the school phone for communicating with parents/carers.

School will keep emergency paracetamol and antihistamine for use upon advice from emergency services telephone operators.

Educational Visits – during the school day

Staff will administer prescription medicines to pupils, when required, during educational visits. Parents should ensure to complete a consent form (Appendix 1) and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, *on prescription only*.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Non Prescription Medicines on Residential Visits

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

Occasionally it may be necessary to administer paracetamol or ibuprofen to pupils suffering acute pain from conditions such as migraine, period pain, toothache. Parents must give written consent prior to the residential visit using a, 'Request for school to administer medicine' form (Appendix 1) before paracetamol or ibuprofen can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

The school will keep its own supply of standard paracetamol/ibuprofen medicine/tablets for administration to pupils during a residential visit. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring any types of painkillers on the residential visit for self-administration. Staff may allow children deemed responsible to carry their own inhalers for these visits. In such cases, staff will check regularly that the inhalers are available. Individual Health Care Plans will be put in place for specific cases, such as extreme allergies.

Travelling Abroad

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. These documents will be translated into the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number).

This policy refers to *Supporting Pupils with medical Conditions* Dec 2015 (Statutory Guidance)

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Appendix 1

Request for school to administer medicine

*Unless the child is being taken out of school on a residential visit, only **prescription medicines (and travel sickness medication in exceptional circumstances)** will be administered in school.*

This form will be completed by the parent giving permission at the start of the day, and again at the end of the school day, upon collection of the child and the medicine.

1. I request that be administered with medicine in school. ☐
(insert medicine name, dose required and time:
2. I confirm that the medicine is in the original bottle with a secure lid and administration instructions clearly visible on the label. ☐
3. I confirm that it is impossible to administer this medicine outside school time (eg: 3 doses per day should be administered at breakfast, on collection from school and at bed time). ☐
4. I confirm that this medicine has been prescribed by the child's GP. ☐
5. I confirm that the child has taken this medicine in the past without adverse effects. ☐
6. I understand that the medicine will be kept in the staff room fridge, where pupils are not allowed access. ☐
7. I accept full responsibility for the collection of the medicine at the end of the school day, and will report to the school office in order to ensure the medicine is taken home. ☐
8. I understand that this form will be kept in school during the day, and I will ensure I sign it at the end of the day, to evidence collection of the medicine. The form will stay in school for the purpose of record keeping. ☐

Signed.....Parent

Date.....

This part to be completed by the member of staff administering the medicine:

9. I confirm that I administered(dose and name of medicine)
10. The child was feeling well. ☐
11. The medicine was kept securely in the staff room fridge. ☐

Signed.....Member of staff Date & time.....

12. I confirm collection of my child and the medicine, and confirm that the child is feeling well. ☐

Signed..... Parent/Carer Date & time.....

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This part to be completed by the member of staff administering the medicine:

1. I confirm that I administered(dose and name of medicine)
2. The child was feeling well. ☐
3. The medicine was kept securely in the staff room fridge. ☐

Signed.....Member of staff Date & time.....

4. I confirm collection of my child and the medicine, and confirm that the child is feeling well. ☐

Signed..... Parent/Carer Date & time.....

This part to be completed by the member of staff administering the medicine:

1. I confirm that I administered(dose and name of medicine)
2. The child was feeling well. ☐
3. The medicine was kept securely in the staff room fridge. ☐

Signed.....Member of staff Date & time.....

4. I confirm collection of my child and the medicine, and confirm that the child is feeling well. ☐

Signed..... Parent/Carer Date & time.....

This part to be completed by the member of staff administering the medicine:

1. I confirm that I administered(dose and name of medicine)
2. The child was feeling well. ☐
3. The medicine was kept securely in the staff room fridge. ☐

Signed.....Member of staff Date & time.....

4. I confirm collection of my child and the medicine, and confirm that the child is feeling well. ☐

Signed..... Parent/Carer Date & time.....

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Appendix 2

Record Keeping – Administration of Medicines

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits.

Date and Time	Medicine	Dose	Name and Condition of child	Signature of first aider	Parent signature on form?

This record will be kept on the staff room fridge door in a transparent wallet, along with parental permission forms.

Parent permission forms will be returned to the School Office at the end of the day, when the medicine is collected and the pupil & medicine are signed for by the parent.