

**NETHERTON JUNIOR & INFANT SCHOOL**

# **MEDICINES POLICY**

**JULY 2016**

# MEDICINES POLICY

Netherton Junior and Infant School has a duty to ensure pupils' care, welfare, health and safety. Staff ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy sets out information to ensure that staff and parents are clear about their respective roles regarding children with medical needs. It provides clear guidance for staff and parents to ensure that within the school, medicines are handled responsibly and that the administration of medicines in school follows clear procedures. It also provides guidance so that all staff understand what to do in the event of a medical emergency. The school will seek guidance and advice from Primary Care Trusts, School Nurse Service and other health care professionals in dealing with the medical needs of children.

## **Administering Medicines in School**

Parents should keep children at home when they are acutely unwell. The school will only administer medicines prescribed by a doctor which require four daily doses. Parents should inform the school about the medicines that their child needs to take and provide details of the prescription. Staff members make every effort to ensure that this information is the same as that provided by the prescriber. The school only accepts medicines that are provided in the original container as dispensed by a pharmacist and that include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Parents must complete Form 1 in Appendix A to record details of medicines and confirm that a member of staff will administer medicine to their child. School staff check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

The school keeps a written record of medicines given to pupils, and the staff involved (see Form 2 in Appendix A). If the administration of prescription medicines requires technical or medical knowledge then individual training should be provided to staff from a qualified health professional.

## **School Staff Giving Medicines**

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. At Netherton J & I School, medicines are administered by the school senior administrator for KS1 and KS2 pupils and by Foundation Stage teachers/staff in the Early Years' Foundation Stage. Medicines are double checked by the teacher or support staff (name and dosage) prior to the child being given the medicine. Any member of staff who agrees to accept responsibility for

administering prescribed medicines to a child should 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.

### **Staff 'duty of care'**

All teachers and other school staff in charge of children have a common law duty of care to act like any reasonably prudent parent. Staff should make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips.

Some staff may be naturally concerned for the health and safety of a child with a medical condition, particularly if it is potentially life threatening. Staff with children with medical needs in their class or group should be informed about the nature of the condition, and when and where the children may need extra attention. The child's parents and health professionals should provide this information.

Many voluntary organisations specialising in particular medical conditions provide advice or produce packs advising staff on how to support children. Appendix B lists useful contact details.

### **Storing Medicines**

The School only stores, supervises and administers medicine that has been prescribed for an individual child. Medicines are stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should 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 should be in a separate container. Children should know where their own medicines are stored and who holds the key. Medicines are stored safely in locked medicine cabinets in the main office and in the Early Years' Foundation Stage kitchen which are inaccessible to children. A few medicines need to be refrigerated. These should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines.

All emergency medicines, such as asthma inhalers and adrenaline pens, are not locked away but are kept safe in the classroom readily available to children. Other non-emergency medicines should generally be kept in a secure place not accessible to children.

### **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held in school. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

### **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.

### **Educational Visits**

The school encourages children with medical needs to participate in safely managed visits. The school considers what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children. Sometimes 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 child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If 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. See DfES guidance on planning educational visits. The school must take positive steps to promote safety on outings. Risk assessments are carried out before any visit.

### **Sporting Activities**

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in P.E. should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children 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.

Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

### **Emergency Procedures**

The school has arrangements in place for dealing with emergency situations. This is part of the school's First Aid Policy. Children know to tell a member of staff in the event of an emergency. All staff know how to call the emergency services and are provided with guidance on calling an ambulance (see Form 3 Appendix A). These instructions are located by the telephone in the main office. A member of staff always accompanies a child taken to hospital by ambulance, and stays until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available. When it is an emergency, staff should never take children to hospital in their own car; it is safer to call an ambulance.

### **Individual Health Care Plans (See Form 4 Appendix A)**

An individual health care plan for a child with medical needs identifies the level of support that is needed. Not all children who have medical needs will require an individual plan. The school nurse or doctor should help the school draw up individual health care plans for pupils with medical needs. The plan clarifies for staff, parents and the child, the help that can be provided and should include instructions as to how to manage a child in an emergency, identifying who has the responsibility in an emergency, for example if there is an incident in the playground a lunchtime supervisor would stay with the child and send for a teacher.



## APPENDIX A: FORMS

**FORM 1      PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER  
MEDICINE**

**FORM 2      SCHOOL RECORD OF ADMINISTERING MEDICINE**

**FORM 3      CONTACTING EMERGENCY SERVICES**

**FORM 4      INDIVIDUAL HEALTH CARE PLAN**

**FORM 1 PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE**

**Parental agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	Netherton J&I School
Date	/ /
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	/ /
How much to give ( <i>i.e. dose to be given</i> )	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	

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

Parent's signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

**FORM 2 SCHOOL RECORD OF ADMINISTERING MEDICINE**

**Record of medicine administered to an individual child**

Name of School/Setting	Netherton J&I School		
Name of Child	_____		
Date medicine provided by parent	_____		
Group/class/ form	_____		
Quantity received	_____		
Name and strength of medicine	_____		
Expiry date	_____		
Quantity returned	_____		
Dose and frequency of medicine	_____		
Staff signature	_____		
Date	_____	_____	_____
Time Given	_____	_____	_____
Dose Given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____

Date \_\_\_\_\_  
Time Given \_\_\_\_\_  
Dose Given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time Given \_\_\_\_\_  
Dose Given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time Given \_\_\_\_\_  
Dose Given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

Date \_\_\_\_\_  
Time Given \_\_\_\_\_  
Dose Given \_\_\_\_\_  
Name of member of staff \_\_\_\_\_  
Staff initials \_\_\_\_\_

## **FORM 3      CONTACTING EMERGENCY SERVICES**

**Request for an ambulance:-**

**Press 9 for an outside line**

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

1. Give your telephone number 01924 302885
2. Your location: Netherton J & I School, Netherton Lane, Netherton, Wakefield
3. State the Postcode: WF4 4HQ
4. Give exact location in the school
5. Give your name
6. Give name of child and brief description of symptoms
7. Inform Control of the best entrance and state that the crew will be met

**Speak clearly and slowly and be ready to repeat information if asked.**

**FORM 4 INDIVIDUAL HEALTH CARE PLAN**

**Individual Health Care Plan**

<b><u>Pupil:</u></b>	<b><u>D.O.B:</u></b>	<b><u>Year group:</u></b>	<b><u>IHP started:</u></b>	<b><u>IHP Number:</u></b>
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**What is the child's medical condition/diagnosis:**

**What is the child's primary need or statement of need:**

**What specialist equipment is needed or required (if any)**

**Describe the child's specific health care needs:**

**Medication taken / stored during school hours:**

**Is there a health care plan which has been provided by a doctor or health professional?**

<b>Shared with parents:</b>	<b>Date:</b>	<b>Teacher:</b>
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Specific Need	Target	Intervention / Support	By whom Wave 1, 2, 3	Success Criteria	Evaluation

