

## **Managing Pupils' Medical Needs Policy**

This policy outlines the procedures for managing medicines in schools so that they are understood by staff, parents and carers as well as children. It supports inclusive practice and promotes regular attendance by all pupils.

As an inclusive setting, we recognise that there may be times when medication needs to be administered to ensure a child's participation in our school. We therefore administer medication and supervise children taking their own medication according to the procedures in this Policy.

We ask parents and carers to ask their doctor wherever possible to prescribe medication which can be taken outside of the school day. We are prepared, however, to take responsibility for those occasions when a child needs to take medication during the school day in strict accordance with the procedures in this policy and following the guidance in the DfE document ['Supporting Pupils at school with medical conditions' \(September 2014\)](#)

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

Should we be asked to admit a child to the school with special medical needs we will, in partnership with the parents/carers discuss their individual needs and write a Personal Care Plan. We will also involve other outside agencies as appropriate to the needs of the child and family.

Care Plans are made available wherever they are most needed: in the office, classrooms, kitchen and dining room as appropriate.

Any resulting training needs will be identified and arranged from the appropriate support agencies and the family as required.

### **On Admission**

Parents and carers are asked to complete a family record giving full details of medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care. These details are updated every 12 months via the collection forms.

### **Emergency Medication**

Specific specialised training is required for those staff prepared to act in emergency situations. Staff who agree to administer the emergency medication must have training from an appropriate health care professional which should be updated annually. Emergency medication could include asthma reliever inhalers, emergency treatment for allergies eg. epipens, defibrillators, emergency treatment for epilepsy or emergency treatment for diabetes.

### **Administration of Prescribed Medication**

Should a child need to receive medication during the school day parents or carers will be asked to come into school and personally hand over the medication to Reception Office.

On receipt of medication, a 'Medicine Record Sheet' should be completed and signed by the Parent/Carer - A separate form should be completed for each medication. Completed forms will be kept with medications in the Reception Office.

The medication should be in the original container as dispensed clearly labelled with the instructions for administration including:

- The child's name
- Name of medication
- Strength of medication
- How much to be given
- When to be given
- Date dispensed and/or expiry date. (If no date given, the medication should be replaced 6 months after date dispensed)
- Length of treatment
- Any other instructions

Liquid medication should be measured accurately using a medicine spoon or syringe. Medication should not be added to food or drinks unless there is a specific reason.

A record of the administration of each dose will be kept and signed by Office staff, on the Medicine Record Sheet.

Should the medicine need to be changed or discontinued before the completion of the course or if the dosage changes the school should be notified in writing by the parent/carer. A new supply of medication – correctly labelled with the new dose – should be obtained and a new consent form completed.

Should the supply need to be replenished this should be done in person by the parent or carers.

### **Application of Creams and Lotions**

Non-prescribed creams and lotions may be applied at the discretion of the Headteacher in line with this policy but only with written consent from parents and carers.

Parents and carers are responsible for sending in the cream, labelled for the individual child, if they wish cream to be applied.

Steroid creams are usually applied twice daily only – we would usually expect these to be applied at home.

Sun cream should be supplied by parents and carers. We ask parents and carers to apply sun block in the morning before coming to school. Children may bring in their own creams and self-administer during the day. It should be labelled clearly and is the child's responsibility. Sun creams will not be shared and used by other children. We keep a school supply of sun cream and will apply this if a child has not been protected in advance and needs to be exposed to the sun. This is deemed to safeguard a child better than allowing them to get sunburned.

### **Alternative Medication**

Alternative medication, including homeopathic medication and herbal remedies, will not be administered unless prescribed or agreed by a GP/consultant.

### **Pain Relief (Analgesics)**

These will be given if there is an on-going medical condition i.e. febrile convulsions and it has been prescribed by a GP/consultant, in line with school policy, with permission of parent and carer, if they have signed paperwork to say they agree to school giving pain relief.

If a child is presenting with a mild pain (e.g. headache, earache) and, after a period of time to rehydrate or to try to rejoin lessons, it is deemed that a spoon of Calpol or equivalent would support them to stay in school and learn, a phone call will be made to parents to gain permission to give one dose. On no account will an analgesic be administered without parental permission. Part of the phone call will ascertain whether the child had taken any other medication that day and, if so, at what time.

### **Refusing Medication**

If a child refuses medication staff will not force them to take it. The refusal will be noted and parents contacted by telephone. In the event of a child refusing emergency medication parents and carers will be contacted immediately by telephone. The emergency services will be contacted immediately and a member of school staff will accompany the child to hospital to allow parents time to arrive.

### **Storage and Disposal of Medication**

Most medication is kept in a locked drawer in the School Office. The exceptions are that one epipen for each child who needs it is stored in their classroom, along with any self-administered reliever inhalers.

**Children prescribed with an Epi-pen will need to two pens in school. All medication will be returned at the end of the school year to the family. Epi-pens** should be kept in a clearly labelled box in the office; this must travel with the children during off-site visits. Parents are responsible for ensuring that Epi-pens they supply to school are 'in date'.

Medication requiring refrigeration is stored in the lockable fridge in the office. It is not be accessible to children.

Emergency medication is stored out of the reach of children. All members of staff working in the school is made aware of the location of the emergency medication.

A termly check of all medicines in school is made by office staff. Parents and carers will be asked to collect any medication which is no longer needed, is out of date or not clearly labelled.

Any medication which is not collected by parents and carers and is no longer required is disposed of safely at a community pharmacy. No medication should be disposed of into the sewage system or refuse.

### **Offsite Activities and Educational Visits**

The named leader of the activity must ensure that all children have their medication, including any emergency medication available. On residential trips, this responsibility may be delegated to another named member of staff with the agreement of the Educational Visits Coordinator. The medication will be carried by a named member of staff. This also include asthma inhalers and other relief medication. A record is kept of all medicine administered off site.

For residential visits parents and carers are required to complete a consent form for all forms of medication. This includes over the counter medication such as for travel sickness .

All parents and carers are asked to sign a consent form to give permission for a small dosage (stated on the consent form) of paracetamol to be administered should the child require this during the trip. Any such administration of paracetamol is recorded and parents are informed and asked to counter sign on the child's return.

### **Insurance**

Provided that staff adhere to this policy when administering medicines, they are covered in this activity by the Bourne Education Trust's 'public liability' insurance.

Approved at CPW Committee: March 2018

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