

Review date July 2024

INGHAM SCHOOL MEDICINES POLICY**July 2021**

Introduction

The aim of this policy is to provide clear guidance on how the school manages and administers medicines.

1. Staff roles

- 1.1. Absolutely no member of staff will ever administer a medicine unless there is written permission from parents see Appendix 2 (held in First Aid folder) for the form that MUST be filled in before staff will administer medicines. This details the date, name of the medicine and how much and when it should be administered. Please remember that schools are very busy places and while staff will do their best to administer medicines we do so as a courtesy not as a professional requirement (unless the medication is required to ensure the child's health and safety in a life-threatening situation e.g. Epipens).**
- 1.2. Staff will not be expected to administer medicines unless they have had training (Epipens or Psychostimulants) or parent permission
- 1.3. Teachers conditions of employment does not require them to administer or supervise the administering of medicines and therefore support staff will normally take on this role. In the absence of support staff teachers may volunteer to administer medicines.**
- 1.4. Staff must make sure that they read the prescription written by a healthcare professional and the form filled in by parents and then sign on the back of the sheet that parents have filled in to show that they have administered the medication.**
- 1.5. The Head teacher must ask any temporary members of staff, students or work experience students if they have any health care needs and make provision for those needs.
- 1.6. The school will not administer:**
 - Inhalers (children should administer these themselves, however Foundation Stage children may receive assistance to administer.)
 - Any non-prescribed medicine including
 - Suntan lotion (children should administer this themselves, however Foundation Stage children may receive assistance to administer). **Please provide in named containers.**
 - Painkillers (unless the child has a history of migraines/toothache or in other exceptional circumstances which must be discussed with the Head teacher and permission given on paper). If painkillers are given to a child the adult who administered them MUST complete Appendix 3 and send home so that parents know the details of when medication was administered. In some cases a parent may give permission for painkillers to be administered when their child needs them. In these circumstances the TA MUST contact the parent before giving the medication to check that none has been given earlier in the day. Then they MUST send home Appendix 3 to show that painkillers were administered. Appendix 3 can be found in the medicines folder on coloured paper.
 - Cough medicine
 - Ingham school will not allow children to use cough sweets in class since the NHS state that there is no evidence of benefit to their use; they also pose a choking risk to children.
 - Lipsyls/Lip balm – these should only be used by children to treat chapped lips and should be clear and unperfumed/unflavoured.

Please note the school will listen to any unusual circumstances and will act to meet the needs of children so please talk to the Head teacher

2. Managing prescription medicines during the school day

- 2.1. **These should only be taken into school where 'it is detrimental to a child's health if the medicine were not administered during the school day'**
- 2.2. **Medicines** will only be accepted if they prescribed by a doctor-dentist or nurse prescriber and contain the date, child's name, doctors name and dosage on the bottle
- 2.3. **Antibiotics**-only those that require four doses a day will be administered by school
- 2.4. **Psychostimulants** for ADHD -will be administered if a doctor writes to inform the school. They must be kept in the head teacher's office in the safe. Two members of staff will be present to administer and a signed record (-see Appendix 5) will be kept in the office. Unused medicines will be returned to parents and parents will be asked to sign for them.
- 2.5. **Epipens**-staff will receive training each Autumn Term. All Epipens are kept in the First Aid cupboard in the staffroom. Each child has a box with their name and photograph on. There is guidance for use in the box. Parents are asked to make sure that the medication is in date. See Appendix 1 for further guidance
- 2.6. **Painkillers (only administered IF written parental permission is given detailing the time and amount.)**. PARENTS MUST PROVIDE THE PAINKILLERS THEMSELVES. If painkillers are given to a child the adult who administered them MUST complete Appendix 3 and send home so that parents know the details of when medication was administered
- 2.7. If a child refuses to take a medicine staff will not force them and will contact parents immediately and if necessary call the emergency services.

3. Managing prescription medicines during trips

- 3.1. **A qualified First Aider should always be present on school trips (this must be an additional adult from the group leader)**
- 3.2. The school will administer travel sickness pills as long as these are in the original box and parents have signed their permission
- 3.3. If the school have concerns about the safety of a child on a school trip we will meet with parents (if useful doctors) to discuss the issues and make arrangements so that the child can participate safely.
- 3.4. **Epipens/ Inhalers** - It is the duty of class teachers to make sure that Epipens/Inhalers are taken on school trips and are available through out the day. The First Aider will carry the Epipen/Inhaler and have the child in their group so that the pen and a trained administrator of the medicine is always present. In the event of an Epipens being used staff must
 1. **Phone for an ambulance-the child and another adult (group leader will identify the adult who will go) to the hospital with the child**
 2. Contact the school who will contact parents who will be asked to meet the child and the adult who accompanied them at the hospital

4. Parent responsibility

Parents are asked to:

- 4.1. Fill in the Medical Needs information sheet when their child starts school or when an update is requested (this is issued by the school office)
- 4.2. Contact the school and arrange a meeting with staff if there is a change in their child's medical needs
- 4.3. Talk to the class teacher or Teaching Assistant when they want the school to administer medicines (TAs are to inform class teacher so that they know about the child's medical needs). They will then be asked to fill in the medicine sheet (Appendix 2) and staff will make sure that the medicine is placed in the first aid

cupboard or refrigerator in the staffroom. Teaching Assistants will administer the medication after being directed by the parents.

- 4.4. Keep children at home for 48 hours following the last bout of any diarrhoea or vomiting illness. In the case of other childhood infections they should follow the school exclusion advice published by Health Protection England (available on the www.gov.uk website).

5. Long term or complex medical needs

- 5.1. Where a child has long term or complex medical needs (Epilepsy-Diabetes-Anaphylaxis and severe Asthma) the school will draw up a Health care plan (Appendix 4) so that the level of medical care can be identified and met.
- 5.2. The school will meet with parents and make provision for meeting the needs of children with long term or complex medical needs. Please arrange to meet the Head teacher and First Aid Coordinator so that an Individual Health Care Action Plan (Appendix 4) can be put in place. The following information will be needed:
- Details of the child's condition
 - Special dietary requirements
 - Side affects of medicines
 - What constitutes an emergency
 - What action to take in an emergency
 - What not to do in the event of an emergency
 - Who to contact
 - The role of staff
- 5.3. The Head teacher and the First Aid Coordinator will fill in a Health Care Plan-see Appendix 4.
- 5.4. Staff may require guidance and support from health care professionals and so the First Aid Coordinator may decide to consult the school nurse to discuss issues with them.
- 5.5. The plan will need to be updated each year.
- 5.6. The Head teacher will need to consider which staff need to know about the children's health care needs and ensure that these are communicated. The Head will seek parents' agreement before passing on information.
- 5.7. Writing the Health Care Plan may indicate a need for training. The Head teacher will ensure that staff receive training before administering any medication (other than antibiotics).

For more information on each of these conditions please see Government Guidance –'Supporting Pupils With Medical Needs' pages 14-19

6. Children administering their own medicines

6.1. No child is able to administer their own medicines except for:

- Inhalers-each September those children who have inhalers are given a copy of Form 6 to sign so that their child has permission to administer their inhaler. These forms will be held in the child's folder in the office after staff have read them to note any important details
- Insulin (via injections or pump). Each child's needs will be discussed and managed on an individual basis in consultation between the school, parents, and the diabetes healthcare team.

Please note inhalers MUST NOT BE SHARED BY CHILDREN. The school will take disciplinary action should another child use a child's inhaler. HOWEVER in an emergency AN ADULT can opt to use another child's inhaler in order to save a life.

7. Staff Training

- 7.1. Epipens-staff receive training each Autumn Term-staff and a record of this is held in the office

- 7.2. Staff will receive training before being asked to administer specific medicines

8. Record Keeping

- 8.1. The school asks that parents bring in medicines in their original container which contains the prescriber's instructions.
- 8.2. Parents are asked to sign form – see Appendix 2
- 8.3. Staff will be asked to record the date and time of medicines given on the form which can be found at the front of the GREEN folder in the staffroom

9. Safe storage of medicines

- 9.1. All medicines must be stored in the First Aid cupboard or fridge in the Staff room. Where medicines are stored in the fridge they should be placed in the door containers so that they are not with food.
- 9.2. Staff must read the prescription before administering the medication
- 9.3. No member of staff will transfer medicines into another container
- 9.4. Children will store their inhalers for easy access as per the child's healthcare plan. Some children will carry them outside during good weather
- 9.5. Diabetic children will carry around their tester kit and food sources to help them maintain their sugar levels
- 9.6. Staff should make sure they carry Epipens (when allergic to bee/wasps stings) outside if using the school field
- 9.7. All bottles and empty packaging should be returned to parents and NEVER thrown away by staff

10. Home school Transport

- 10.1. Local Authorities arrange home to school transport and they must make sure that pupils are safe during the journey.
- 10.2. The school asks that parents who send medication with their child to school hand it to the bus driver and ask them to give it to the school or that they phone to school so that staff are aware that the child has medication on them.

11. Hygiene and Infection Control

- 11.1. Staff should wear disposable gloves and take care when dealing with spillages of blood or other bodily fluids and dispose of gloves and other waste in the disposable bags prior to placing in bins

12. In an Emergency

- 12.1. Refer to the Head Teacher, or whoever is in charge. Also, call one of the First Aiders.
- 12.2. The school has a detailed Critical Incident Policy which details actions in an emergency and the member of staff who is in charge should use this to inform their actions
- 12.3. All staff will be trained on how to phone for an ambulance each Autumn Term when they receive their EpiPen training
- 12.4. Generally, staff should not take children to hospital in their own car instead an ambulance should be called. However, this may be the best course of action and if this does happen there should be two members of staff in the car. A First Aider will be one and they should monitor the child while the other adult drives.

13. Communication

13.1. A copy of this policy is on the school website.

13.2. Paper copies are available on request

13.3. Staff will receive a copy when they begin to work at the school and a copy will be kept in the Medical Forms Folder in the staffroom

14. Confidentiality

14.1. The Head teacher and Staff should treat all medical information confidentially. However, parents and the Head teacher will decide who should have access to information about a child's needs.

Appendix 1

Ingham Primary School Anaphylactic Shock Procedure and Epipen Guidance

VITAL INFORMATION

Updated July 2021

Staff will undergo a short training session each Autumn Term-All staff have a duty to ensure that they take part in this training and are aware of what their role will be in the event of an Anaphylactic Shock

As of July 2021

We currently have no children at the school who this applies to.

How do I know?

<p>Reaction:</p> <ul style="list-style-type: none"> • Eyes & Lips Swell • Becomes Very Red • Difficulty Breathing <p>(Source = Parents)</p>
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Please note that reactions get more severe after each exposure.

Communication

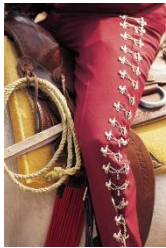
We at Ingham Primary School know that communication is vital in such an emergency and in order to ensure that every one know their role we will:

- Each Autumn Term staff will undergo a short training session where this policy will be shared and staff will have the opportunity to practice injecting an Epipen
- Place a laminated copy of this procedure on the staff room wall and staff will be told that it is there.
- Supply staff will be asked to read the policy in their details for the day
- A copy of the instructions for teachers administering the pen will be placed in each Epipen box.
- A copy of this policy will be placed in the First Aid bag for when children go out on school trips.
- A copy will be placed on the G-drive so that all staff can print out a new copy for student teachers or their own reference
- A copy will be sent home to parents so that they are aware of school procedures.

Training

- All teachers have received training from the School Nurse.
- From September 2008 all staff will receive an update each Autumn Term. Led by the school nurse. The school may decide to invite Health professionals in to further train adults. A record will be kept to show who has received training

Procedure for Anaphylactic Shock - Epipen

Teacher with child	Second adult-who will support Teacher	Administrator/Second adult
<p>1. Teacher to be called to identify symptoms-</p> <ul style="list-style-type: none"> • Difficulty in breathing • swollen tongue • complains of being unwell and are panicking because they know they feel strange • collapse loss of consciousness <p>2. Teacher send another adult to get Epipen- if you are that other adult see next column:</p> <p>Teacher Administer Epipen</p> <ul style="list-style-type: none"> • While waiting for the pen, remove other children from the vicinity, check there are no toys in child's pockets and comfort the child. Lie child down on his side if possible-or in a comfortable position (sitting up). • Once the pen has arrived use another adult to reassure child • Take pen out of holder • Hold pen in a fist • Remove grey stopper • Find the central section of thigh by drawing line down length and width  <p>Insert Epipen needle into thigh just above the seam on a pair of trousers</p> <p>Hold pen 10 cm away from thigh and then jab pen in quite hard and <u>hold</u> for 10 seconds</p> <ul style="list-style-type: none"> • Remove pen and place in the box • Massage leg for 10 seconds • RECORD THE TIME • Wait for ambulance and go to hospital with the child. Remember to take the used Epipen with you. You may need to contact the school to tell them what hospital you are at should the child be away on a school trip so that parents know. • You may need to administer 2nd Epipen after 15 mins if they show no recovery from symptoms • 01522730244-school number <p>After the incident</p> <ul style="list-style-type: none"> • Record on First Aid incident sheet 	<ol style="list-style-type: none"> 1. Get Epipen from First Aid cupboard in staff room (the box is clearly marked and has instructions inside) 2. Get another (i.e. a third adult) to either phone for ambulance (see next column) or ask administrator to phone for an ambulance 3. Take the Epipen to teacher. Please do not phone for an ambulance yourself or go to find the administrator at this stage. If you cannot find another adult go and give the teacher the Epipen FIRST and then return to phone for an ambulance. 	<ol style="list-style-type: none"> 1. Call 999 and ask for an ambulance <ol style="list-style-type: none"> 1. Inform the operator that a child had has an anaphylactic reaction to wasp sting/or food allergy (nut and Soya) and that 1 Epipen has been administered 2. Adult or administrator then to contact parents and tell them to meet us at the appropriate hospital 3. Then inform Head teacher

Appendix 2

WRITTEN PERMISSION TO ADMINISTER MEDICINE

Date: _____

I (parent's name) _____ give permission for my child's class Teacher or TA to give (child's name) _____ the required dose of medication as stated below.

Type of medication _____

Time of day _____

Dose _____

Date to finish _____

Any other information

Signed _____ (Parent/Guardian) Date _____

Appendix 3

WRITTEN PERMISSION TO ADMINISTER PAINKILLERS

Date _____

Dear _____ (Parents/Carers)

Today we administered _____ (painkillers) to (child's name) _____ according to your directions to treat your child's _____

Time administered _____

Dosage given _____

This was administered by _____ (staff member's name) should you wish to discuss the administration of the medication

Any other information

Appendix 4

Healthcare Plan for a Pupil with Medical Needs	
Name:	
Class:	
Date of Birth:	
Condition:	
Date of plan:	Review Date:
Contact Information	
Family Contact 1	Family Contact 2
<ul style="list-style-type: none"> • Name: • Phone No. (work): (home): • Relationship: 	<ul style="list-style-type: none"> • Name: • Phone No. (work): (home): • Relationship:
Clinic/Hospital Contact	
Clinic/Hospital Contact	G.P.
<ul style="list-style-type: none"> • Name: • Telephone No.: 	<ul style="list-style-type: none"> • Name: • Telephone No.:
Description of Condition and symptoms with any additional information	

Appendix 5

WRITTEN PERMISSION TO ADMINISTER PSYCHOSTIMULANTS

Date _____

Child's Name _____

Name of Drug _____

Permission must have been given to administer Pyschostimulants **in writing by a doctor.**

Date	Time	Dose of Medication Administered (as per instructions)	Stock level held	
			Before	
			After (including any wastage)	

TWO MEMBERS OF STAFF MUST BE PRESENT AND SIGN TO ADMINISTER PSYCHOSTIMULANTS. THE RECORD MUST BE KEPT IN THE SAFE IN THE HEADTEACHER'S OFFICE.

Any unused medication must be returned to the parent/carer. **THIS MUST BE SIGNED FOR BELOW**

Signed _____ (Parent/Guardian) Date _____

Appendix 6

Request for pupil to carry his/her medication



Example form for parents to complete if they wish their child to carry his/her own medication

This form must be completed by parents/guardian

Pupil's Name _____ class/form: _____

Address: _____

Condition or illness: _____

Name of Medicine: _____

Procedures to be taken in an Emergency: _____

CONTACT INFORMATION

Name: _____

Daytime Phone No: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medication on him/her for use as necessary.

Signed: _____ Date: _____

Relationship to child: _____