

Ashmead Primary School

Managing Medications Policy

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

Aims:

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school.

Objectives:

- To support inclusive practice.
- To ensure, as far as possible, regular attendance by all pupils.

The policy includes procedures for managing prescription medicines, which need to be taken during the school day. This includes:

- Roles & Responsibilities
- Prescribed medications
- Creams and lotions
- Alternative medications
- Pain relief
- Refusing medications
- Storage and disposal of medications
- Educational visits and trips
- Self administration of medications
- Pupils with long term medical needs
- Asthma
- Epilepsy
- Allergic Reaction / Anaphylaxis
- Emergency Procedures
- Training
- Insurance

Roles & Responsibilities

Parents / Carers

- Parents / carers should not send a child to school if they are unwell or infectious.
- Where medication is required to be administered by school staff, this must be agreed and the Parent / Carer must sign a Consent Form (verbal instructions cannot be accepted).
- Parents/carers are responsible for informing the school if the medication is no longer needed or the dosage/frequency changes.
- If it is known that pupils are self-administering medication in school on a regular basis, a completed Consent Form is still required from the Parent / Carer (verbal instructions cannot be accepted).
- Parents / Carers need to ensure there is sufficient medication and that the medication is in date.
- An appropriate medicine spoon, medicine pot or oral medicines syringe must be provided by the Parent / Carer.
- Medication must be replaced by Parents / Carers at the request of relevant school/health professional.
- Parents should collect medicines held by the school at the end of each term and are responsible for ensuring that expired or out of date medicines are returned to a pharmacy for safe disposal.

Staff managing and supervising the administration of medicines

- a) It is important that responsibility for child safety is clearly defined and that each person responsible for a child with medical needs is aware of what is expected of them.
- b) The head teacher will be responsible for informing temporary, supply and work experience of the arrangements for the administration of medications in school.
- c) Staff should never give a non-prescribed medicine to a child.
- d) Staff should report any issues to their line manager of any concerns including training needs.

MEDICATIONS

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child having to go home during the lunch break or by the parent visiting the school. However, this might not be practicable and in such a case parents/carers may make a request for medication to be administered to the child at school.

1. Prescribed Medications

- a) We will never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions and only medications prescribed by a doctor can be administered.

In all cases it is necessary to check:

- Name of child
 - Name of medicine
 - Dosage
 - Written instructions provided by prescriber
 - Expiry date
 - Storage requirements
- b) A parental agreement to administer medications form (Appendix 1) must be completed by parents / carers. Available from the school office.
 - c) Where possible medication is prescribed in dose frequencies, which enable it to be taken outside of school hours. E.g. medicines that need to be taken 3 times a day can be managed at home. Parents should be encouraged to ask the prescriber about this.
 - d) A written record of any medications administered must be kept which includes the date, time and by whom the medication was administered. (Appendix 2).
 - e) 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.
 - f) 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.
 - g) All emergency medicines (asthma inhalers, epi-pens etc.) will be readily accessible and never locked away.

2. Creams and Lotions

- a) Non-prescribed creams and lotions may be applied at the discretion of the Head teacher in line with this policy but only with written consent from parents and carers.
- b) Parents and carers are responsible for sending in the cream, labelled for the individual pupil.
- c) Sun cream needs to 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 but parents and carers must ensure it is in date and of at least SPF 25 or above. It should be labelled clearly and is the child's responsibility.

3. Alternative Medications

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

4. Simple Analgesics (Pain Relief)

- a) These will only be given if there is an on-going medical condition and a GP/consultant has prescribed it.

5. Refusing Medication

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

6. Storage and Disposal of Medication

- a) All medication, including asthma pumps, will be kept in the main School Reception Office.
- b) Medications that require refrigeration will be stored in the fridge located in the School Reception Office. The medications should be in a closed container and clearly labelled PUPILS MEDICATIONS. The fridge will not be accessible to pupils.
- c) Children prescribed with an Epi-pen will need to have TWO pens in school – one to be kept with them/in the classroom and the other as a 'back up' to be kept in the School Reception Office
- d) Epi-pens should be kept in a clearly labelled box in the classroom; this must travel with the children at all times including PE lessons and off-site visits.
- e) Any emergency medications will be stored out of the reach of children, in the same room as the child wherever possible and easily accessible to staff. All members of staff working in the school will need to be made aware of the location of the emergency medication.
- f) Admin Assistants will undertake regular inspections of all the medications held on site and any medications found out of date, no longer needed or not displaying clear labelling will be removed and returned to parents/carers.

- g) Any medications not collected by parents/carers at the end of term will be taken to a local pharmacist to be disposed of.

7. Educational Visits and Trips

- a) Where pupils are going out on a school trip, any medicines required by pupils will be considered as part of the overall risk assessment of the trip. This may include any special procedures for individual pupils.
- b) Nominated members of staff will hold any medications, including emergency medications, during the trip.
- c) Pupils with complex medical needs may necessitate a health plan specifically for the visit.
- d) For residential visits parents and carers are required to complete a consent form (Appendix 3) for all forms of medication. This includes over the counter medication such as travel sickness. The form will also include permission for a small dosage (stated on the form) of paracetamol to be administered should the pupil require it during the trip. Any such administration of paracetamol is recorded and parents are informed and asked to counter sign on the child's return.

8. Self Administration of Medications

- a) Older pupils with a long-term illness should, whenever possible, assume complete responsibility for their medication, under the supervision of their Parents / Carers. It should be noted, however, that children develop at different rates and so the ability to take responsibility for and to manage their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage.
- b) Health Professionals need to assess, with Parents / Carers and children, the appropriate time to make this transition. Where it is appropriate for pupils to self-manage, Parents / Carers will be required to complete a "Self Management" form which will detail where the medicines are to be stored during the school day. (Appendix 4).

9. Pupils with long term or complex medical needs

- a) Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment of special care needed at the school.
- b) Arrangements can then be made, between the parents, head teacher, school nurse and other relevant health professional to ensure that the pupil's medical needs are managed well during their time in school.
- c) For pupils with significant needs, arrangements will be documented in a Health Care Plan. Schools must make "reasonable adjustments" for pupils with medical needs.

10. Asthma

Please refer to Appendix 5 – Asthma Policy

11. Epilepsy Procedure

Please refer to Appendix 6 – Epilepsy Policy

12. Allergic Reaction & Anaphylaxis

Please refer to Appendix 7 – Allergic Reaction & Anaphylaxis Policy

13. Emergency Procedures

Approved by Children, Families and Communities committee: November 2017; Review: Autumn 2017

- a) In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified.
- b) A staff member will always accompany a pupil to hospital and stay with them until a parent/carer arrives.
- c) 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 Individual Health Care Plan is given to the ambulance crew.

14. Training

- a) Any staff required to administer medicines will receive suitable training.
- b) All identified staff will receive refresher training on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis.
- c) Records are retained for all staff training.

Ashmead School Managing Medications Policy Appendices

1.	Parental Agreement to Administer medications
2.	Record of Medications Administered
3.	Residential Trips Medical Consent Form
4.	Consent for Pupil to Self Administer Medications
5.	Asthma Policy
6.	Epilepsy Policy
7.	Allergic Reaction & Anaphylaxis Policy

Appendix 1 (Managing Medications Policy)

Parental Agreement For Ashmead School To Administer Medications

The school will not administer your child's medicine unless you complete and sign the form

Name of Child _____ **Class** _____

Date of Birth _____ / _____ / _____

Medical Condition or Illness _____

Medicine: To be in the original container with label as dispensed by pharmacy

Name / type and strength of medicine _____
(As described on the container)

Date commenced _____ / _____ / _____

Dosage and method _____

Times to be given _____ / _____

Special precautions _____

Are there any side effects that the
School should know about - emergency
arrangements _____

Self administration Yes / No (delete as appropriate)

Procedures to take in an emergency

Parent / Carer Contact Details

Name _____

Daytime telephone no _____

Relationship to child _____

Address _____

I understand that I must deliver the medicine safely to school office

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

Parents/ Guardians Signature: _____

Print Name:

Date: _____ / _____ / _____

If more than one medicine is to be given, a separate form should be completed for each one

Appendix 2 (Managing Medications Policy)

Ashmead School Administered Medicines Record

Name:

Name of Medication:

Class:

Date	/ /	/ /	/ /
Time Given			
Dose Given			
Name of Staff Member			
Staff Initials			
Observations / Comments			
Date	/ /	/ /	/ /
Time Given			
Dose Given			
Name of Staff Member			
Staff Initials			
Observations / Comments			
Date	/ /	/ /	/ /
Time Given			
Dose Given			
Name of Staff Member			
Staff Initials			
Observations / Comments			
Date	/ /	/ /	/ /
Time Given			
Dose Given			
Name of Staff Member			
Staff Initials			
Observations / Comments			

Appendix 3 (Managing Medicines Policy)

Ashmead School Parental Consent Form for Residential Trips

LOCATION:	
DATES OF TRIP	
NAME OF PUPIL:	DATE OF BIRTH

Please complete all sections on both sides of this form.

Declaration

I agree to my son / daughter taking part in the above mentioned visit and having read the information sheet, agree to his / her participation in any or all of the activities described.

I agree to my son / daughter receiving emergency medical treatment, including anaesthetic, as considered by the medical authorities present.

I agree to a member of staff administering pain relief medication (Calpol) to my son/daughter using the dosage advice on the bottle, given for the age group.

I will sign the dosage record on return for the school records.

I may be contacted by telephoning the following numbers:

Name: _____

Address: _____

Home Tel No: _____

Mobile No: _____

Work No: _____

I undertake to inform the Co-ordinator / Head Teacher as soon as possible of any change in the medical circumstances [overleaf] between the date signed and the commencement of the visit.

Date: ___/___/___ Signed: _____

Name:

Medical Information

Does your child suffer from any condition, which requires medical treatment, including medication? [Please include asthma inhalers] If YES please give details	YES / NO
To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that might become contagious or infectious? If YES please give brief details.	YES / NO
Is your child allergic to any medication? If YES please give brief details	YES / NO
Has your child had a tetanus injection? If YES please state approx. how long ago.	YES / NO
Special Dietary Requirements Outline any special dietary requirements of your child, e.g. vegetarian, allergies. [Please do not include likes and dislikes.]	YES / NO
Name, address and telephone number of Family Doctor	

ALL medication should be handed into the teacher in charge. ALL medication must be clearly labelled with the name of the pupil, in-date, provided in the original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. Please ensure any medication sent with your child is accompanied with a 'Parental agreement for staff to administer medications form. (Appendix 1).

Appendix 4 (Managing Medications Policy)

Ashmead School
Request for Pupil to Carry and Self-Administer Medication

This information will be held securely and confidentially and will only be shared with those who have a role or responsibility in managing the administration of medication to your child.
This form must be completed by the parent/carer before the request can be considered

Name:

Date of Birth:

Class:

Parent/carer name:

Emergency contact number:

Details of Medication Medical Condition / Illness

Medication name and strength

Medication formula (e.g. tablets):

Action to be taken in an emergency:

Parental Request and Statement of Agreement

I (printed name of parent/carer) request that my child carry and self administer the above named medication. I am responsible for updating the school on any changes to the medication including doses and frequency.

I understand that the self-administering of the medication will not be supervised by staff and agree to not hold staff responsible for loss, damage or injury associated with my child carrying and self-administering their medication.

Signature of parent/carer

Date: / /

Name of Head teacher/Manager (please print)

Signature of Head teacher/Manager

Date / /

NB the Head teacher/Manager must take into consideration any risk/insurance implications for the child/young person or others before consent is given if more than one medication is to be carried and self-administered then a separate form must be completed for each.

Ashmead School Asthma Policy

Aims: Ashmead School recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma.

The school:

- Will ensure that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, educational visits, outings and other out-of-hours school activities.
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times.
- Will ensure as far as possible up to date records of all pupils with asthma are held on site.
- Will ensure that there is an emergency salbutamol inhaler and spacer available for emergency use only. This will be held in the school office.
- Will ensure that the emergency inhaler is only used by children, with asthma, who have written parental consent for its use. (Appendix 1)
- Will, in the event that the school emergency inhaler is used, parents will be contacted immediately and asked to bring the pupils medication to school the next day.

ALLERGIC REACTIONS/ANAPHYLAXIS

What is anaphylaxis?

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. The whole body is affected, usually within seconds or minutes of exposure to a certain food or substance, but on rare occasions may happen after a few hours.

Any allergic reaction, including the most extreme form, anaphylactic shock, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it wrongly perceives as a threat.

Anaphylaxis is manageable. With sound precautionary measures and support from the staff, school life can continue as normal for all concerned.

Symptoms

The most severe form of allergic reaction is anaphylactic shock, when blood pressure falls dramatically and the patient loses consciousness.

This is rare in young pupils but does occur in adolescence.

More common symptoms in pupils are:

- Nettle rash (hives) anywhere on the body
- Sense of impending doom
- Swelling of throat and mouth
- Difficulty in swallowing or speaking
- Alterations in heart rate
- Severe asthma
- Abdominal pain, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)

A pupil would not necessarily experience all of these symptoms. Even where only mild symptoms are present, the pupil should be watched carefully. They may be heralding the start of a more serious reaction.

Pupils with Anaphylaxis

Children with anaphylaxis have care plans. Epi-pens are stored in the school office and the classrooms. Staff who are trained to administer Epi-pens are listed in the front of the medical conditions file which is stored in the school office.

If a child were to have a reaction for the first time, the paramedics will be called immediately and advice followed. In the event of an emergency and following the advice of the paramedics and epi-pen will be administered.

Where pupils are sufficiently responsible to carry their emergency treatment on their person, there should always be a spare set kept safely but not locked away and accessible to all staff.

Sporting and off-site activities

Whenever a severely allergic pupil goes out of the school, his/her emergency kit must go too. A staff member trained to treat allergic symptoms must accompany the pupil

Where a pupil has a food allergy, if is not certain that the food will be safe, think about alternatives that will mean the pupil is not excluded from school trips and activities. For example, for a day trip a pupil can take a lunch prepared at home, and for longer visits some pupils take their meals in frozen form to be re-heated individually at mealtimes.

In any event, the allergic pupil should always take plenty of safe snacks. Insect sting allergies can cause a lot of anxiety and will need careful management. Special care is required when outdoors, the pupil should wear shoes at all times and all food or drink should be covered until it is time to eat. Adults supervising activities must ensure that suitable medication is always on hand.