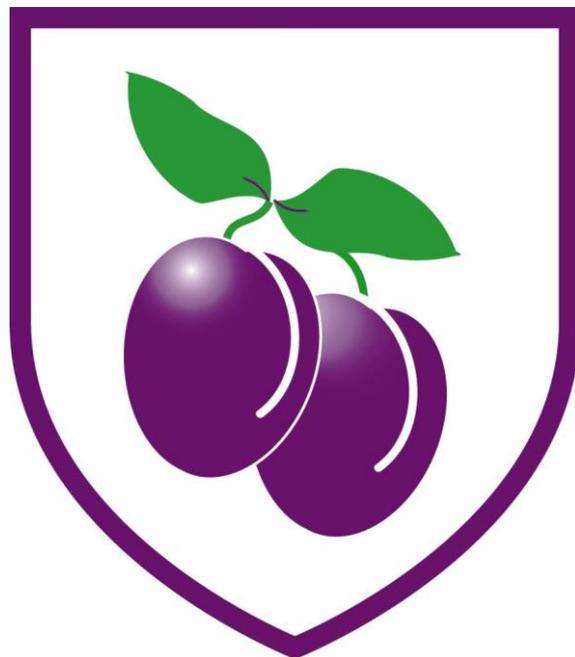


Plumcroft Primary School

Universal high expectations

Knowing every child

In pursuit of excellence



Policy

July 2020

Policy and procedure for the administration of medication and first aid at school

Introduction

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Management and Organisation

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a blue form (available from the main School Office or the first aiders in Reception classes), giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication must be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or carer and retained in the school office for reference by staff involved.

In cases where the child's medical needs may be greater than those of their peers, the Assistant Headteacher for Inclusion may request that an individual Healthcare Plan be prepared if applicable, by the School Nurse. In such cases, consultations on the Plan will include the school, health service practitioners (i.e. School Nurse) and the parents/carers. This will also clarify the extent of responsibility taken by the school.

The Assistant Headteacher for Inclusion will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines. Controlled drugs are locked up and staff trained on the administration and use of these drugs.

Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils, i.e. office staff, should be advised of the correct procedure for each pupil by Mrs Hannant or Mrs Shujah who will liaise with parents/carers.

It is the responsibility of the Assistant Headteacher for Inclusion to ensure that new members of staff receive appropriate training. All staff will be trained to use an epipen, should the need arise.

Members of staff available for administering medicines and drugs:

Paula Shujah	Michelle Robison	Mel Parker
Toni Ford	Ria Stubbs	Emma Poynton
Sue Cheeseman	Abi	Karla Hammett
Sue Keys	Jo Oakins	Oprah McDonald
Natalie Keen	Debbie O'Connell	Emma Roach
Mandie Frater	Adam Keeper	Fozia Ahmed
Jo Close	Sophie Nicol	Laura Brown
Julie Ann O'Rurke	Sasha	Signaida Ibezi
Sarah Smith	Adam Keeper	Janie Reed
Zeinab Molleam	Sam Claridge-Owen	Roxanne Davidson
Navida Ahmed	Sophie Nicol	

Members of staff available for first aid in an emergency:

As above

Members of staff available to administer emergency medication:**Members of staff available for Diabetes:**

Paula Shujah	Natalie Keen	Mandie Frater
Sue Cheeseman	Karla H	Michelle Robinson
Teresa Oakins	Carmen Adams	Maria Sinclair
Jo Oakins	Jakki Coleman	Denise O'Malley
Angela Frogget	Angela Hudson	Laura Brown
Gemma Willis	Emma Roach	

Advice on Medication

Children recovering from a short-term illness/infection who are clearly unwell, should not be in school and the Headteacher can request that parents or carers keep the pupil at home if necessary.

If the parent or carer requests that the school administer medication (prescribed) the Headteacher will allow this on the condition that the school's Permission to Dispense Medication form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent/carer to obtain verbal consent. A record will be kept in the medicine record book. A telephone permission slip will also be completed by the member of staff.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff already named should administer the medication and a record should be kept. Staff will not under any

circumstances administer drugs by injection and parents would be expected to attend to the pupil in school hours in such cases.

School Trips

It is part of the Inclusion Policy of the school that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise.

Taking medication on school trips

It may be necessary to take medication for pupils on a school trip, i.e. Epipen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication must be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

Inhalers and Asthma

All inhalers are kept in plastic wallets in classrooms. It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year.

In the case of pupils in Foundation Stage and Key Stage 1 the school can supervise the child using the inhaler.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this case, the Headteacher is willing for named staff to administer the antibiotics supplied by the parent or carer. A Permission to Dispense form should always be completed giving full instructions for administration of the medicine. It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

Diabetes

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes must not be left unattended if feeling unwell, or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents/carers from the child's GP or Paediatrician and returned to the parents/carers when full, for replacement. Close contact is maintained with the diabetic nurses.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed, giving clear instructions to staff at the school. A record of all doses administered will be kept.

Unusual Medications

In the case of unusual prescribed medicines, i.e. use of an Epipen, this will be at the discretion of the Headteacher and Governors. In all cases, proper training will be provided by the Child Health service and parents will need to complete a Medication form, accepting responsibility. In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Nut Allergies/Anaphylaxis Procedures

Medication for the treatment of nut allergies will be kept in easily identifiable containers in the medical room or individual classrooms. Each container should be clearly labelled with the child's name and class. Epipen training is carried out annually with ALL staff.

Emergency Procedures

In the case of an emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should never take children to hospital in their own car – it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the secure medication cupboard or in the office fridge (depending on prescriber's instructions). Epipens and inhalers should be readily available and not locked away. Some children have epipen/inhalers in their classrooms in accordance with the recommendation of their care plan.

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.

Summary or Procedure to Dispense Medication

- Permission to dispense medication form must be completed by the parent/carer
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered
- Recommended/prescribed dose will not be exceeded without written permission from a medical professional
- All medication given must be recorded and witnessed in the Medication Record book
- It will be the parent/carers responsibility to collect medication at the end of each school day where necessary
- Medication being taken out of school on trips or visits must be logged in and out with the school office and be the responsibility of a member of staff at all times

Policy and Procedure for Administration of Medication and First Aid at School

Appendix 1

Policy and Procedure for Nursery Provision

Nursery will follow the procedure as stated in the main policy with the exception of:

Storage of Medicines

Medication will be stored in a labelled container in the Nursery staffroom on top of the cupboard, out of the reach of children, with the exception of controlled drugs i.e. epilepsy medication which will need to be stored in the lockable cupboard.

Permission to Dispense forms

Permission to Dispense forms will be available in the Nursery for parents/carers to complete. They will then be stored in the Nursery medical file.

Dispensing Medication

Medication dispensing forms must be completed as stated in the main policy but will be kept in the Nursery medical file.