

Holy Trinity Primary School

Medical Care and Medicines Policy

RATIONALE AND AIMS

We aim to have 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, and that for such children attendance is as regular as possible.

In all instances the school will do all it can to enable the parent/carer/guardian to come into school to administer medicines.

TYPES OF MEDICATION and GUIDANCE

Prescribed Medicines

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber. Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

Controlled drugs should never be administered unless cleared by the Headteacher. Reference should be made to the DfES document **Managing Medicines in Schools and Early Years Settings 2005**.

Non-Prescription Drugs

Staff should **never** give non-prescribed drugs to a child unless there is specific written permission from the parent (form available from school office). This will be an exceptional situation rather than the norm.

“The criteria, in the national standards for under 8s day care providers, makes it clear that non-prescription medicines should not normally be administered.”

Managing Medicines in Schools and Early Years Settings (2005)

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor (DfES) and therefore will only be administered to a child with a prescription.

DURATION OF IN SCHOOL MEDICATION

Short Term Medical Needs

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined. **Please note the exceptional terms in the previous paragraph.**

Long Term Medical Needs

The school should be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. Reference should be made to **Managing Medicines in Schools and Early Years Settings 2005** in order to devise a care plan.

MEDICINE/MEDICAL ADMINISTRATION

Administering Medicines

No child under 16 should be given medicines without written parent consent. Form 1 must be completed by the parent giving permission for medicine to be administered by staff. Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines must be:

- Willing to perform such tasks
- Trained where necessary for the task required

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.

Please note: a record must be kept in a written form each time medicines are given.

Self Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

Record Keeping

Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear.

Please note: a written record of medicines administered (FORM 3) will be kept in the school office and this will also be signed by the parents to acknowledge the entry. A copy of the consent form will also be kept in the office.

Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the school office.

Sporting Activities

It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers not self managed should be taken to the field in a box or container and be supervised by a support member of staff.

ROLES AND RESPONSIBILITIES

The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

The Head Teacher

The Head Teacher will ensure that all staff receive appropriate support and training and aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

Teachers and Other Staff

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. **Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.**

Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the school office. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils. Any problems or issues arising shall be initially referenced to **Managing Medicines in Schools and Early Years Settings 2005 (DfES)**.

Dissemination of the policy

Each teacher has a copy of this policy and a copy can be found in the Headteacher's office. A copy of the policy is available to any current or prospective parent, on request to the Headteacher.

Appendices

- FORM 1 - Parental Permission for School to Administer Medicines**
- FORM 2 - Headteacher agreement to administer medicine**
- FORM 3 - Record of medicines administered to all children**
- FORM 4 - Parental request for children to carry his/own medicines**

Monitoring and evaluation of the policy

The policy will be reviewed every three years.

Date: Signed: Headteacher

Date: Signed: Chair of Governors

FORM 1

Parental Permission for School to Administer Medicines

Holy Trinity Primary School, Beridge Road, Halstead, Essex, CO91JH, Tel: 01787 472096

Holy Trinity Primary School will not give your children medicine unless you complete and sign this form. This is a service that the school is not obliged to undertake and that any changes must be notified in writing.

Name of school	Holy Trinity Primary School
Name of child	
Date of birth	
Class/Form	
Medical condition	

Details of Medicine/Medication

Name of medicine	
Date dispensed	
Expiry date	
Review date	
Dosage/Method	
Time/s	
Special precautions	
Side effects	
Self administration	Yes/No (delete as appropriate)
Procedure in an emergency	

Contact Details

Name	
Telephone No.	
Relationship to child	
Address	

Declaration

This is a service that the school is not obliged to undertake and that any changes must be notified in writing. I also understand that I must deliver medicine to the school office.

Date:

Signed:

FORM 2

Headteacher agreement to administer medicine

Holy Trinity Primary School, Beridge Road, Halstead, Essex, CO91JH, Tel: 01787 472096

Name of child	
Medicine	
Dosage	
Time of dosage	
Supervised and/or Administered by	

This agreement will continue until (either end date of course or until instructed by parents/carers)

Date (if applicable):

Date:

Signed:

Headteacher/Head of Setting/Named staff member

FORM 4

Parental request for children to carry his/own medicines

Holy Trinity Primary School, Beridge Road, Halstead, Essex, CO91JH, Tel: 01787 472096

This form must be completed by parents/guardians in advance. If staff have any concerns they may be discussed with professionals from the school health service.

Name of school	Holy Trinity Primary School
Name of child	
Class/Form	
Address	
Name of medicine	
Procedure to be followed in an emergency	

Contact Details

Name	
Telephone No.	
Relationship to child	
Address	

Declaration

I would like my son/daughter to keep his/her medicine in their possession and use as necessary.

Date:

Signed: