



Administration of Medication and Children with Medical Needs Policy

Date agreed by governors.	June 2021
Review Date	June 2023
Policy Written by	Lane End & Leeds City Council

Safeguarding Statement.

At Lane End we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Lane End.

We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values.

The governing body has agreed to the administration and supervision of medicines at Lane End Primary School.

This policy should be read alongside DFE Supporting pupils at school with medical conditions (Feb 2014) statutory guidance

Children with Medical Conditions:-

- Parents will provide the school with full information regarding their child's medical needs
- All adults who have a pupil with medical needs in his/her class should understand the nature of the child's condition and when and where that pupil requires additional attention.
- Staff should report any deterioration in a child's health to the an appropriate member of staff and ensure that parents are contacted.
- Staff will be aware if any emergency is likely to occur and what measures they should take if one does. These measures will be in writing and easily accessible to all staff involved with the child. This will be kept in the classroom and centrally in the office.

Administering of medicines:-

- The administering of medicine in school is a voluntary role. No member of staff will be obliged to fulfil this role
- The head teacher accepts responsibility, in principle, for members of staff who volunteer to give, or supervise children taking, prescribed medicine during the school day
- The head teacher will ensure these staff receive suitable and sufficient information, instruction and training to undertake the function in a safe and effective manner.
- These staff are covered under the school's employer's liability insurance
- Under no circumstances will any person employed by the school administer medicine if they have not received requisite training or without the authority of the head teacher.
- The school will not accept responsibility for the administration of non-prescription medicines
- The school requires prior written agreement from a parent or guardian for any medication to be given to a child. No medicine will be given without written consent. (Unless an emergency inhaler is required).
- It is the responsibility of the parents to provide the medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

Any member of staff giving or supervising the taking of medicines should check:-

- The child's name
- That there are written instructions provided by the parent, doctor or other medical expert advising on the condition
- The prescribed dose
- The expiry date of the medicine
- Where staff are in doubt, they should not give the medication until things have been checked and the full details are known.

Pupils are not allowed to look after their own medication, with the following exception:-

Emergency inhaler, with the specific written consent of the parent or guardian. This should be kept only in a zipped pocket or bag and should be labelled with the child's name. These are kept in the main school office and are easily accessible to all staff. All other medicines will be kept in safe storage in the medical room fridge, to be accessed only by staff agreeing to be responsible.

- A record will be kept of each dose taken of any medicine in school.
- Where possible, parents should request that their GP prescribes a three times per day dose rather than four so that the child need not take the medication in school.
- Where it is essential for medication to be taken at school, the medicine should be brought to school by the parent. Where possible, this should be a single dose. Where a bottle is the only option, this should be discussed with an appropriate adult in school first, usually the office staff.
- The medication should be clearly marked with the name of the child and the recommended dosage.
- No child will be forced to take medicine if they refuse. If this puts the child at immediate risk, the parents will be contacted. If the parents cannot be contacted, the emergency services will be contacted.
- Where this does not put the child at immediate risk, the parent will be contacted directly via phone or text and not by a note home. The child's records noted with signature and date.

Training

- Where staff are required to carry out a non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before the commitment to such administration is accepted e.g. Epi-pens – and training will be given.
- A staff 'training record' sheet will be completed to document the level of training undertaken.
- Such training will form part of the overall training plan and refresher training will be scheduled at appropriate levels.

Storage and disposal of medicine

- Medicines will be secured in the school office, or medical fridge in the original containers.
- The school will not dispose of any medicine or the container in which it came. These will be collected by the parent.

Invasive or intimate treatments

- These treatments will only be given by someone of the same gender as the child and only where to adults are present. Those persons who volunteer will be trained.
- Where no member of staff volunteers, the head teacher and parents will respect the staff's wishes. The case will be referred to the local health trust for advice on how to continue with treatment.

Sporting activities and school trips

Any member of staff supervising children involved in sporting activities or on a school trip must be aware of the relevant medical conditions and emergency procedures for any child with a medical condition. A risk assessment will be carried out and the head teacher will assess whether any additional measures need to be taken for the child to be included.

Record Keeping

- All accidents will be logged in the accident book or on a CF50 if required (see also Health and Safety policy)
- Any medication administered will be logged in medicine log– information will include, date, time, medication, dose, staff initials and witnessed by another member of staff if considered appropriate.

Emergency Procedures

- A healthcare plan will clearly define what an emergency is and where appropriate any warning signs/symptoms will be shared with other pupils so that they too know what to do such as informing the nearest adult.
- In the event of an emergency staff should not hesitate to call 999.
- Documentation relating to the child – contact details, health care plan, and any medication will be available for emergency services on arrival.
- Parents will also be contacted immediately – it is expected that parents would be able to come to school immediately.
- If a child needs to be taken to hospital staff will stay with the child until the parent arrives. If the parent is unable to come to school they will be asked to go immediately to the hospital and staff will accompany the child in the ambulance. Whenever possible 2 members of staff will accompany the child.
- If school is unable to contact parents, 2 members of staff will accompany the child to hospital in the ambulance whilst staff in the school continue to try to contact parents. Staff in school will maintain contact with accompanying staff who will remain with the child until parents arrive.

Children with specific medical needs

- In order to make decisions about the support school can provide, school will consider advice from healthcare professionals and also listen to the views of parents
- School will seek advice from health professionals training needs of staff will be identified and training arranged. Whilst it is hoped that training will be delivered promptly it is possible that entry to school may be delayed in order for training to take place.
- A written health care plan will be drawn up. This will be done in conjunction with the parent and school nurse, doctor or health professional. The level of detail will depend on the complexity of the child's condition.

The health care plan will give:-

1. details of the child's condition
 2. daily care requirements
 3. emergency action and when to take it
 4. who is responsible in an emergency (including reserves)
 5. any follow up care that may be needed
 6. particular training needs required
- A copy of the plan will be provided to all staff who will have contact with the child on a need to know basis
 - Planned reviews of the healthcare plan will be scheduled, as advised by the health professional, as an absolute minimum they will be reviewed annually
 - Where the head teacher is concerned that a child's needs may not be able to be met by the school, the head teacher will seek further advice from the school nurse, the child's GP, or other medical advisers.

Where a child is acutely unwell the parent should keep the child at home.



REQUEST FOR SCHOOL TO ADMINISTER PRESCRIBED MEDICATION

The school will not give your child medicine unless you complete and sign this form.

MEDICINE WILL BE GIVEN AT APPROX 12PM ONLY (EXCEPT INHALERS WHICH WILL BE GIVEN AS REQUIRED)

IF YOU REQUIRE MEDICATION TO BE GIVEN AT ANY OTHER TIME YOU ARE WELCOME TO COME INTO SCHOOL TO ADMINISTER IT YOURSELF

DETAILS OF PUPIL

Surname: _____

Forename(s): _____

Date of Birth: _____

Class: _____

Condition or illness: _____

MEDICATION

Name/Type of Medication (as described on the container) _____

For how long will your child take this medication?:

Date dispensed: _____

FULL DIRECTIONS FOR USE

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

Procedures to take in an Emergency: _____

CONTACT DETAILS:

Name: _____ Relationship to Pupil: _____

Daytime Telephone No: _____

Signature: _____ Date: _____

I understand that I must deliver and collect medication from the school office and I accept that this is a service that the school is not obliged to undertake.

