


# Managing Medicines Policy

## Reviewed September 26

## School Vision

We shine like stars to achieve and make a difference in the world, knowing that with God, all things are possible.




# Allergy Policy

**Ethos Statement**

This policy reflects our school ethos which recognises, celebrates and welcomes diversity. We believe that each and every one of us brings something valuable to our school community. We aim to develop children's personal qualities and achievements and are committed to giving all our children every opportunity to achieve and be the best they possibly can.

**Rationale**

From September 2014, Section 100 of the **Children and families Act 2014** places a duty on governing bodies of maintained schools to make arrangements for supporting pupils with medical conditions. Governing bodies must ensure that these pupils have full access to education, including school trips and physical education. This means that no child with a medical condition should not be denied admission or prevented from taking up a place at school because arrangements for their medical condition have not been made.

Aspull Church Primary School takes advice from the statutory document by the DFE;
'**Supporting pupils at school with medical conditions, December 2015'**

**Aims**

- To assist parents in providing medical care for their children.
- To ensure that procedures and practice concerning the administration of medicines at Aspull Church is clear to all staff and they know how to comply with this.

- To liaise as necessary with outside agencies to support individual pupils.
- To ensure that all pupils with medical conditions have access and enjoy the same opportunities at school as any other child.
- To monitor and keep appropriate records.

**Role of the Governing Body**

The Governing Body will ensure that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child.

In making their arrangements the governing body will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The Governing Body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The Governing Body will ensure that their arrangements give parents/carers and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They will ensure that staff is properly trained to provide the support that pupils need.

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, the Governing Body will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

The Governing Body will ensure that the arrangements they put in place are sufficient to meet **their statutory responsibilities and should ensure that policies, plans, procedures and systems** are properly and effectively implemented. This aligns with their wider safeguarding duties. The Governing Body will ensure that this policy is reviewed regularly and is readily accessible to parents/carers and school staff.

**Policy Implementation**

Named Person: Howard Smout, Headteacher, is responsible for ensuring that:

- Sufficient staff are suitably trained, including in the case of staff absence or staff turnover.
- All relevant staff, including supply staff, are aware of children's conditions.

- Staff are provided with a clear overview of medical needs.
- Risk assessments for school visits, holidays and other school activities outside of the normal timetable include reference to children's medical needs.
- Individual healthcare plans are kept up to date.

**Procedures To be Followed When Notification is Received that a Pupil has a Medical Condition.**

- A school leader will consult with the relevant health and social care professionals, the pupil and parent/carers as soon as notification is received. This may include occupational therapist, physiotherapist and nursing services. Where a child is changing schools, the health and social care professionals linked to the previous setting will be consulted.
- Relevant Health & Social Care professionals, the pupil, parent/carers will contribute guidance as appropriate where a pupil is being re-integrated or where their needs have changed. This may include decisions about the rate of integration, timetable adaptations and changes, and arrangements for any staff training and support. For children new to school, arrangements should be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to Aspull Church Primary School mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

**Unacceptable Practice**

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable; penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or

- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany the child.

**Managing Medicines on School Premises**

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's/carer's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parent/carer. In such cases, every effort should be made to encourage the child or young person to involve their parent/carer, while respecting their right to confidentiality. Non-prescription medicines may only be administered with written parent/carer permission.
- A child under 16 will never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. Where permission for paracetamol to be administered has been given, unless a parent/carer can be contacted to check times, it will not be given before 12:30pm. A parent/carer will be informed.
- Where clinically possible, Aspull Church Primary School will ask for medicines to be prescribed in dose frequencies which enable them to be taken outside school hours.
- Aspull Church Primary School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container.
- All medicines must be stored safely. Children should know where their medicines are at all times. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on school trips.
- Aspull Church Primary School will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs will be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in school.
- SLT/Val Lancaster & Caroline Kirkman may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. Aspull Church Primary School will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted.

- When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal.
- Aspull Church Primary School retain a supply of Calpol and Piriton. This can be administered to pupils if it is required, with consent from a parent/guardian.

The key persons who administer medicines are Mrs Val Lancaster and Mrs Caroline Kirkman along with any member of SLT.

**Emergency Procedures**

Governing bodies have a duty to ensure that the managing medicines policy sets out what should happen in an emergency situation.

Where a child has an individual healthcare plan Aspull Church Primary School will ensure that this clearly defines what constitutes an emergency and explain what to do, including ensuring all relevant staff are aware of emergency symptoms and procedures. Other pupils in school should know what to do in general, such as informing a teacher immediately.

Details of first aid procedures can be found in the First Aid Policy which is kept in the 'Managing Medicines in School' file in the School Office.

If a child is taken to hospital a member of staff will stay with the child until the parent arrives and ensure that their health care plan accompanies the child to hospital.

Staff should **never take children to hospital in their own car**; it is safer to call an ambulance.

Aspull Church Primary School is also equipped with 1 defibrillator for emergencies; located in the school atrium outside the Hall, signs are around school directing to the defibrillator.

Mrs V Lancaster and Mrs C Kirkman have completed training courses on how to use if required; checks are conducted regularly by the named persons above.

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner. **A record must be kept in a written form each time medicines are given.** This form is kept with the medicines in the office. The slip is then sent home with the pupil and a screen shot is also sent on Class Dojo.

Signs confirming our nominated First Aid Officers are placed around the school building. The signs will notify if the staff member is qualified as a Paediatric First Aider.

**Educational Visits and Sporting Activities**

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.

## Guidelines for managing Asthma

People with asthma have airways which narrow as a reaction to various triggers. The narrowing or obstruction of the airways causes difficulty in breathing and can usually be alleviated with medication taken via an inhaler. Inhalers are generally safe, and if a pupil took another pupil's inhaler, it is unlikely there would be any adverse effects.

An emergency inhaler is also located in the school office with consent of parents to use if required.

## Emergency Inhaler

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for the use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

## Emergency Adrenaline Auto Injectors (AAI)

School has a spare (AAI) obtained without prescription and is kept in the School Office. This is for emergency use only to a pupil at risk of anaphylaxis where both medical authorisation and written parental consent for use is obtained. The spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. If someone appears to be having a severe allergic reaction (anaphylaxis) 999 is called without delay, even if they have already used their own AAI device, or a spare AAI.

In the event of a possible severe allergic reaction in a pupil who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate.

## Staff Training and Support

Training needs will be assessed regularly and take account of the needs of the pupils to ensure staff are fully supported in their role. The school nurse and other health professionals will be used to implement training.

## First Aid Boxes

First aid boxes, identified by a white cross on a green background, are provided in school. All boxes contain at least the minimum supplies required under law.

Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

First aid boxes are located in both Key Stages.

**The Role of the Named Person and Individual Health Care Plans**

Mrs Val Lancaster is to ensure that procedures are followed whenever a school is notified that a pupil has a medical condition are in place and followed.

The named person is responsible for individual health care plans and their development and use in supporting pupils at school with medical conditions.

At transition, the other school is provided with a copy of the Plan and if necessary a meeting may be arranged to discuss the medical needs of the individual.

Individual Health Care plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They are developed with the child's best interests in mind and assess and manage risks to the child's education, health and social well-being minimises disruption.

Consultation with parents and medical professionals is part of the Healthcare Plan.

The information recorded in a Healthcare Plan could include:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side-effects and storage) and other treatments;
- Specific support for the pupil's educational, social and emotional needs;
- The level of support needed. If appropriate, some children may wish to have some responsibility towards managing their own health needs. The needs are to be agreed with the child and made clear within the individual healthcare plan;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency;
- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parent/carers and the head teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;

- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements.

**Contacting Emergency Services**

**Request for an Ambulance**

**Dial 999, ask for ambulance and be ready with the following information**

1. Your telephone number
   01942 746679

2. Give your location as follows:
   Aspull Church Primary School

3. State the postcode is:
   WN2 1QT

4. Give exact location in the school/setting:
   Bolton Road, Aspull, Wigan, single storey school, close to two roundabouts by the Fingerpost (known as the school with the cow)

5. Give your name

6. Give name of child/adult date of birth and a brief description of child/adult's symptoms

7. Inform Ambulance Control of the best entrance and state the crew will be met and taken to the child/adult with the injury

Appendix 1

Record of medicine taken out of school for trips

| Date | Child's Name | Medicine | Time out | Signed out | Time in | Signed in |
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Appendix 2

Parents Guidelines for managing Asthma in School

1. If children need to use an inhaler in school, a Consent Form from parent/carer must be in place. Forms are available from the School Office.
   Individual care plans need only be in place if children have severe asthma which may result in a medical emergency. Please inform school if this applies to your child.

2. All inhalers must be labelled with the child's name, class and prescribed dosage.
   Some children, particularly the younger ones, may use a spacer device with their inhaler; this also needs to be labelled with their name, etc.

3. Inhalers must be stored in a readily accessible, safe place in the relevant classroom and available when children need them. Pupils of year 3 and above should be encouraged to administer their own inhalers.

4. All inhalers must have an expiry date beyond the end of the school year and will be returned to the parent/carer at the end of the school year regardless of expiry date.

5. Parents/carers are responsible for renewing out of date and empty inhalers and ensuring that spacer devices are taken home at least once a term for cleaning.

6. Parents/carers should be informed when their child has used their inhaler and if a child is using the inhaler excessively.

7. Physical activity will benefit pupils with asthma, but they may need to use their inhaler 10 minutes before exertion. The inhaler MUST be available during PE and games and swimming. If pupils are unwell they should not be forced to participate.

8. School staff should take appropriate disciplinary action if the owner or other pupils misuse inhalers.

Appendix 3

Consent Form - Parental agreement for school to supervise self-administration of inhalers

| | |
|---|---|
| Name of school | Aspull Church Primary School |
| Name of child | |
| Date of birth | |
| Class | |
| Medical condition or illness | |
| **Medicine:**<br>Name/type of medicine (as described on the container) | |
| Date dispensed from | |
| Expiry date | |
| Agreed review date | |
| Dosage and method | |
| Timing – How many times a day | |
| Special precautions | |
| Are there any side effects that the school needs to know about? | |
| Self administration | |
| Procedures to take in an emergency | |
| **Contact Details:**<br>Name | |
| Daytime telephone number | |
| Relationship to child | |
| Address | |
| I understand that I must deliver medicine personally to | |

I understand that I must notify the school of any changes, including emergency contact details, in writing specifying that your child uses an inhaler.

Name (print) ……

Signature …… Date ……..

Appendix 4

Parental agreement for school to administer medicines/creams

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

| | |
|---|---|
| Name of school | Aspull Church Primary School |
| Date | |
| Child's Name | |
| Class | |
| Name and strength of medicine/cream | |
| Expiry date | |
| How much to give (i.e. close to be given) | |
| When to be given | |
| Any other instructions | |
| Number of tablets/quantity to be given to school | |

**Note: Medicines must be in the original container as dispensed by the pharmacy**

| | |
|---|---|
| Daytime telephone no of parent or adult contact | |
| Name and telephone no of GP | |
| Agreed review date to be initiated by (name of member of staff) | |

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

Parent's Signature ……

Print Name ……

Date ……