



## **Management of Medication in School Policy**

**Reviewed January 2018  
To be reviewed January 2020**

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## **Introduction**

This policy was drafted in consultation with staff and governors. Please read with the Supporting Pupils With Medical Needs Policy.

We encourage parents/carers to provide school with sufficient information about their child's medical condition and any treatment or special care needed at school, on admission, and keep us informed of any new or changing needs. If there are any special religious and/or cultural beliefs which may affect any medical care that the pupil needs, particularly in the event of an emergency, we rely on parents/carers to inform us and confirm this in writing. Such information will be kept with the pupil's personal record.

This policy provides information on our procedures for the storage and administration of medicines to pupils and the procedures for pupils who are able to administer their own medication.

This policy is made available to all staff, and to all parents on request.

## **Aims and Objectives**

Most pupils will, at some time in their school career, have a medical condition which may effect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. We aim to maintain close co-operation with pupils, parents and health professionals to provide a supportive environment for any pupils with medical needs.

We aim to address the following issues;

- Short term medical needs
- Long term medical needs
- Informed consent
- Administering medication
- Non-prescription medication
- Record keeping
- Refusing medication
- Self-management
- Staff training
- Emergency procedures
- Creating Healthcare plans
- Confidentiality

## **Management of medication within the school**

Parents/carers are encouraged to provide the school with full information about their child's health needs. If a member of staff notices deterioration in health of any pupil over time they will inform the headteacher who will let the parents/carers know.

## **Short term medical/health needs**

We recognise that many children will need to take medication at school at some time in their school life e.g.: antibiotics. By allowing them to do this at school lost school time is minimised. However medication should only be taken at school when absolutely necessary. As much medication can be prescribed to avoid school hours we will encourage parents/carers to seek advice about this with the prescribing doctor.

## **Long term medical/health needs**

The school nurse will work with parents and teaching staff to create **Individual Health Care Plan (IHCP Appendix 2)** for pupils with long term needs thus maintaining adequate support to maintain attainment and attendance (see Supporting Pupils with Medical Needs Policy). A photograph of the pupil will be displayed in the staff room so that all staff including supply teachers who may not know pupil names will be aware of their condition.

## **Informed consent**

Staff at this school are unable to give medication to pupils under the age of 16 without the consent of parents/carers. We also require that the first dose of any medication is given at home. Parents/carers will be asked to complete a consent form, giving details of any medication, dosage and emergency contact details .This consent form will be kept with the medical file in the Head teacher's office. Renewed written instructions will be requested in the event of any changes to the original arrangements.

Any verbal requests to administer medication (e.g. made over the telephone) will have to be heard by two members of staff and authorised by the Headteacher or Deputy Head before being documented in the same way as written consent.

## **Administering Medication**

Any members of staff who administer medication will follow the agreed procedure.

- All administering of medicines will take place in the school office area.
- Ensure another adult is present when administering all medicine.
- Confirm the pupils name and the name on the medication
- Ask the other adult present to check the name and dosage listed on the medication and identify the child who is planned to administer the medication to.
- Check the written instructions provided by the parent/carer/doctor.
- Check the prescribed dose.
- Check the expiry date on the medication
- Administer the medication.
- Record the date and time and sign the record sheet
- Ask the other adult to sign that they have witnessed the administration of medicine.

- If there are any doubts about any of the details, staff will double check with parents/carers or the child's doctor before giving the medication.

Records will be located in the medical file in the Head teacher's office and will be kept until the pupils listed no longer require the medication. The completed record will then be placed with the pupil's personal file. If a pupil refuses to take their medication no member of staff will enforce the dose. We will however inform parents/carers of the situation as soon as possible.

All medication will be administered in the office where privacy and confidentiality can be maintained and where the necessary checks will be made.

School staff will not generally give non-prescription medicines to pupils in school. However if a pupil regularly suffers from acute pain (e.g. migraine, toothache or period pains), parents/carers may authorise and supply PARACETAMOL (Calpol) in appropriate doses with written instructions about when the pupil may take it. The pupil will be supervised taking the medication and notify parents/carers in writing on the day the pain killers were taken.

**All medication must be handed directly to the school office on arrival at school and must not be put in the child's school bag/pocket.**

### **Storing Medication**

Medicine will be kept in the General Office or the Head teachers office depending on whether it needs to be kept in a refrigerator or not . All staff and pupils who need their medication know where the medication will be stored and who will administer their medication to enable easy access. A member of the administration staff will remove medication when complete or out of date.

The Head teacher is responsible for ensuring that medicines are stored safely. Pupils will, however, know where their medicine is stored. We will not dispose of any medication but will ask parents/carers to collect and dispose of any medication left at school.

### **Self- Management**

We believe that it is good practice to allow pupils who are capable of managing their own medication to do so. Pupils suffering from asthma have their inhaler in a specific place in their classroom, usually the teacher's desk. All pupils know where to get the inhaler and staff ensure that it is easily accessible. Pupils with diabetes/certain allergic reaction leave their medication in the Head teacher's office. Parents/ carers will be asked to review the information on this record at the start of each school year.

### **Staff Development**

School will keep a record of training related to healthcare and administering medicines including dates and the focus of the training.

### **Emergency procedures**

All staff are aware how to call the emergency services. Staff are also aware who is responsible for carrying out emergency procedures in the event of a need. Any pupil taken to hospital by ambulance will be accompanied by a member of staff who will remain with the pupil until a parent arrives. All calls to emergency services will be recorded on the Emergency Planning form. Appendix 1

### **Specific training**

All staff who are required to deal with specific issues or specific health needs will receive appropriate training from health professionals. We will respect any concerns of individual staff regarding administering medication but hope that appropriate training and support will enable staff to feel confident to fulfil this caring role.

### **Healthcare Plans**

All pupils who have particular ongoing health needs have an individual healthcare plan. The purpose of this is to identify the level of support that a pupil requires in school. It is a written agreement that clarifies for staff, parents and pupils the help that school can provide and receive. Each pupil's healthcare plan has a regular review date with parents, pupil, member of staff and school nurse. Each plan clearly states what information may be shared and with whom.

### **Equality of opportunity**

### **School trips**

Pupils will be encouraged to participate in these activities if it is deemed safe to do so. Risk assessments will be carried out, provision will be made in individual health care plans and staff will receive suitable training. Where possible we will keep a copy of the consent form in the language of the country visited. Where a pupil requires and has a particular healthcare plan we will provide a copy in host language when necessary.

### **Sporting activities**

Our PE curriculum and provision of sporting activities is flexible enough for all pupils to take part in ways which are appropriate to their abilities. Any restrictions on a particular pupil's ability to participate in PE will be clearly identified and incorporated into the pupil's individual healthcare plan. Where there is occasion for a pupil to wear a medical alert bracelet, which may be a source of potential injury, we will arrange for it to be kept safely by the teacher in charge of the activity. Staff will always be alerted to the significance of these bracelets and will be clear who they belong to.

# Confidentiality

Medical and health information will be treated confidentially and information about pupils only shared with those whom the parents/carers or pupil have given consent for. However we will ensure that important information about particular health needs will be clearly communicated to relevant teaching and support staff.

Specific health needs of individual pupils will only be shared with peers after consent from the pupil. This will help to normalise any special needs and establish a sense of caring.

## Policy Review

This policy will be reviewed in January 2020

This policy was approved by the Governing Body on .....

Signed \_\_\_\_\_ Chair of Governors \_\_\_\_\_

## **Headteacher**

## **APPENDIX 1** **EMERGENCY PLANNING**

Request for an Ambulance :

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

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number: 024 76 303392
  
2. Give your location as follows: Whitley Abbey Primary School, Ashington Grove, Whitley Coventry CV3 4DE
  
3. Give your name \_\_\_\_\_
  
4. Give child's name and age\_\_\_\_\_
  
5. Give brief description of pupil's symptoms/known medical condition/current condition reason for emergency  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to patient.
  
7. Ensure school records on child are available to emergency team.
  
8. Ensure parents are informed immediately and stay with child until parents arrive.
  
9. If child goes to hospital take IHCP and pupil details with you. Take a mobile telephone.**Whitley Abbey Primary School**

## Appendix 2

Individual Health Care Plan for \_\_\_\_\_ Class \_\_\_\_\_ Start date \_\_\_\_\_  
Review Date \_\_\_\_\_

Medical diagnosis/ condition;	Triggers, signs, symptoms;	Treatment;
Relevant SEN;	Additional requirements;	Support/resources;

Care Needs (examples)	Actions (incl. those to preserve privacy, dignity and self-esteem)	Who (named individuals), when (incl. times where appropriate), where,	Relevant Staff training needs
Medication and treatment; •	•		
Dietary needs; •	•		
Access to building/classroom/outdoors; •	•		
Moving around; •	•		
Playtimes and Lunchtimes; •	•		
Dressing and toileting; •	•		
Personal Emergency Evacuation Procedures; •	•		

<b>Access to the full curriculum (incl. adapted opportunities for medical appointments/rest periods, adapted equipment needed, access to exams, )</b>	• •		
<b>Trips and Special Events;</b>	•		
<b>Access to clubs;</b>	•		
	•		
<b>Emergency planning</b>	•		

This plan was agreed and signed on \_\_\_\_\_(date) by

Name

\_\_\_\_\_

Parent

Signature

\_\_\_\_\_

Class teacher

Signature

\_\_\_\_\_

Headteacher

Signature\_\_\_\_\_

\_\_\_\_\_

Healthcare Professional

Signature\_\_\_\_\_

\_\_\_\_\_

Role