



# Medications Policy

<b>Policy Approved</b>	<b>February 2019</b>
<b>Review Date</b>	<b>February 2020</b>
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# Medications Policy

## **Legal Framework**

In compiling this policy, guidance has been taken from Cheshire West and Cheshire Council 'The Administration of Medicines in Educational Establishments' and advice from NHS West Cheshire Clinical Commissioning Group.

## **Introduction**

Hoole CE Primary School is an inclusive school and would seek to enable all pupils to be in school wherever possible.

The purpose of this policy is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency.

The administration of medication in school by teachers or teaching assistants is voluntary. Parents/carers have prime responsibility for their children's health and should give schools sufficient information about their children's medical condition and treatment or special care needed at school.

There is no legal duty which requires teaching staff to administer medication; this is a voluntary role. Staff who assist with any form of medication in accordance with the procedures detailed within guidance documents issued by agencies are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified.

Exception: - Indemnity will not be given in causes of fraud, dishonesty or criminal offence.

## **Procedures for the Administration of Medication in schools**

NHS West Cheshire Clinical Commissioning Group has agreed a policy in supporting self-care for minor or self-limiting conditions. The policy states that for these conditions, patients (or their parents) are encouraged to self-care, and are expected to buy over-the-counter (OTC) medicines when appropriate. Therefore, GPs will not routinely prescribe these medicines.

## **Receiving medication in school**

We, as a school, are now permitted to administer over-the-counter (OTC) medicines when appropriate.

Written permission from parents/carers MUST be obtained before administration using the school form =.

Examples of medicines that do not require a prescription and which parents can give permission to administer include:

- *Paracetamol, ibuprofen or antihistamines - provided they are supplied in packaging with clear dosage instructions that are age appropriate for the child*
- *Moisturising / soothing preparations for minor skin conditions*
- *Sunscreen for routine protection while playing / learning outside*

All medication must be in the original container and show dosage/expiry date to be administered by a qualified first aider within school.

To help determine whether a child is well enough to attend school, or an Early Years Provider setting, parents can be advised to review the NHS Choices website.

If two prescribed medications are required, these should be in separate, clearly and appropriately labelled containers as above.

Arrangements can also be made for parents/carers to come into school to administer medication if required.

On arrival at school, all medication is to be handed to the school office and documentation completed by the parent/carer, unless there is prior agreement with school and pupil for the pupil to carry medication (e.g. asthma inhalers) and details entered in the medication record.

### **Storage of Medication in school**

Medication must be stored in the safe cabinet within the main school office. If medication needs to be refrigerated it is kept within the allocated staffroom fridge in the designated container.

Once removed from the cabinet, medication should be administered immediately and never left unattended. A record of who, how much, date and time is to be recorded and 2 staff are required to sign to confirm the accuracy of the above.

### **Documentation**

Samples of documentation are included in the appendices.

Each pupil receiving medication will have the following documentation:

- Written request for school to administer medication
- Written confirmation of administration from a health practitioner – clearly labelled on

medicines – for prescription medicines. For non-prescription medicines, the appropriate packaging confirming dosage must be provided in addition to the parent confirming the required dosage on the medication form.

- Parental/carer written consent for medicine to be given on school trips.

In addition, pupils with complex medical needs will have an Individual Health Care Plan (IHCP) which is reviewed at least annually in conjunction with all stakeholders.

### **Administration of medication**

Staff who have undertaken first aid training will administer medication, whenever possible.

### **Self-Administration of Medication**

Parents/carers must complete a written request form for a child to self-administer medication (Examples would include Insulin and or asthma medication). This would only be allowed if a child has been trained and is competent to administer her/his own medication. Any medicines taken will be recorded on the school procedures as documented above.

### **Emergency Medication**

Emergency medication (i.e. emergency inhalers) is subject to the same recording systems as non-emergency medication and administered as required in line with Individual Health Care Plans. This type of medication will be readily available.

### **Medication for pupils with Individual Health Care Plans (IHCP)**

For pupils who have Individual Health Care Plans, consent for medication to be administered must be recorded on the same Medication form.

For pupils with IHCPs, it is the parents'/carers' responsibility to notify school of any change in medication or administration in addition to contributing to the annual review of the IHCP.

*Please refer to the school Policy - Supporting Children with Medical Conditions.*

### **Contamination**

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after.

Children should not attend school within 48 hours of any incident of vomiting or diarrhoea.

### **Medical Conditions including Epilepsy, Anaphylaxis, Asthma and Diabetes**

If a child joins the school and is diagnosed with one of the above conditions or a medical condition which could be a barrier to learning and progress in school, the class teacher and a senior member of staff will arrange a meeting with the pupil and the parents to establish how the pupil's medical condition may affect their school life.

This will include the implications for learning, playing and social development and out of school activities. We will also discuss any special arrangements the pupil may require including extra support for learning and exams.

With the pupil's and parents'/carers' permission, all members of school staff will be informed so that they can be vigilant at all times. The school nurse or a specialist nurse may also be invited to attend the meeting or to attend school at another time to talk through any concerns the family or school may have and to clarify procedures and record keeping.

An Individual Health Care Plan (IHCP) will be drawn up and will contain information about medicines, first aid and emergency procedures. It may also contain details of named staff who are trained to administer specialist medication. First Aid and Emergency Procedures First aid for the pupil's seizure type will be included on their IHCP and all staff (including support staff) will receive basic training on what to do in the event of a seizure.

The IHCP will be stored in the class medical box to ensure that all staff have easy access to it and know what to do.

If emergency services are required, an ambulance will be requested immediately and parents will be notified straight away by a member of staff.

A member of staff will accompany the child to the hospital and remain with them until the parent arrives.

### **Dietary Needs**

To ensure that children who have severe allergies to certain foods are included in activities and events within the school curriculum we follow set procedures:

- Parents/carers are expected to inform school upon entry if their child has severe allergies. They will complete the necessary sections on the school admissions form. This is then recorded on the school data base, a copy of all the pupils with medical and dietary needs is distributed to class teachers and the school kitchen.

- If the parents/carers wish for their child to have a school lunch they will be required by the school catering service to provide information detailing the extent of the allergy.
- If any activity in school involves baking or the tasting of food, a letter is sent home to parents/carers alerting them of the activity. The parents/carers are encouraged to inform school if their child cannot participate. Teachers will always check the medical needs list which holds all the information on children with medical and dietary needs.
- Nuts will not be included in any activity or meal in school.

### **Policy Review**

This Policy will be reviewed at least annually. It will be amended immediately if required by changes to local and national directives.

### **Linked Policies**

This policy should be read in conjunction with the following policies:

- First Aid policy
- Supporting Children with Medical Conditions

### **Appendices**

Appendix 1. Parental request/agreement for school/setting to administer medicine

Appendix 2. Record of medicines administered to all children