



*'Learning from Each Other' -
'Achieving Together'*

First Aid 1: Administering Medicines Policy

Date of Policy: **Summer 2018**

Person(s) Responsible for Policy: **Inclusion Lead**

Committee Responsible: **GSG**

Review: **Summer 2019**

Purpose and scope

This policy has been drawn up with guidance from and meets the requirements of:

- Dept of Health – Managing medication in Schools Guidelines Mar 2005
- Health and safety at Work 1974
- Disability Discrimination Act 1995
- Misuse of Drugs Act

This policy covers the administration and storage of medication for employees and pupils of Swindon Village Primary School.

Introduction

Medicines can only be kept in school to treat serious conditions where it would be detrimental to a child's health if the medicine were not administered during the school day and for potentially life-threatening conditions. Our aim is to enable regular attendance through the correct management of medicines in school.

General Principles

- The school will provide the facility to store, administer and record individually prescribed medication.
- The school will assist children with long-term medical conditions by drawing up personal plans for the administration of medication.
- The school will endeavour to notify all staff of pupil medical alerts and treatment regimes.
- The school will train and monitor staff who are used in the process of assisting with the administration of medication.
- The school will regularly review and update this policy.
- The school will notify parents/guardians, if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious diseases and the recommended treatment of head lice will be available on request.
- In the event that a child refuses to take prescribed medication the school will advise the parent and destroy the drug as per the guidelines.
- Medications handed in that are not in their original dispensing containers will be rejected and the parent informed.
- Parents will be advised that Swindon Village Primary School does not allow pupils to carry/ administer medication, with the exception of asthma inhalers, and that all such medication is to be handed in on arrival at school.

- Staff dealing with medication and personal care of pupils with medical needs will be informed of their roles and possible implications and full training will be given where necessary.
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.

What to do if a child claims to be ill (unwell during lessons)

- If the child is complaining symptoms which is causing them discomfort the teacher/support staff will make an initial assessment. If they are in anyway unsure they must seek a qualified First Aiders advice immediately.
- Move the child to a quieter space to work and offer them something to eat/drink, this will be down to the individual.
- If the child doesn't make any signs of improvements within a certain timeframe e.g. one hour and continues to be in a lot of discomfort the parents will be contacted.

Procedures for prescribed medicines during the school day

The School will not accept medication that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Medicines may only be administered by staff members who have undertaken relevant training. The school business manager will hold records of staff trained.

Long Term Medical Needs:

When the prescribed medicine is part of long term treatment it must be supported by a 'care-plan' developed by the School Nurse Service or GP. An exception to this is asthma inhalers, which do not require a care plan. Only the inhaler prescribed for each individual child should be used as doses can vary and this should be maintained/changed by the parent. A register of pupils requiring an inhaler will be kept in the First Aid Room and distributed to all teachers.

Short Term Medical Needs:

No child will be given medicine without their parent's consent; where possible this should be completed on 'Form 1 – Request for school to administer medication' available from the school office. A record will be kept of any prescribed medicines administered to children by members of staff. The record book is kept in the First Aid Room.

For long term medical needs, a health care plan should be written, involving the parents and relevant health care professionals – are there any children with long term health care plan.

Non-Prescription Medicines:

Non-prescribed medicines should not normally be administered. Where parents wish for their child to have non-prescribed medicines they will complete the Pink Administering Medicines Form available from the school office.

Non-Prescribed medicines include the following;

- Paracetamol
- Throat lozenges
- Antihistamine
- Skin Creams
- Eye Drops

This is not an exhaustive list – please see the school office.

Controlled Drugs:

The Misuse of Drugs Act and its associated regulations control the supply, possession and administration of some medicines. Some may be prescribed as medication for use by children e.g. methylphenidate.

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescriber's instructions.

Controlled drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored out of sight in a locked number entry room.
- Controlled drugs, as with all medication, should be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist.

Self-Management:

Pupils will be encouraged to take responsibility for managing their own medicines from an early age depending on the maturity and ability to do so for each individual child. When making a decision to transfer responsibility to the child, Health professionals will need to assess in consultation with parents/carers and the child and look at an appropriate time to make this transition. There may be circumstances when it will not be appropriate at any age for some children. Staff should supervise pupils who administer medicines themselves. Medicines will be stored securely in the locked First Aid Room. Parents are required to sign the Request for school to administer medication, copies of which are kept in a folder in the office.

Refusing Medicines

A child should not be forced to take a medicine if s/he refuses to take it. Staff should note this in the records and follow agreed procedures:

- Note refusal on form.

- Inform parents as soon as possible on the same day.

If refusal to take the medicines results in an emergency, the school's emergency procedures should be followed.

Record Keeping

Parents should inform the school about any medicines their child needs to take and provide details of any changes to the prescription or support required. Staff need to check that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container and include the instructions for administration. Staff should check in all cases that written details include:

- The child's name
- The name of the medicine
- Dose
- Reason for medication
- Method of administration
- Time/frequency of administration
- Any side effects to include procedures in an emergency.
- Expiry date

Parents should fill in the 'Form 1 – Request for school to administer medication'. A record should be kept by staff of medicines given to children and signed by the member of staff administering the medicine. All medicines should be administered in the company of another member of staff and an initial should be placed to say they witnessed this.

Educational Visits: 1st aid trained staff

Swindon Village Primary School encourages children with medical needs to participate in safely managed visits. Planning arrangements for visits should include the necessary steps to enable children to participate fully and safely. Risk assessments may also be carried out.

Additional safety measures may be required such as:

- Additional adults to accompany the child.
- Arrangements for the taking of necessary medicines.
- Relevant emergency procedures.

A copy of the health care plan should be taken on any visits in case of an emergency.

Sporting Activities

Most pupils with medical conditions will be expected to participate in physical activities and extra-curricular sport. Any restrictions on a child's ability to participate in PE should be recorded on the individual health care plan. All adults will be made aware of issues of privacy and dignity for children with particular needs. Asthma inhalers should be fully and easily accessible during sporting activities.

Supervising staff will need to consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Parental responsibilities

Parents include any person who is not a parent of a child but has parental responsibility for or care of a child. Parents should, jointly with the Head, reach agreement on the school's role in supporting their child's medical needs, in accordance with the employer's policy. The Head will ideally always seek parental agreement before passing on information about their child's health to other staff. Sharing of information is important in providing the best care for the child.

Parental views and medical advice from the schools' health service or GP should be sought where staff may be concerned about whether they can provide for the safety of the child or other children on a visit in line with the DCFS guidance on planning educational visits.

Staff Training – break into levels of First Aid.

Swindon Village Primary School has a number of qualified first aiders who are available throughout the school day.

The Head Teacher will ensure that staff receive proper support and training where necessary. Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when the children may need extra attention. Appropriate training will be given to relevant staff.

Storage of Medicines

Medicines should be stored strictly in accordance with product instructions, paying particular note to temperatures, and in the original container in which dispensed. The container should be clearly labelled with the name of the child and class. Where a child needs two or more medicines, they should be separately labelled. Medicines should never be transferred from their original containers.

Pupils should know where the medicine is stored and who has access to the room. Pupils who require inhalers are made aware of the location in the classroom of the box that contains the inhalers. Other non-

emergency medicines are kept in First Aid Room. Medicines which need to be refrigerated are stored in the fridge in the first aid room.

SWINDON VILLAGE PRIMARY SCHOOL



FORM 1 - REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Head Teacher has agreed that school staff can administer the medication.

PUPIL DETAILS

Full Name: _____

Class Teacher: _____

DETAILS OF MEDICATION

Name/Type of Medication: _____

Expiry Date of Medication: _____

Reason for Medication _____

Self administration by pupil: Yes / No

Dosage required: _____ Time(s) to be given: _____

Number of days medication is required: _____

Possible side effects (if known): _____

Procedures to take in an emergency: _____

Declaration: I understand that I must deliver the medicine personally to the school office and accept that this is a service which the school is not obliged to undertake.

Signature _____ Date: _____

Relationship to pupil: _____

For School Use Only

<u>Date</u>	<u>Time</u>	<u>Dosage</u>	<u>Administered by</u>	<u>Checked by</u>

MONITORING AND EVALUATION

The policy will be used by the whole staff and will be reviewed annually. It is linked to other policies and is available at all times should parents wish to read it

This Policy was adopted formally in Spring 2018 and will be reviewed annually in line with the Governors' Timetable for Policy Review.

Signed..... (Head Teacher)

Signed..... (Chair of GSG)

Date