

SCAWSBY SALTERSGATE INFANT SCHOOL



MEDICINES POLICY

Policy Approved by Governors	December 2023
Review Date	December 2026

Rationale

This policy provides the basis for ensuring that children with medical needs receive proper care and support in our school. It ensures that effective management systems are in place to support individual children with medical needs. In addition to this school policy, we also use the more detailed North Yorkshire 'Guidance for Supporting Children and Young people with Medical Conditions in School Feb 2015'.

At Saltersgate Infant School we recognise that children with medical needs should have the same rights of admission to our school as other children. As a fully inclusive school, we will work to ensure that children with medical needs take part in normal activities and all aspects of school life as much as is possible, with support where required. We will also seek to ensure that these children and others are not put at risk.

We will ensure that children with medical needs are protected from discrimination in line with the DDA 1995.

The policy was developed in consultation with the Governing Body and will be reviewed and updated as and when necessary.

Aims

- To enable all pupils to regularly attend school
- To assist the smooth integration of children into the life of the school
- To provide effective support for children with medical needs
- To establish effective and efficient systems and procedures in respect of managing and administering medicines
- To work with parents in supporting children with medical needs
- To enable pupils with medical needs to access the curriculum and school life
- To identify any risks associated with the administering of medicines

Short term illness

- Medicines for general short term illnesses will only be accepted in school in exceptional circumstances and where it would be detrimental to the child's health if the medicine was not administered during the school day
- This will be at the discretion of the Head Teacher
- Parents are encouraged to request their GP to prescribe a three times daily dosage – this avoids the necessity for medicine to be taken during school hours
- If children are well enough to attend school but still need to complete a course of medicine, then parents/carers are very welcome to come to school to administer the medicine

Prescribed medicines

Procedures for managing prescription medicines which need to be taken during the school day.

- Medicines will only be accepted in the original container as prescribed by the pharmacist and must include prescriber's instructions for administration
- **The school will not accept medicines that have been taken out of the container as originally dispensed**
- **The school will not make any changes to dosages on parental instructions**
- Parents are advised to ask that medicines are prescribed in dose frequencies which enable it to be taken outside the school day

Controlled drugs

- Staff will only administer such drugs to the child for whom it has been prescribed and will do so in accordance with the prescriber's instructions
- Where the school has agreed to administer such drugs, it will be looked after by the school
- Controlled drugs will be stored in a locked cabinet in the school office or in the Headteacher's room and only named staff will have access
- **Records of any controlled drugs kept on school premises will be kept for audit and safety purposes**

Non-prescription medicines

- Staff will never give non-prescribed medicine e.g. paracetamol, to a child unless parents have completed the form 'Parental Agreement for School to Administer Medicine'
- In such cases, only one dose should be given to a child during the day
- Details of the medicine administered must be recorded using the Medical Log form which staff will keep in the appropriate school office. This will be completed each time medicine is administered to a child

Long term medical needs

- In order for the school to adequately support children with long term medical needs, parents will be required to provide all relevant information prior to admittance, or when a child first develops a medical need
- The school will work closely with parents, health professionals and other agencies to provide a supportive environment for the child
- The school will make any special arrangements that may be necessary e.g. for hospital appointments
- A written Educational Health Care Plan will be drawn up for such children, with the involvement of parents and relevant health professionals

Safe Storage of medicines

- Medicines will be stored in accordance with product instructions
- Medicines requiring refrigeration will be kept in a locked cabinet in the school office
- Staff will ensure the original container is clearly labelled with the name of the child, the dose of the medicine and the frequency of administration
- Emergency medicines such as inhalers should be readily available to staff and should not be locked away

Administering medicines

- **No child will be given medicines without the consent of at least one parent**
- **Staff will access training for the relevant professional – e.g. diabetic nurse**
- The school will check the child's name, the prescribed dose, the expiry date, and the instructions on the container
- Any concerns on behalf of the staff should be discussed with the parents and a health professional before the medicine is administered
- Staff will complete and sign a record each time medicine is given to a child
- At all times the dosage and administration must be witnessed by another adult

Self-management

- There may be occasions when some children can take on some responsibility for managing their own medication – eg asthma inhalers, checking blood sugar levels
- Because of the age of the children in our school this is limited
- Any procedures related to a child's medical needs will always be carried out under the supervision of at least one adult

- **Under no circumstances will children be allowed to carry their own medication**

Refusing medicine

- Any refusal will be noted in the records
- Parents will be informed immediately
- If a refusal results in an emergency, emergency procedures should be followed

Record Keeping

- Parents are required to inform the school about the medicines their child needs to take and provide details of any changes to the prescription or the support required
- Staff will check to make sure that this information is the same as that provided by the prescriber
- Medicines will only be accepted in the original container as dispensed by the pharmacist and must include the prescriber's instructions
- Staff will check that written details include:

Name of child

Name of medicine

Dose

Method of administration

Time/frequency of administration

Any possible side effects

Expiry date

- **Parents must complete and sign a medicine permission form, to allow school to administer medicine and to record relevant details**
- **Staff will check that details provided are consistent with the instructions on the container**
- A medicine log will be kept of all medicines administered to children

Disposal of medicines

- We will not dispose of medicines
- Parents/ carers are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal
- Sharps boxes should always be used for the disposal of needles

School visits

- Wherever possible children with medical needs will participate in safely managed school visits. Adjustments will be made to enable children with medical needs to participate fully and safely on visits
- Planning arrangements will include the necessary steps to include children with medical needs. Such children will be taken into account in risks assessments for school visits
- Additional safety measures will be taken if this is deemed necessary, eg additional adult support
- Arrangements for taking any medication will be made prior to the visit
- Staff supervising the visit will be made aware of any medical needs and relevant emergency procedures
- Copies of Health Care Plans will be taken on visits in the event of the information being needed in an emergency
- Staff may refer to DfES guidance on planning educational visits
- It is the responsibility of the Head Teacher to take positive steps to promote safety on school visits

Physical Education

- Wherever possible children with medical conditions will be included in physical activities and will be encouraged to follow in ways appropriate to their own abilities
- Any restrictions on a child's ability to participate in PE will be recorded in their individual Health Care Plan
- All adults should be aware of issues of privacy and dignity for children with particular needs
- Staff supervising PE will be made aware of those children who may need to take precautionary measures before or during exercise, e.g. inhalers, diabetes.

Emergency Procedures

- Office staff will be the first point of contact in the event of an ambulance being required
- The Head Teacher/Deputy Head Teacher or a member of the Senior Leadership Team must always be informed
- The school will inform parents immediately
- A member of staff will accompany a child taken to hospital by ambulance and stay until the parents arrive
- Staff will not take children to hospital in their own car in an emergency situation
- Individual Health Care Plans will include instructions on how to manage a child in an emergency.

Information on drawing up a Health Care Plan, Common Conditions, Legal Framework can be found in DfES Guidance – Managing Medicines in Schools and Early Years Settings.