



## ORCHARD PRIMARY SCHOOL MEDICINE IN SCHOOL POLICY

### 1. INTRODUCTION

Orchard School is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps the school will take to ensure full access to learning and school life for all its children that require medication. It is designed to support managing medication and medical care in school, and to put in place effective management systems to support individual pupils with medical needs.

It should be read in conjunction with:

- Managing Medicines in Schools and Early Years Settings ( DfES, 2007)
- Other related school policies e.g. Health and Safety, Equal Opportunities, Disability Discrimination, Attendance, Behaviour, SEN)

Other relevant school policies:

- Health and Safety Policy
- First Aid Policy
- Intimate Care Policy
- Educational Visits Guidance
- Attendance and Punctuality Policy

### 2. AUDIENCE

This policy document, having been presented to and agreed upon by the whole staff and Governing Body, is available in each classroom and the staff room in Policy files. It will also be published on the school website. Such distribution ensures the availability of the document to visiting teachers, for example outreach/support staff, and to parents.

The Headteacher keeps further copies.

### 3. AIMS

- To safeguard against accidents arising from the transport, storage and administration of medicines.
- To remind parents that it is their responsibility to ensure correct administration of medicines.
- To protect the staff and school in case of errors.
- To avoid unnecessary exclusion of any child who is fit for school but who is completing a course of treatment.
- To help those children with longer term disorders (e.g. asthma) to take appropriate medicines so they can take as full a part as possible in all school activities

### 4. MEDICINE AND MEDICAL CARE

A medicine is defined as any substance used, especially internally, for the treatment or prevention of disease or medical conditions. Medical care may include the need to help a pupil with a tracheostomy, or in rare circumstances, a pupil requiring tube feeding (gastrostomy).

In the case of a pupil becoming ill at school parents/carers will be contacted. This will also happen in any case of a bang to the head. An **Emergency contact on the Admission Form** must be completed for all pupils. Parents are requested to update this information as and when necessary or annually.

## **5. RESPONSIBILITIES**

Parents or guardians have prime responsibility for their child's health and are responsible for supplying information to the school about a pupil's medical condition. They must let the school know of any changes.

There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their pupils, and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication.

Parents are the pupil's main carers. The parent or a person designated by the parent, should attend the school at the appropriate times in order to administer medication.

The policy of the school is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could limit their access to education. The Headteacher accepts responsibility, in principle, for school staff administering or supervising the taking of prescribed medication or medical care during the school day only where it is absolutely necessary. It is not necessary:

- where a child is prescribed to take medication/receive medical care three times a day which can be done before school, after school and before the child goes to bed
- where the parent or another responsible adult can come to school to administer the medication/medical care

The Headteacher and governors refuse to administer non-prescribed medication, e.g. painkillers etc. In situations where it is absolutely necessary for pupils to take medication or receive medical care in school over a short set period the medication will be supervised by the Headteacher or one of the staff in her/his absence.

The Headteacher and governors reserve the right to refuse to take on the responsibility to administer medication and medical care where they feel parental involvement or a person with greater medical knowledge / expertise would be more appropriate in supervising the procedure. Where the Headteacher has agreed to a request, prior written agreement from parents or guardians of pupils is required before supervision of medication or medical care can be given by the school staff.

It may be necessary for the administration of medication or medical care to be witnessed by a second adult.

## **6. REQUESTS FOR MEDICATION IN SCHOOL**

To comply with DfE guidelines for 'Supporting pupil's Medical Needs' the schools has adopted the following requirements:

The pupil's Doctor should provide written details (e.g. prescription) which may be forwarded via the pupil's parent or carer on the appropriate form and these should include:

- Name of medication
- Dose
- Method of Administration
- Time and frequency of administration
- Other treatment
- Any side effects

Parents and carers must let the school know of any changes.

## **7. MEDICATION IN SCHOOL**

Medicines will be stored safely in the office, where they are not accessible to children. Schools should not store large volumes of medication. Parents should bring in the required dose each day.

ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY supplied and clearly labeled with:

- Name of child
- Name of medication
- Written instructions provided by the doctor or parent
- Prescribed dose
- Expiry date

A record will be made of any medication administered in school (See Appendix )

Inhalers are kept centrally in the school office. They are available at any time. Children take inhalers under adult supervision. Use of inhalers is recorded by a member of staff.

## **8. MEDICINES ON EDUCATIONAL VISITS**

Staff will endeavour to include children with medical needs to participate in safely managed visits when it is possible to do so by making reasonable adjustments.

This could include taking an additional supervisor or a parent to accompany the child.

Arrangements for taking any necessary medicines will also need to be taken into consideration.

Staff supervising excursions will always be aware of any medical needs, and relevant emergency procedures. All support staff undertake first aid training and at least one will be available during visits.

A copy of any health care plans will be taken on visits **in the event of the information being needed in an emergency.**

## **9. MEDICAL FITNESS FOR ATTENDING SCHOOL**

Where pupils are unfit to attend school due to illness it is expected that parents/guardians make the necessary arrangements for the child to be collected from and cared for off the school site.

In the interests of other pupils and staff it is expected that pupils are kept away from school in accordance with the quarantine recommendations set by the LA (please see list for guidance in the school handbook).

## **10. INDIVIDUAL HEALTH CARE PLANS**

Where the school is aware of a pupil with a chronic illness or a potentially life threatening condition, the school will draw up an 'Individual Health Care Plan' for dealing with the pupil in agreement with the parents and a qualified medical practitioner. The Individual Health Care Plan would include the following information where appropriate

- Definition and details of the condition
- Food and drink management
- Precautionary measures
- Treatment
- Emergency procedures to be adopted
- Staff training where required
- Staff indemnity
- Consent and agreement

Each Individual Health Care Plan is located where appropriate e.g. with medication in office, classroom

## **11. RECORD KEEPING AND DOCUMENTATION**

A record will be kept of all medication administered in school.

Records of accidents occurring on school premises or on school visits will be kept in accordance with the LA requirements.

The school will use the forms based on the recommendations of the DfES for the following:

- Healthcare Plan for a Pupil with Medical Needs
- Request for school to administer medication
- Confirmation of the Head teacher's agreement to administer medication
- Record of medication administered in school

## 12. SCHOOL'S EMERGENCY PROCEDURE

The School's Emergency Procedure is set out in the Emergency Document held in the school office and in collections of the school's policy documents.

## 13. MONITORING AND EVALUATION

The governing body has responsibility for matters of medical needs. The Headteacher implements the school's medical policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher reports to governors as appropriate on matters regarding medical needs. This policy will be reviewed every two years or as and when appropriate.

Policy date: June 2016

Policy to be reviewed: June 2018

## APPENDIX

### Pro formas



### MEDICINES INFORMATION FORM

FULL NAME OF PUPIL: \_\_\_\_\_ DOB: \_\_\_\_\_

Class: \_\_\_\_\_

Names of year group staff:

\_\_\_\_\_

Name of medication	Start date	End date	Parent collecting medicine at end of each day? Yes/no	Dosage (including frequency)	Time medicine to be taken	Additional information

#### Procedure to be followed

\*Please ensure the reception desk screen is drawn before administering medicine

\* Medicines are kept in a cabinet that is labelled. The medicines file is also kept in there.

1. Adult to accompany child to the office to administer medicine

If only one adult in classroom then another pupil to accompany the child to the office and a member of the admin team can administer medicine.

2. Adult administering medicine to complete the log sheet in the medicines file.
3. Adult puts the folder and medicine away and takes the child back to the classroom

Form completed by: \_\_\_\_\_ Designation: \_\_\_\_\_

Date: \_\_\_\_\_





## DETAILS OF PUPIL MEDICINE KEPT IN FRIDGE

Pupil Name	Class	Medical Condition	Prescribed Medicine	Date of when medicine started	Date of when medicine stopped	Medicine returned

Always check expiry date and that the actual medicine bottle has a valid prescription on it, DO NOT ACCEPT if prescription is on the packaging only!

Please ensure that all medicines are returned to parents once the medicine is no longer being administered



