Ellwood Community Primary School

Medical and Medicine Policy

Head Teacher: D.Milford
Date: September 2017
Review date: September 2019

Introduction
All staff and Governors at Ellwood Community Primary school have a responsibility for the health and safety of pupils in our care. The 'Health and Safety at Work Act 1974' makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the school is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. In some cases individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions.

Every child has the right to the best possible health.
Pupils with special medical needs have the same rights of admission to the school as other children and cannot be refused admission or excluded from school on medical grounds.

Pupils' medical needs may be broadly summarised as being of two types:
(a) Short-term affecting their participation in school activities, which they are on a course of medication.
(b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Most children will at some time have short-term medical needs, perhaps being required to finish a course of medicine, such as antibiotics.

Key Points from DfE Guidance – 'Supporting Pupils at school with Medical Conditions - February 2014':

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies **must** ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders and relevant staff consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Contents:

- Key roles and responsibilities
- Definitions
- Training of staff
- Guidelines
- Appendices
    - Individual Healthcare Plan Template
    - Parental agreement for school to administer medicine
    - First Aid Procedure

School Responsibility

- The Governing Body has overall responsibility for the implementation of the Administering Medication Policy and procedures of Ellwood Primary School.

- The Governing Body has overall responsibility for ensuring that the Administering Medication Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.

- The Governing Body has responsibility for ensuring the correct level of insurance is in place for the administration of medication.

- The Headteacher and administrators will be responsible for the day-to-day implementation and management of the Administering Medication Policy and procedures of Ellwood Primary School.

- Staff, including teachers, support staff and volunteers, will be responsible for following the policy and for also ensuring pupils do so also.

- Staff, including teachers, support staff and volunteers, will be responsible for implementing the agreed policy fairly and consistently.

Parents Responsibility

The parents of a pupil at Ellwood Primary have a responsibility to:

- Tell the school if their child has a medical condition.

- Ensure if the child has a medical condition, the school has a complete and up-to-date Healthcare plan for their child.

- Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.

- Tell the school about any changes to their child's medication, what they take, when and how much.

- Inform the school of any changes to their child's condition.

- Ensure their child's medication and medical devices are labelled with their child's full name.

- Provide the school with appropriate spare medication labelled with their child's name.

- Ensure medication is within expiry dates.

- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Parents have the prime responsibility for their child's health and should provide schools with information about the child's medical condition. Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Where clinically appropriate, parents should ask for medicines to be prescribed in dose frequencies, which enable them to be taken outside school hours.

Definitions

- Ellwood Primary School defines "medication" as any prescribed or over the counter medicine.
- Ellwood Primary School defines "prescription medication" as any drug or device prescribed by a doctor.
- Ellwood Primary School defines a "staff member" as any member of staff employed at Ellwood Primary School, including teachers.

Medicines that are required to be taken three times a day do not need to be administered in school.
A 'Parental agreement for school to administer medicine' (appendix 2) must be completed and given to the school. If this form is not received or signed by the school, then the school cannot administer any medicines. Medication will only be administered in school if the dosage cannot be reasonably administered at home e.g. 4 times a day.

Medication that can be administered
The school will only administer medicines that are either taken orally in the form of a tablet, liquid or inhaled in the form of a spray, which are in the original packaging, with the child's name shown on the pharmacist's label.
The school will not accept any medicine that has been taken out of the container, as originally dispensed, nor make any changes to dosages on parental instructions.
A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor. Medication must be labelled, dated and in original container.

Administering Medication
KS2 pupils, whenever possible, should assume responsibility, under the instruction and support of the staff when taking medicine their parent from home, with support of a staff member. The 'Parental Consent Form' should be completed, so that the school are aware of what medicines are being taken. Whenever any medicine is administered this will be recorded. EYFS and KS1 pupils may need more support to administer the medicine. Staff members may refuse to administer medicine. The Headteacher will then seek to delegate to another staff member.
Only trained staff can administer insulin.
Records will be kept of any medicine administered.

Refusing Medication
If a child refuses to take medicine, staff will not force them to do so, but this will be noted and the parents informed at the end of the day. If a refusal to take medicine results in an emergency, the schools emergency procedure will be followed.

Managing Prescriptions on Trips and outings
The school will consider what reasonable adjustments they can make to enable children with medical needs to participate fully and safely on visits. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures and parents will be contacted. This includes external professionals and adults working with pupils.

Storage and Return of Unused Medication
All medication will be stored in the School Office or staff fridge, unless needed to be accessed quickly and therefore can be stored in the classroom in a safe/secure cupboard. Any unused medicines / empty containers will be returned to the parents at the end of the day. Parents are contacted and asked to collect any out of date medication for them to take to a local pharmacy for safe disposal. We will only accept 4 weeks supply of medication.

Healthcare Plans
An Individual Healthcare Plan will be devised for any child who has a long-term or complex medical need e.g. diabetes.

Education, Health and Care Plan
An Education, Health and Care Plan (EHC) is provided if a pupil has special educational needs and disabilities and an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals.

First Aid
We have a number of Staff members who are trained in what to do in an emergency,
for the most common medical conditions at this school. Teaching staff and Teaching assistants have basic first aid training, and a number of staff have Paediatric first aid training; Mrs Sheppard, Mrs Olley, Mrs Barry and Mr Phelps. Mrs Charles is the most experienced and trained first aider and is there to help and support both pupils and staff.

Staff at Ellwood Primary School also understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medication.
Action for staff to take in an emergency for epilepsy/anaphylaxis and diabetes is displayed in the Staff Room, relevant classroom, School Office and Kitchen area.
(Please see appendix 3 for our first aid policy).

Emergency Procedures
In the event of an emergency the school will seek assistance either from the emergency services or GP. In addition to the information provided within this Policy please refer to our Child Protection and Safeguarding Policies and Medicine Policy.

Appendix 1 –Individual Healthcare Plan Template

Ellwood Community Primary School
Individual Healthcare Plan

Pupil Name: Address: Date of Birth: Class Teacher: Medical Condition:
Date plan drawn up:

Review date:

CONTACT INFORMATION

Family Contact 1

Name:

Phone No:

(work):

(home):

(mobile):

Relationship:

Family Contact 2

Name:

Phone No:

(work):

(home):

(mobile):

Relationship:

GP

Name:

Address:

Phone No:

Clinic/Hospital Contact

Name: Phone No: Describe medical condition and give details of pupil's individual symptoms:
Daily care requirements (e.g. before sport/at lunchtime):
Describe what constitutes an emergency for the pupil, and the action to be taken if this occurs
Follow up care:

Who is responsible in an emergency (State if different on off-site activities):	
Signed:	Date:
Parent/Carer	
Pupil (where appropriate)	
Headteacher	
SENCO	
GP	

Appendix 2 – Parental agreement for school to administer medicine

Parental agreement for Ellwood Primary School to administer medicine

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

Date	
Child's name:	
Class:	
Name and strength of medicine:	
Expiry date:	
How much to give (i.e. dose to be given)	
When to be given:	
Any other instructions:	
Note: Medicines must be in the original container as dispensed by the pharmacy	
Name and relationship to child:	
Daytime phone no. of parent or adult contact:	
Name and phone no. of GP	
Agreed review date to be initiated by (name of member of staff)	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

In a medical emergency, I as parent/carer are not available to give consent to a doctor or medical practitioner to deliver medical procedures or medical care. I give school staff permission to make decisions on my behalf, until I am able to be contacted.

Parent's signature:_____ Print Name:_____

If more than one medicine is to be given a separate form should be complete for each one

Confirmation of the Headteacher/Staff Member agreement to administer medicine.

I agree for the above child to be administered medication, as requested.

Signature: _____ Print Name: _____

Date:_____

Ellwood Primary School 2016-2017

First Aid Procedure

Together with Ellwood Primary School Policies for Behaviour, Child Protection, Health and Safety, Equality, Anti-Bulling and Internet Safety it forms our Policy for Safeguarding.

Ellwood School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment.

Children who become ill while they are in school can only be offered such attention as a caring parent would provide, supported by qualified first aiders.

If a child is too unwell to remain in school please report to Office, who will contact a parent/carer so the child can be sent home.

In an emergency, the usual medical services will be called by the office as parents/carers are asked to authorise us to take necessary decisions in such circumstances when we are unable to contact them.

Qualified First Aider:

Mrs Marilyn Charles Teaching Assistant based in Chestnut Class

All staff are given the opportunity to attend Basic First Aid in Education training – currently the majority of staff have attended this.

Adults working with Reception children will complete the Early Years First Aid (paediatric) training.

Basic First Aid kits are kept in each classroom, the hall and Accessible Toilet. Cupboards housing First Aid boxes are clearly marked. Class Teacher/TA to keep boxes stocked and let office know when further supplies are needed.

First Aid

All incidents that are seen by an adult are recorded in the Class First Aid Book. More major incidents may need to be reported to the Headteacher/Administrator so that a decision can be made as to whether official paperwork needs to be completed and returned to County. Parents/carers are informed of first aid administered to a child. If a child has incurred a head injury a formal letter is also sent home to the parent/carer with details of the injury, date and time.

Administering Medicine

If a child needs to have medicine administered the arrangement is the ultimate responsibility of the Head.

Medicines must be given into the office, clearly labelled with the child's name. The Administrator or the Head will normally agree to look after medicine and administer according to the written instructions supplied by parents / carers on a signed Authorisation Form. A record of the medicine taken is then made on the appropriate form in the office. All medicines are to be kept in a lockable cabinet. Aspirins are kept in cabinet in case of Heart attack in adults.

Inhalers

Any child needing to have access to an inhaler/volumatic for asthma one is kept in the classroom and a spare in the office first aid cupboard. KS2 children are expected to take responsibility for their inhalers. Inhalers must be taken into PE.

It is the parent/carers responsibility to ensure that medication kept in school is in date. Class Teacher/TA to monitor.

Children with severe medical conditions that require prompt treatment are identified in the Classroom, Staffroom and Office.

A record of Medical Conditions is kept securely in each classroom and a care plan for children with any long-term ailments, medical conditions or allergies.

School Pond

See separate Risk Assessment if taking children out to the Pond area in the school grounds.

Forest School

Class teacher to ensure Office has grid reference for Forest School.

Outside Visits

A list of children with medical conditions and any medication needed is taken, under the responsibility of the Class Teacher (see Health and Safety Outside Visits).

All areas have Red Triangles that clearly identify location and are to be used if urgent assistance is required.

MONITORING AND REVIEW

This policy was formulated following discussions and consultation with staff and governors.