

'Growth through Jesus' love so that we learn, persevere, achieve and bear fruit together'



St Chad's
CE (VC) Primary

Medicines Policy

2021-22

School expectations and guidance for staff, pupils,
parents/carers and governors.

Rationale

As a school we recognise that there are times when children with specific medical needs or conditions may need to take medication during the school day. We believe children should be properly supported so that they can have full access to education, including school trips and physical education. Through working with health and social care experts we will ensure that the individual needs of children with medical conditions are properly understood and are effectively supported.

We are prepared to take responsibility for these occasions within the guidelines laid down in this policy and in accordance with the DFE guidance 'Supporting pupils at school with medical conditions' December 2015 . The administering of prescribed medicines is a parental responsibility; however, there may be occasions when school staff may be requested to perform this task.

On Admission to Nursery and School

All parents will be asked to complete an admission form giving full details of medical conditions, regular medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies and special dietary requirements etc.

Staff Training

All Learning Support Assistants' and Office Staff are qualified in First Aid as well as a majority of Lunchtime Supervisors. In addition to this, all EYFS staff in Nursery and Reception are Paediatric First Aid trained.

Training for specific needs will also be updated regularly and we will ensure sufficient staff are trained to deal with a child's needs to cover staff absence and school visits. Staff must voluntarily agree to take on responsibility to support a child with medical needs and they must have the necessary level of competency before they do so.

Management of Prescribed Medicines in School – Reception to Year 6

There is no legal or contractual requirement for teachers or other staff to administer medication. Administration of medicines is always best undertaken by parents/carers of the child and, where possible, should be administered outside the school day. However, no parent should feel obliged to attend school to administer medicine or provide medical support for their child.

Parents or carers of children with short term illness are informed that if their child requires prescribed medicine during the school day they should come to school and

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complete a 'Request for Administration of Medicine' - yellow form available from the school office. Medicine will then be administered by designated staff. Anti-biotics that are prescribed will only be given in school if it is required four times per day. When medication is then administered this will be recorded using the school EVOLVE accident reporting portal. The date, time and amount will be logged along with the child's name and name of the medication. The parent/carer will then be alerted via text and email to say their child has received medication at the set time and date.

Where medication needs to be administered in school the Deputy Headteacher- Natasha Johnson or Headteacher- Jules Smith should be notified. The school office will then ensure that all medication held on site is logged onto the school EVOLVE accident reporting portal. The child's name, name of medication, expiry date and stock level should also be noted. This is to allow the portal to track stock and expiry dates and notify school and parents if stock is low or the expiry date is due.

Children should not keep any form of medication with them. Inhalers and Epi Pens will be stored in your Child's classroom in the Green First Aid bag. Medicines should be handed in to the office and medication will be stored the First Aid cupboard in the staffroom or in the staffroom refrigerator, along with a completed consent form with full instructions from the parents/carers. In the case of a child needing an Epi Pen or Piriton based medicine for known allergies where a care plan is in place, x2 of each will be required. This is to ensure one can be kept in the staff room and another with the child in the classroom.

In some cases, where the medication prescribed is controlled this will be locked in the school safe and a controlled medicine logbook will be kept with the medicine.

Expiry dates of Inhalers and Epi Pens are regularly checked. These are accessible to any member of staff at any time of day. The school Evolve accident reporting portal will also keep an electronic log off expiry dates of medication held on site.

At St Chad's Primary School we will administer medicines for the following reasons:

- A child has been unwell and has been prescribed medicine by a doctor that is required to be taken x4 times per day.
- A child has a chronic/on-going illness that requires prescribed medicine regularly. If so, the child will need a care plan in place.
- A child has a chronic/on-going illness that requires prescribed medicine on an 'as and when required' basis. If so, the child will need a care plan in place.
- A child has seen a medical professional and has been recommended that pain relief medicine is taken (child paracetamol only). If so the child will need a care plan in place.
- A child is on a residential trip where the staff are acting in loco-parentis and requires pain relief (child paracetamol only). Consent will be agreed as part of the school visit.

Nursery

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In Nursery we promote the good health of children attending our setting and follow the guidelines set out in the *Statutory framework for the Early Years Foundation Stage- Effective 3 April 2017*.

Medicines

Due to different guidelines in the EYFS framework in Nursery we will only administer prescription medicines if a doctor, dentist, nurse or pharmacist has prescribed them.

Please note that Nursery staff will not administer any over the counter medicines such as Calpol.

If prescribed medicine is needed during the Nursery day, the Nursery staff will administer this. A medication form should be completed and attached with your child's medicine. The medicine will then be stored in a locked staff cabinet in Nursery or in the fridge if necessary. A medicine log will be kept of any medicine administered and this will be stored in Nursery. Mrs Johnson Deputy Headteacher will regularly check this. Nursery will also have access to and use the school Evolve accident book portal.

If your child has any complexed medical needs, we will draw up an Individual Health Care plan of your child's needs alongside you and seek the advice of medical professionals if needed.

Any children with Asthma in Nursery will have an Asthma plan completed by parents/carers explaining their needs. Mrs Johnson will keep this on file in school and Miss Dudley-Nursery Manager will also have a copy.

Inhalers will be stored in Nursery and be given to children as required according to their Asthma log.

Wraparound Care

During before and after school club's medication will not be administered unless your child has a significant medical need in which case an Individual Health Care Plan will be in place and Mrs Johnson will be aware.

For those children with allergies requiring Piriton and Epi Pens, these will be stored in the staffroom First Aid cupboard. Any children who use an Epi Pen will be identified to wraparound care staff, who will be made aware of the storage of the child's Epi Pen in school.

Children with Asthma will have access to their Inhalers at before and after school clubs. Wraparound Supervisors will have access to the child's asthma plan which will have clear guidelines on the amount of puffs a child should have and when.

Inhalers are stored in green first aid bags in a child's classroom. These inhalers will be collected from classrooms and returned after wraparound sessions so that children have full access to them during sessions as and when required.

Responsibilities

At St Chad's we recognise that for the administration of prescribed medicines to work effectively and safely a partnership between parent/carers and the school is essential.

When a child becomes seriously unwell or injured, an ambulance will be called immediately and parents/carers informed. A child taken to hospital by ambulance will be accompanied by a member of staff who will remain there until the parent/carer arrives.

In the case of an injury at school, a log will be made on the school online Evolve accident portal and parents/carers will be alerted via text and email of their child's injury.

For head injuries, a log will be made on the school online Evolve accident portal and parent/s carers will be alerted via text and email of their child's head injury. A courtesy call will also be made, and children will be monitored throughout the school day.

Cuts, grazes and minor injuries are treated in accordance with current medical guidelines and parents won't be informed unless the first aider has any concerns. If treatment is given a log will be made and parents/carers will always be notified.

No child will be prevented from drinking, eating or taking toilet breaks or other breaks whenever they need to in order to manage their medical condition effectively.

All members of staff will be familiar with normal precautions for avoiding infection and will follow basic hygiene procedures as well as the school COVID 19 risk assessment. Children are also reminded of good hygiene practice regularly by staff.

Staff must wear full PPE if carrying out First Aid on a child. This will consist of disposable gloves, a disposable apron and disposable mask. They must care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. If any staff member feels uncomfortable, carrying out First Aid, they must inform a member of SLT for assistance.

At break times, Learning Support Assistants and Office Staff are on duty in class bubbles, this is to ensure that no mixing of class bubbles takes place due to COVID 19.

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Moderate to Severe Medical Conditions

All children with diabetes, epilepsy, febrile seizures, acute allergy syndrome or other chronic medical conditions should be made known to St Chad's.

With all staff, parents/carers will draw up an Individual Healthcare Plan with the condition, a photograph of the child and his/her special requirements, triggers, signs or symptoms, treatment (including dosage, side effects and storage), environmental issues and emergency contact numbers. These will be displayed in the Office, Staffroom, classrooms for teachers and at Wraparound Care- Before and After School clubs if appropriate. This will be GDPR compliant and parents/carers will sign a consent form to agree to their child's care plan being displayed.

Specific training will be arranged and updated with the needs of the children. Individual Healthcare Plans will be updated annually or sooner if needs change.

A register of children with asthma will be held by all staff. Asthma plans will be sent home to be completed by parents/carers each year to update the needs of their child. These will be held on file. Office Staff will also scan a copy of your child's asthma plan onto their electronic file in school.

All care plans and asthma plans will also be stored on the school Evolve accident reporting online portal.

Temporary Medical Needs

Children who are diagnosed with temporary medical needs do not need an Individual Healthcare Plan. However, if prescribed medicine or child paracetamol is required the parents will need to complete a temporary care plan.

Sport /P. E

Most pupils with medical conditions should be able to participate in the sport or PE curriculum and are encouraged to do so in ways appropriate to their disabilities.

Some children may need to take precautionary measures before or during exercise, and or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

Where necessary, those children with specific needs will have the support of a Learning Support Assistant in physical education.

All staff will be responsible for taking out the class First Aid bag, which stores key medication such as inhalers and Epi Pens in order for pupils to access them during P.E lessons.

School Visits

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Risk assessments are undertaken before pupils go on out of school activities; these take into account the possible administration of medicines and medical treatment to pupils. The Lead Teacher for the trip ensures that appropriate arrangements have been made to take account of administration of medicines to any pupils who are involved in an educational visit. The Lead Teacher is responsible for liaising with a senior leader about any child on an Individual health care plan. For any child requiring an additional risk assessment for a visit, a senior leader will be responsible for carrying this out.

Parents/Carers

It is the responsibility of parent/carers to fully co-operate with the school to ensure the safety and wellbeing of their child.

Parent/Carers must complete a **MEDICAL FORM**.

This should be signed and dated. Verbal instructions will **NOT** be accepted. The signed form is kept in a green file, is scanned onto the child's record and is also attached to the medicine in the First Aid cupboard in the staffroom or in the fridge if required.

Certain medications are requested to be kept in a lockable cupboard or the school safe. Any medication stored in the school safe will require staff to log medication administered in the controlled medicines logbook.

All Inhalers and Epi Pens are kept in the child's classroom in a green first aid bag to ensure easy access for children when needed.

Copies of all medicine forms are retained in a file in the school office as well as on the online portal.

Any changes to the administration instructions will require the completion of a new consent form.

Parent/Carers will be responsible for ensuring that there is sufficient medicine to be administered and that it is within the expiry date. Medicine should be provided to the School in the original container from the Pharmacy and clearly labelled.

School will require the following information in order to administer medicines:

1. Name and strength of medicine
2. Dosage to be given
3. Circumstances in which it should be given ^[L]_[SEP]
4. When previous doses have been given/taken ^[L]_[SEP]
5. The medicine is in date ^[L]_[SEP]
6. Parental/Carer's consent ^[L]_[SEP]
7. Parents/Carer's confirmation that the child has had no previous reactions to the medication

At the completion of a course of treatment, or if the medicine passes its expiry date the medicine will be returned to the parent/carers for disposal.

Medicines are to be returned at the end of each school year. New medication must be supplied and forms completed at the start of a new school year.

Staff must never give a child under 16 years old Aspirin or medicines containing Ibuprofen. (Therefore, Children's Nurofen will not be administered at St Chad's unless for extreme circumstances, where a Paediatric Consultant is involved, and a care plan is in place)

Emergency Inhalers

From 1st October 2014 the Human Medicines Regulations 2014 allows schools to buy and administer salbutamol inhalers, for use in emergencies.

The emergency inhaler will only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

The two school inhalers will be kept in the medicine cupboard in the staff room. Mrs Johnson- Deputy Headteacher will be responsible for checking the date of the inhalers and also the care and disposal of the inhalers.

A register of children in school that have been diagnosed with asthma, can be found with the emergency inhalers, in each classroom on the back of the fire register, on the door of the medicine cupboard and in the school office. All children with Asthma in school will have their own asthma plan stored with their inhalers in their classroom and also a copy stored by Mrs Johnson on her file.

Staff are responsible for checking the emergency inhaler parental consent before administering the school inhaler. These consents will be kept in the medicines folder in the school office.

If the emergency inhaler is used, staff must record this in the medicine folder on the emergency inhaler log and parents or carers must be contacted to inform them that their child has used the emergency school inhaler.

The school's emergency kit contains the following:

- 2 salbutamol metered dose inhalers
- 2 single use spacers
- Instructions on using the inhaler
- Instructions on cleaning the inhaler
- Manufacturer's information

The emergency inhaler **WILL NOT be** used at St Chad's Primary for the foreseeable **from 1st September 2020**, due to the COVID 19 pandemic. Parents/Carers will be notified by the school when this resumes again.