



Administering Medicines Policy

This policy is to be read in conjunction with Statutory Framework for the Early Years Foundation stage (DfE, 2012,) Supporting pupils at school with medical conditions (DfE2014,) Section 100 of the Children and Families Act (2014,) Safeguarding policy, Health and Safety policy, First Aid Policy, EVC policy, Drugs and Alcohol Policy.

INTRODUCTION

Under The Equality Act 2010, responsible bodies for schools, including the Nursery, must not discriminate against disabled children in relation to their access to education and associated services. This includes all aspects of school life, which include school visits and school clubs and activities.

King George V Primary School will endeavour to adhere to the aforementioned acts through the implementation of our Medical Needs Policy that aims to:

- Avoid disability discrimination
- Ensure all children are included
- Ensure that children with medical conditions are properly supported so they have full access to education, including school visits and physical education
- Enable regular attendance

Support for pupils with Medical Needs

There is **no legal duty** that requires schools to administer medicines. However, we have a duty to arrange support for pupils with medical conditions. We propose to administer, after appropriate training, prescription medication to assist children with medical needs. Any staff giving medication of any kind would be doing so voluntarily and supported by the school with training if required. All volunteers will be indemnified by the Council's Liability Insurance for any claims made against them provided that they have received training, taken any necessary refresher training, followed the Health Care Plan and used appropriate protective equipment.

We propose to work with local authorities, health professionals and other support services to ensure that children with medical conditions receive a full education

Short Term Medical Needs

Medication should only be taken to school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should ask the prescribing doctor or dentist about this.

However, the school recognises that sometimes children do need to take medicines in school time. If this is the case, there has to be prior written agreement, on the request form (Appendix 5: Request for school to administer medication) from parents for any medication, prescribed or non-prescription, to be given to a child. This written agreement must also include the dosage.

Medicines must be handed over to the office in a named container. Any dose given is noted on request form and initialled by the staff member. A copy of Appendix 5 must also be given to the parent.

Non- Prescription Medication

Medications will only be administered at school if it would be detrimental to the child not to do so.

The school will not generally give non-prescribed medication to pupils. If a pupil regularly suffers from acute pain, such as migraine, parents should supply and authorise appropriate painkillers for their child's use, with written instructions.

On residential visits, the school will send a letter prior to the visit to ask permission from parents to administer children's painkillers, such as Calpol, should the need arise whilst the child is away from home. If medication is required on a residential visit, parents will be asked to complete Appendix 6: Request for the administration of medication or treatment during an offsite or out of hours activity.

Long term Medical Needs

The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. The school will need to know:

- Details of the condition
- Special requirements
- Medication and any side effects
- What to do, and who to contact in an emergency
- The role the school can play

Administering Medicines

No pupil under 16 should be given medication without written parental consent. Authorised personnel should check:

- Pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Self-Management

It is good practice to allow pupils who can be trusted to do so to manage their own medication from an early age. With this aim in mind, and for reasons of immediacy, children with inhalers will be expected to administer the required dose themselves. At the teacher's discretion, children may also carry their inhaler or keep it in their drawer. Other inhalers should be kept in the classroom in a safe place known and accessible to the children. All inhalers must be named. Children are reminded not to share inhalers.

Refusing Medication

If pupils refuse to take medication, the school will not force them to do so and will inform parents immediately.

Record Keeping

Parents are responsible for supplying information about medicines and for letting the school know of any changes to the prescription or the support needed. Parents/carers are responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to replace any medication with a replacement before expiry.

School Trips

Pupils with medical needs are encouraged to participate in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place.

Sometimes an additional adult might accompany a particular pupil. There may also be the need to undertake a risk assessment for a particular child.

Sporting Activities

Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example. Teachers supervising sporting activities are made aware of relevant medical conditions.

Storing Medication

Any medication should be in a container that is labelled with the name of the pupil, name and dose of the drug and frequency of administration and within expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non health care staff should not transfer medicines from their original containers.

Medicines are kept in the school office or when necessary, in a drawer in staffroom fridge, in a clearly labelled container. This fridge in the staffroom has restricted access.

Disposal of Medicines

The school does not dispose of medicines. Parents should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

Hygiene Control

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Emergency Procedures

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff.

Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

Health Care Plans (HCP)

Some children require a health care plan to identify the level of support that is needed at school. These plans are produced by the school nurse and may identify specific training needed by volunteer staff. Staff should not give medication without appropriate training.

Training is undertaken by all first aiders for administering epipens. For children with complex medical needs requiring daily intervention, training will be provided on an individual child basis by a school nurse.

Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment.

Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances.

This policy will be reviewed every year or sooner if circumstances change.

Review Date: 2023