

# High Spen Primary School



## Medical Care Policy

## **Medical Care Policy**

Member of staff responsible: Headteacher

Consultation: Presented to staff, full governing body and parents

### **Rationale and Aims**

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

**In all instances the school will do all it can to persuade the parent to come into school to administer medicines.**

### **Prescribed Medicines**

**We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.

Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

**Controlled drugs** should never be administered unless cleared by the Head. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

### **Non-Prescription Drugs**

Staff should **never** give non-prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm.

**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

## **Short Term Medical Needs**

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined.

**Note the exceptional terms in the previous paragraph.**

## **Long Term Medical Needs**

The school will be fully informed of the child's needs before admittance.

It is essential to have sufficient information in order for the child's medical needs to be adequately supported. (Reference should be made to the 2005 DfES document in order to devise a care plan.)

## **Administering Medicines**

No child under 16 should be given medicines without written parent consent. Form 1 must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines will not be teaching members of staff but support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.

**A record must be kept in a written form each time medicines are given.** (see forms included.)

## **Self Management**

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

## **Record Keeping**

Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear.

**A written record of medicines administered will be kept in the school office (form 2) and this will also be signed by the parents to acknowledge the entry. A copy of consent form 1 will also be kept by Mrs Ward.**

## Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the school office.

## Sporting Activities

It is advisable to prepare a risk assessment of medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers not self managed should be taken to the field in a box or container and be supervised by a support member of staff.

## The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

## The Head Teacher

The Head Teacher will ensure that all staff receive appropriate support and training and aware of this policy. Likewise the Head Teacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

## Teachers and Other Staff

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. **Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.**

## Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the school office. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.** Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils. Any problems or issues arising shall be initially referenced to **Managing Medicines in Schools and Early Years Settings 2005 DfES**, a copy of which is kept in the Headteacher's office.

## **KEY POINTS**

- **THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES**
- **NO TEACHING STAFF WILL ADMINISTER MEDICINES OR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES**
- **ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH APPROPRIATE TRAINING**
- **ALL MEDICINES WILL BE NOTIFIED TO THE SCHOOL OFFICE AND KEPT UNDER ITS SUPERVISION. This includes asthma relievers and adrenaline pens. The Office will know where these medicines are in school and the asthma register shall be updated annually and as and when new children come to school.**

## **Dissemination of the policy**

Each teacher has a copy of this policy and a copy can be found in the Headteacher's office. The school prospectus contains a statement about medical care, and it is sent to all parents of children new to the school.

A copy of the policy is available to any current or prospective parent, on request to the Headteacher.

## **Monitoring and evaluation of the policy**

The policy will be reviewed annually.

**High Spen Primary School**  
**Medical Care Form 1**

**USE OF MEDICINES IN SCHOOLS**  
**PARENTAL REQUEST FOR PRESCRIBED MEDICATION**  
**TO BE ADMINISTERED BY SCHOOL STAFF**

Please complete this form in BLOCK Capitals

School		
Child's Full Name		Date of Birth
Address		
Condition/Illness		

**MEDICINE DETAILS**

Name: (as described on the container)	
What is the dose to be given?	
Is your child responsible for taking his/her medicine at home?	
What time of day is the medication to be given?	
If the medicine is only needed as required, what are the circumstances in which it should be given?	
What, if any, are the side effects of this medicine?	

**CONTACT INFORMATION (for use in an emergency)**

Name:	
Address:	
Telephone Number:	Relationship to Child:

**CONSENT**

I confirm that I will comply with the conditions detailed overleaf and I give my consent for medication to be administered by a member of the school staff in the circumstances described above.	
Signed .....	Date .....
(Parent/Guardian)	

Name .....

## INFORMATION TO PARENTS ABOUT THE USE OF MEDICATION IN SCHOOLS

Medication should normally be given to children at home. Even medicine to be given three times a day could be before school, immediately after school and at bedtime.

Exceptionally, it may be necessary for a child to take prescribed medication whilst at school.

**If it is essential for medication to be taken in school and parents request a member of staff to be responsible for administering the medication**, the following procedure must be followed:

1. **The medicine must be prescribed by a doctor** and the container should be clearly marked with:
  - the child's name;
  - the name of the drug and the dosage;
  - the date of issue and expiry.
  
2. Parents are responsible for:
  - keeping the head teacher regularly informed of the required medication;
  - bringing the medication to school and passing it to the designated member of staff;
  - providing written information and consent using Form MED(1);
  - replacing the medicine whenever necessary, and removing out of date medicine;
  - completing a new Form MED(1) if the treatment changes whether it be dosage, frequency or medicine;
  - giving clear information to situations when medicines to be given "as required" should be administered;
  - informing the school if the child is responsible for his/her medication at home; and
  - completing a new Form MED(1) when the child moves into a new class or year group or a new school.

**High Spen Primary School**  
**Medical Care Form 2**

**GATESHEAD COUNCIL**  
**LEARNING AND CULTURE**

**USE OF MEDICINES IN SCHOOLS**  
**PARENTAL REQUEST FOR PRESCRIBED MEDICATION**  
**TO BE CARRIED BY THEIR CHILD**

Please complete this form in BLOCK Capitals

School		
Child's Full Name		Date of Birth
Address		
Condition/Illness		

**MEDICINE DETAILS**

Name: (as described on the container)	
What is the dose to be given?	
Is your child responsible for taking his/her medicine at home?	
What time of day is the medication to be given?	
If the medicine is only needed as required, what are the circumstances in which it should be taken?	
What, if any, are the side effects of this medicine?	

**CONTACT INFORMATION (for use in an emergency)**

Name:	
Address:	
Telephone Number:	Relationship to Child:

**CONSENT**

I confirm that I will comply with the conditions detailed overleaf and I request that my child may keep his/her medicine in school to be taken as described above.	
Signed .....	Date .....
(Parent/Guardian)	
Name .....	



## INFORMATION TO PARENTS ABOUT THE USE OF MEDICATION IN SCHOOLS

Medication should normally be given to children at home. Even medicine to be given three times a day could be before school, immediately after school and at bedtime.

Exceptionally, it may be necessary for a child to take prescribed medication whilst at school.

**If it is essential for medication to be taken in school and a child is normally responsible for his/her own prescribed medication** at home then he/she may, with the prior approval of the head teacher (or other designated teacher), bring it into school.

**The amount brought into school should be sufficient only for the dosage that day.**

The following procedure must be followed:

1. **The medicine must be prescribed by a doctor** and the container should be clearly marked with:
  - the child's name;
  - the name of the drug and the dosage;
  - the date of issue and expiry.
  
2. Parents are responsible for:
  - keeping the head teacher regularly informed of the required medication;
  - providing written information and consent using Form MED(2);
  - replacing the medicine whenever necessary;
  - completing a new Form MED(1) if the treatment changes whether it be dosage, frequency or medicine;
  - giving clear information to situations when medicines to be given "as required" should be taken;
  - informing the school if the child is responsible for his/her medication at home; and
  - completing a new Form MED(2) when the child moves into a new class or year group or a new school.

**Note:** Only in very exceptional circumstances should "over the counter" medication be brought into school by children, and this must only be with the prior approval of the head teacher (or other designated teacher).