



## Walter Infant School

# MANAGING MEDICINES IN SCHOOL

Version	Action	By	Date
1	Approved	Full Governing Body	21 September 2016
1	Approved	Full Governing Body	18 September 2018

**Responsibility of:** Full Governing Body and the Headteacher  
**Date of Review:** Summer Term 2020

***'To be the best I can be'***

**Walter Infant School is committed to ensuring that we are a fully inclusive school and that we will enable children with medical conditions to attend school regularly and support them with the administration of any prescription medicines they may need during their time at school.**

## **SUPPORT FOR CHILDREN WITH MEDICAL NEEDS**

Parents and carers have the prime responsibility for their child's health and should provide our school staff with all the relevant information needed to enable us to manage their child's medical condition in school. Parents should obtain details from their child's General Practitioner (GP) or paediatrician, if needed.

Parents should provide the School Office with full information about their child's medical needs, including details of medicines their child needs.

## **PRESCRIBED MEDICINES**

Medicines should only be brought to School when essential and when it would be detrimental to a child's health if the medicine were not administered during the school day. The school day at Walter Infant School is from 8:30 – 11:30 or 12:30 to 3:30 for F1, 8:45 – 3:15 for F2 and 8:40 - 3:20 for KS1. Arrangements with any before and after school care will have to be organised separately with the provider.

Walter Infant School can only accept medicines that have been prescribed by a doctor. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration, date prescribed and dosage. We will not accept any medicines that are out of date or undated.

Walter Infant School staff cannot accept medicines that have been taken out of the containers in which they were originally dispensed in, nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents are requested to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

## **SHORT TERM MEDICAL NEEDS**

Many children will need to take medicines during the day at some time during their time in School. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion.

However, such medicine should only be taken to School where it would be detrimental to a child's health if it were not administered during the day. Again, they must be supplied in their original container, with the prescribers' dosage instructions

and written consent from a parent or guardian (Appendix 1). Medicines are kept in a fridge in the staff room if this is required.

### **LONG TERM MEDICAL NEEDS**

Some children will have long-term medical needs which will need to be met on a daily or occasional basis depending on the circumstances. Walter Infant School has a team of willing and able staff to ensure procedures and protocols are followed rigidly. In order to ensure that we are compliant with Health and Safety expectations we will require all or some of the following information for each child:

- Details of a child's condition
- Special requirements, eg dietary needs, pre-activity precautions
- Any side effects of the medicines prescribed
- What constitutes a medical emergency for the child
- What action to take in an emergency to allow us to prepare a risk assessment and Personal Education Evacuation Plan (PEEP)
- What not to do in the event of a medical emergency
- Who to contact in an emergency
- The role the staff can play to support the child during a medical emergency

### **ADMINISTERING MEDICINES**

No child under 16 can be given medicines without their parent's written consent - a form is available from the school office or from the school website (Appendix 1) . Any member of staff giving medicines to a child will check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

Walter Infant School keeps a Medicine Record Book (Appendix B) which records the date and time the medicine is given, the name of the child, medicine (including inhalers) and the name of the person administering the medication. A slip notifying the parent of such action is sent home to enable the parents to be fully informed about the medical conditions of their child.

Walter Infant School also keep records detailing the administration of medicines detailing medicine, dosage, time and date administered so that all colleagues are fully informed and to ensure that there is no risking of administering too much medicine.

If in doubt about any procedure staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the School or setting.

### **SELF-MANAGEMENT**

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It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and Walter Infant School encourages this.

Children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

For conditions such as asthma, diabetes and severe allergies, children's medication is kept securely at school. All staff know where the medicines are stored. Staff will supervise children administering their medicine in the medical and First Aid area in school.

Children with a short term need to finish a course of prescribed medicine may also bring their medicines to School. Children will have the medicine given to them only after a medical consent form has been filled in at the School Office.

### **FLU IMMUNISATIONS**

In the autumn term, all parents will receive a Flu Immunisation Consent Form; the NHS offer to immunise all Foundation Stage and Key Stage One children during school time. The process is managed by the NHS team on the school premises with support from our administration team. Parents do have the option not to take up the immunisation. For further information; please visit <https://www.nhs.uk/conditions/vaccinations/child-flu-vaccine/>

### **NON-PRESCRIPTION MEDICINES**

Non-prescription medicines should not be brought to School unless there are mitigating circumstances. These will be reviewed on a case by case basis. Children must not bring their own medicines into school to keep in their bags, including lozenges or pastilles.

### **REFUSING MEDICINES**

If a child refuses to take medicine, staff will not force them to do so. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the School's emergency procedures will be followed.

### **RECORD KEEPING and MEDICAL CONSENT**

Parents should tell the School about the medicines that their child needs to take and provide details of any changes to the prescription or the support required in writing. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects if known
- Expiry date

### **INDIVIDUAL HEALTH CARE PLAN (IHCP)**

#### **Purpose of an Individual Health Care Plan**

The main purpose of an Individual Health Care Plan for a child with medical needs is to identify the level of support that is needed (Appendix 3). Not all children who have medical needs will require an individual plan. A short written agreement with parents may be all that is necessary.

An IHCP clarifies for staff, parents and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician. Staff should agree with parents how often they should jointly review the health care plan. It is sensible to do this at least once a year, but much depends on the nature of the child's particular needs; some would need reviewing more frequently.

#### **TRIPS AND VISITS**

Children with medical needs will be encouraged to participate in trips and visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be made aware of any medical needs and relevant emergency procedures by the parent on the consent form. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If our school staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, advice will be sought from parents and/or health professionals.

#### **ROLES AND RESPONSIBILITIES**

**Parents and Carers** should provide the Head Teacher with sufficient information about their child's medical needs if treatment or special care is needed. They should, jointly with the Head, reach agreement on the School's role in supporting their child's medical needs, in accordance with the School's policy. Completion of an Individual Healthcare Plan will ensure all staff are aware of a child's medical needs (Appendix C). The Head will seek parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child.

For a child with medical needs, the Head will need to agree with the parents exactly what support can be provided.

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It is the parents' responsibility to ensure that all medicines held in school are in date and fit to be administered when required.

Parents should keep any child at home when they are acutely unwell in order to reduce the spread of infection. This is to protect other children with medical conditions such as asthma and diabetes, for whom illness can produce complications.

If a child experiences sickness or diarrhoea from any cause, including a reaction to certain foods (unless a known allergy) they must not return to school until 48 hours after their last bout of sickness or diarrhoea to avoid spreading viruses and infections to others, including staff.

**Teachers and Other Staff** will have access to information on children's medical conditions and action to take in an emergency, provided the parents have given consent for this. Teachers will take all reasonable care to accommodate medical needs in their lesson planning.

The school will keep parents regularly informed about healthcare matters via the school newsletter.

### STORING MEDICINES

Large volumes of medicines should not be stored. School will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines (including insulin) will be stored strictly in accordance with product instructions (paying particular note to temperature which will be recorded) and in the original container in which it was dispensed. Parents should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container and have separate permission forms completed. It is the responsibility of the parents or carers to ensure that medicines do not go out of date by monitoring expiration dates and replacing medicines which have expired.

Children will be made aware of where their own medicines are stored. The Head is responsible for making sure that medicines are stored safely.

### ACCESS TO MEDICINES

Children need to have immediate access to their medicines when required.

### DISPOSAL OF MEDICINES

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each day/term. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

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Walter Infant School will dispose of used Epi-pens and any equivalent equipment appropriately in the School's Sharps Container.

### EMERGENCY PROCEDURES

In the event of a medical emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If a parent is unable to get to School, a member of staff will accompany a child taken to hospital by ambulance, and will stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available. Please see the Rainbow plan for details of dealing with emergencies.

### CO-ORDINATING INFORMATION

Co-ordinating and sharing information on an individual pupil with medical needs will be done with parental consent to ensure the child's safety. A medical register is kept with details of name, year group, medical conditions and treatment for all pupils with a medical condition unless permission is withheld.

### CONFIDENTIALITY

The Head and staff will always treat medical information confidentially. The Head will agree with the parent, who else should have access to records and other information about a child. If information is withheld from staff they should not be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

### INDIVIDUAL HEALTH CARE PLAN (IHCP)

#### Purpose of an Individual Health Care Plan

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### MANAGING MEDICAL CONDITIONS

#### Asthma

Children with asthma need to have immediate access to their reliever inhalers when they need them. Inhaler devices usually deliver asthma medicine. It is good practice to support children with asthma to take charge of and use their inhaler from an early age, and Walter Infant School will encourage this.

Children who are able to use their inhalers themselves will be encouraged to do so under supervision. If the child is too young staff will make sure that it is stored in a

## MANAGING MEDICINES IN SCHOOLS 2018

safe but readily accessible place, and clearly marked with the child's name. Inhalers should always be available during physical education, sports activities and educational visits.

A child should have a regular asthma review with their GP or other relevant healthcare professional. Parents should arrange the review and make sure that a copy of their child's management plan is available to the School if required. Children should have a reliever inhaler with them when they are in School. Staff in school are regularly trained in the treatment of asthma.

### **Diabetes**

Children with diabetes will be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Children with diabetes should bring an 'emergency snack box' containing glucose tablets or a sugary drink to School. This can be kept in the Medical Room. School would liaise closely with parents and the Diabetic Care team regarding individual plans for pupils with diabetes.

### **Anaphylaxis**

The decision on how many adrenaline devices the School should hold, and where to store them, has to be decided on an individual basis between the Head, the child's parents and medical staff involved.

Epi-pens and equivalent medical devices will be accessible at all times.

Studies have shown that the risks for allergic children are reduced where an individual EHCP is in place. Reactions become rarer and when they occur they are mostly mild. The plan will need to be agreed by the child's parents, the School and the treating doctor.

### **FIRST AID – please see First Aid and Injury Reporting Policy**

#### **Training and Qualifications**

All staff at Walter Infant School are trained to administer Paediatric First Aid. A log detailing training dates, renewal requirements and expiration dates is managed by the administration team.

#### **Infection Control**

Latex free disposable gloves will always be worn when cleaning wounds to prevent cross-contamination.

#### **Disposal of Waste**

Disposal of clinical waste and bodily fluids will be carried out in accordance with the protocols laid down in the Health and Safety Policy.



## Appendix 1 - Parental agreement to administer medicine

Walter Infant School will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date	
Name of school/setting	Walter Infant School
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

### Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**  
**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	A member of the School Office 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.

Signature(s)\_\_\_\_\_

Date\_\_\_\_\_

## Appendix 2 - Record of medicine administered to all children

Name of school

WALTER INFANT SCHOOL

[illegible]

## Appendix 3 - Individual Healthcare Plan

Name of school/setting	Walter Infant School
Child's name	
Class	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

### Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

### Clinic/Hospital Contact

Name	
Phone no.	

### G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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## MANAGING MEDICINES IN SCHOOLS 2018

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to