



MEDICINE POLICY (non statutory)

Parents should keep any child at home when they are acutely unwell for the child's wellbeing and to mitigate the potential spread of infection. This is to protect all members of the school community, particularly those with medical conditions such as asthma, diabetes, and other medical conditions for whom illness can produce complications.

Aims

From time to time, a pupil will experience a short period of illness or injury that may require the administration of prescribed medication such as antibiotics or prescription pain relief. The aim of this policy is to ensure that pupils, staff and parents understand how our school will administer prescribed medication in these circumstances.

This policy is separate to the **Supporting Pupils with Medical Conditions at School Policy**, which specifically outlines arrangements for pupils with long term and complex medical conditions, including those with an Individual Health Care Plan (IHCP).

Non-prescription medicines

Non-prescription medicines will not be administered by school staff and should not be brought to School.

Prescribed medicines

No child under 16 can be given medicines without their parent's written consent and a fully completed medicine form (see Appendix 1). Forms must be obtained from the school office or downloaded from the website <https://www.stpauls.wokingham.sch.uk/website/letters/29842> and must include the following information:

- name of child;
- name of medicine;
- dose;
- method of administration;
- time/frequency of administration;
- expiry date.

Medical advice is that where three doses daily have been prescribed for medicines, there is no reason why the doses cannot be administered before and after school and at bedtime. Where four daily doses are required, the school will administer a dose at lunchtime on behalf of parents.

Should it be necessary for a child to receive medication during school hours, medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. The School will not accept medicines that have been taken out of the containers as originally dispensed nor make any changes to dosages based on parental instructions.

In exceptional circumstances, non-prescription pain relief will be administered if this is a written recommendation of the hospital in cases of post-operative care following surgery. This includes dental surgery.

Emergency Salbutamol Inhaler

An emergency salbutamol inhaler is available in the Medical Room but should only be used by children who have diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as a reliever medication and for whom parents have previously provided written consent.

Administration of prescribed medicines

The two members of staff involved in the administration of prescribed medication will each check the details on the medicine form reflect those detailed by the prescribing practitioner:

- name of child;
- name of medicine;
- dose;
- method of administration;
- time/frequency of administration;
- expiry date.

Record keeping

Where medicine is to be administered by a member of staff, they will first check the identity of the child against the pupil photograph held on SIMS. They will also record the date, time, medication given and the

dose on a 'Record of medicine administered to a pupil form' (see Appendix 2.) The staff member will sign to confirm the details and a second staff member will be present to check all of the details and countersign the form.

If in doubt about any procedure, staff will not administer the medicines but check with parents or a health professional before taking further action. If staff have any 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. The School accepts no liability for such items, and all members of staff have the right to refuse to administer medicine.

Refusing medicines

If a child refuses to take medicine, staff will not force them to do so. Parents will be informed of the refusal that day.

Trips and visits

Supervising staff will always be made aware of any medical needs and relevant emergency procedures by the parent on the consent form. A copy of any care plans, automatic epinephrine injectors and inhalers will be taken on visits in the event of the information being needed in an emergency. If 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 should provide the Headteacher with sufficient information about their child's medical needs so that a decision can be made as to whether an Individual Healthcare Plan will need to be implemented in accordance with the **Supporting Pupils with Medical Conditions at School Policy**, and in accordance with the employer's policy.

Storage of medicine

Large volumes of medicines should not be stored in school. School will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which it was dispensed. Where a child needs two or more prescribed medicines, each should be in a separate container.

Children will be made aware of where their own medicines are stored. The Headteacher is responsible for making sure that medicines are stored safely. An audit of expiry dates on medicines, automatic epinephrine injectors & inhalers will be carried out once every half term by the Administrative Assistant and parents will be given at least 6 weeks' notice of expiry dates.

Safe disposal of medicines

Parents are expected to collect their child's antibiotics at the end of the day. Parents of pupils with medication stored in school will be notified when medication is out-of-date and asked to collect and replace it if necessary.

Emergency procedures

In the event of an 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.

Co-ordinating information

Coordinating and sharing information on an individual pupil with medical needs will be done with parental consent. A medical register is kept with details of name, year group, condition and treatment for all pupils with a medical condition.

Confidentiality

The Headteacher and staff will treat medical information confidentially. School will seek consent from parents about the sharing of records and any other information about a child. Where pupils suffer from acute and potentially life threatening conditions, under GDPR regulations and on a public task basis, parental consent will be sought for the child's details and photograph to be included in our yellow emergency card system.

First aid training

Key staff are trained in first aid. Other members of staff, including a number of learning mentors, and lunchtime staff are also offered training in *Emergency Aid* every three years. Details of those staff holding a current are displayed in the medical room and training records are kept by the Office Manager.

Infection control

Appropriate PPE will be worn at all times when cleaning open wounds/dealing with bodily fluids to prevent cross contamination.

Disposal of waste

Clinical waste will be disposed of appropriately.

Appendix 1

St Paul's CE Junior School – Medicine Form

The school will only administer prescription medicine and only when the medication is accompanied by a completed Medicine Form and written parental consent. A separate form is required for each type of prescribed medication.

Name of child	
Date of birth	
Class	
Medical condition or illness	
Medicine	
Name/type of medicine (as described on the container)	
GP's name and telephone number	
Date dispensed	
Expiry date	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school needs to know about?	
Procedures to take in an emergency	
Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	

I understand that I must deliver the medicine personally to the School Office.

I accept that this is a service that the school is not obliged to undertake and that I must notify the school of any changes in writing.

Date: _____

Signature: _____

Pupil Photo

Appendix 2

St Paul's CE Junior School Record of medicine administered to a pupil

Name	Class
Name and strength of medicine	Expiry date
Dosage and frequency of administration	

Date	Time	Medication & amount given to the pupil	Signature of staff member administering medicine	Signature of staff member checking name, time and dosage.

At the end of the course this form should be signed off by a parent/carer.

Signature _____ Date _____

HISTORY

Date	Amendments
May 2012	Slight spelling amendments
	Auto injectors are currently stored within the medical room and procedures regarding this medication will be reviewed regularly.
April 2014	Reviewed and slight changes to the wording but none which impact on policy or procedures.
September 2015	Reviewed and amendments made. Appendix 3 added – consent form for displaying photographs/information of pupils with acute medical conditions.
December 2016	Reviewed. Details of training records included.
27.11.18	Policy reviewed and following changes made: reordering of some sections. Two members of staff to be present for checking and administration of medicine – policy and forms have been amended to reflect this. 6 weeks' notice to parents will now be given of expiry dates on medicines, epinephrine injectors and inhalers. Safe disposal of medicine – the school will no longer make arrangements for this and the responsibility lies with the parents.
01.07.20	Policy reviewed. Section on Emergency Salbutamol Inhaler added.

12.10.20	Reference to Supporting Pupils with Medical Conditions at School Policy included and any duplicated information removed to avoid confusion between the parameters of each policy. Photo box added to record form. Some of the sections of the original policy reorganised and a reference to non-prescription medication included on the Medicine Form – Appendix 1.
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