

St Peter's Catholic Primary School



Administering Medicines Policy

Approved by: The Governing Body **Date:** 7th February 2023

Last reviewed on: February 2020

Next review due by: February 2025

Overview of Policy for Review	
Origin of Policy	Dorset CC – from head's past school- linked to DfE Supporting pupils with medical conditions at school, 2014
New/existing Policy	New
All changes tracked	

Aims

1. To provide clear procedural guidance on the administering of medicines and record keeping at St Peter's Catholic Primary School.
2. To ensure that the children in our school are safe and are able to attend school regularly.
3. To enable children with medical conditions to be included in the school curriculum and other activities.
4. To support children and young people with complex medical conditions and or long term medical needs (link to DfE **Supporting pupils with medical conditions at school**, 2014)

Arrangements have been made for the following:

- Managing prescription medicines that may need to be taken during the day.
- Managing prescription medicines on trips and outings, including school transport.
- The safe storage of medicines and accurate record keeping.
- Procedures for access to medicines during emergency situations.
- Adhering to risk management procedures involving medicines.

Safeguarding of children is paramount. The Governing Body has a duty under Section 175 (or Section 157, for Academies) of the Education Act 2002 to safeguard and promote the welfare of children in this school. St Peter's Catholic Primary School is responsible for adhering to Health Care Plans, maintaining and monitoring records and demonstrating that children are provided with appropriate medical support for which training has been given by qualified personnel.

The school will follow First Aid principles and seek to act in the interest of preserving life when in the event of an emergency. The school will accept written notice from parents / carers that relate to particular medical or religious issues that might affect the manner in which emergency cases are managed.

Responsibilities

Parents:

It must be remembered that the prime responsibility for a child's / young person's health rests with the parents / carers.

Where possible, prescribed or non-prescribed medicines should be administered by parents outside of the school day. If this is not possible, parents should talk to school staff and also complete the official form that is obtainable from the school office or from the website.

Parents are asked to deliver medicines to school in the original container. All medicines must be marked with the following information clearly indicated:

- The child's name on the medicine
- Expiry date

Parents must notify the school immediately (in writing) of any changes or alteration to a prescription requiring adjustment to be made to any previous arrangement about medicines for their child / young person.

Headteacher:

The headteacher will make appropriate arrangements for medicines to be stored safely in a locked cabinet. Medicines must be kept in the container supplied which must be clearly labelled with the name of the child and instruction for usage, or detailed on form mentioned previously. The school will ensure that all medicines held are not out of date and that they are returned to parents routinely after use. Some medicines (insulin, liquid antibiotics) may need to be kept in a fridge but must not be frozen. The fridge is locked when medicine is inside. Medicine cabinets will be supervised closely and emptied at least once each term.

The headteacher will make suitable arrangements in partnership with parents that enable children / young people to maintain a prescribed course of treatment. They will liaise with staff / parents / nominated support so that recommended medical treatment can be sustained, and that those people are appropriately trained to administer medication. Staff will not be directed, but asked to administer medicines.

Together with school governors, the headteacher will review this policy at appropriate intervals, in line with local advice, so that the well-being of children and young people and their health is safeguarded.

The headteacher will ensure that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at St Peter's Catholic School.

Staff Training:

Most medicines to be administered will not require professional training; however the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered.

Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Safeguarding Lead) if they become concerned about the welfare of an individual pupil. If a Health Care Plan is applied to particular children / young people additional training must be given by a nominated health professional, e.g., use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of training forms must be completed by the health professional and copies held both with the child/young person's records and by the supervising member of staff (or the headteacher).

Reasonable adjustments:

The school understands its duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

Child or young person refuses, or not well enough to take medicines:

If a child refuses to take medicine as prescribed, the records must state this clearly and the parents/carer must be informed immediately. Children / young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill / injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents / carers immediately and advise the headteacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

Self medication:

In some cases it might be appropriate that children/ young people self administer medicines, e.g., inhalers, epipens. The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be complete for safeguarding purposes.

Storage of Medicines:

The school will adhere to the advice contained in Guidance and Code of Practice - First Aid at Work (Issue 2 April 2011), and Guidance for Administering Medicines in Schools and Early Years Settings (DCC Nov 2011).

Emergency arrangements:

Care is taken to ensure that all children and young people are safe. The school has a 'First Aid at Work' qualified first aider, and there is a regular cycle of first aid courses attended- including 'Paediatric First Aid' for EYFS staff and 'Schools' First Aid at Work'. Renewal times are carefully monitored to ensure training is always in date.

Children and young people with life threatening medical conditions or that require close monitoring / supervision may have Health Care Plans issued by health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy. Asthma can also be life threatening. All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the school office, and on Arbor. [Schools may like to add information relating to Risk Management programmes if appropriate. See Guidance and Code of Practice – First Aid at Work (Issue 2 April 2011) for further information.]

There may be occasions when children, or their adult, who are at risk due to their medical condition hold a Grab Pack (collated information to pass to a doctor or ambulance crew in an emergency) that must accompany them at all times. The purpose of the pack is to provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medical contacts, medication taken, up to date records of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

Off-site activities / school trips:

All arrangements for medicines, including the storage of medicines, Health Care Plans, and Risk Management programmes will apply for any off-site activities or school trips. A member of staff will be appointed to ensure there are suitable arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the headteacher / Governors.

Controlled Medicine:

A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. St Peter's School will keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. St Peter's School will record any doses used and the amount of the controlled drug held.

St Peter's school staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. St Peter's will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school.

Equality Statement:

St Peter's Catholic School is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents / carers and headteacher will agree an appropriate course of action.