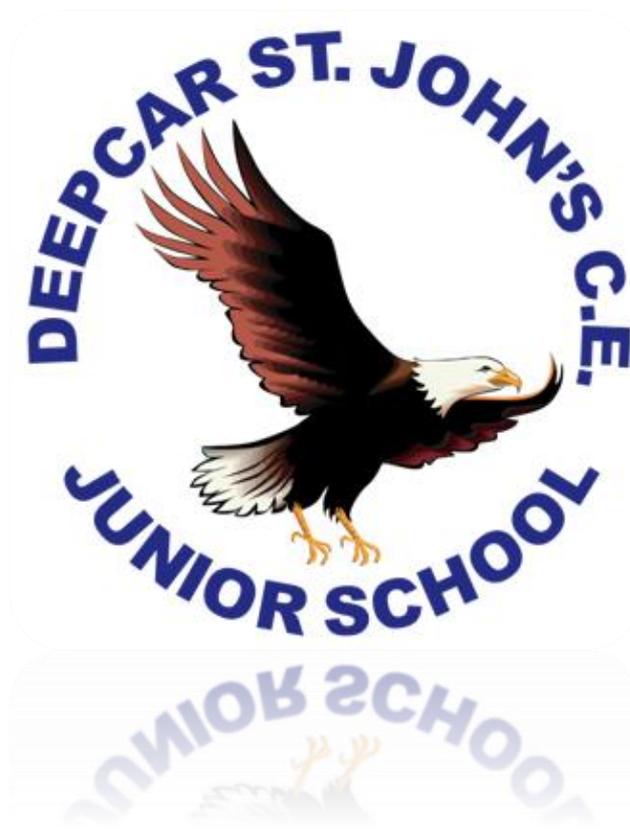


Administration of Medicines Policy



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Approved by staff and Governors January 2020

Administration of Medicine Policy

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The governing body of Deepcar St John's CEJ will ensure these arrangements fulfil their statutory duties

Staff do not have a statutory duty to give medicines or medical treatment. However, medicines will be administered to enable the inclusion of pupils with long-term medical needs, promote regular attendance and minimise the impact on a pupil's ability to learn. In an emergency, all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given at breakfast, on getting home from school and then at bedtime.. Occasionally, a GP may prescribe that a medicine has to be taken during the school day. Parents may call in to the school and administer medicine to their child or they may request a family member or a friend comes to school to administer the medicine if it is to be administered four times a day. Only medicines to be taken four times a day and which are for long-term or re-occurring illness will be administered by school staff. A form will need to be signed obtaining permission for First Aid trained staff to do this.

Emollient creams for eczema can be self-administered.

Sunscreen should be applied by the parent at home before the child comes to school.

The school will administer travel sickness medication when on residential visits with appropriate forms signed by parents giving the First Aider permission.

Antihistamine will also be administered by First Aiders with the appropriate written consent.

Inhalers

Inhalers are labelled and kept in the child's classroom / stockroom. If the child leaves the school premises, on a trip or visit, the inhaler is taken by the adult in charge or the First Aider.

It is the parent's responsibility to ensure the medication is within the 'use by' date and replaced when necessary.

Hay Fever

Antihistamine for the treatment of hay fever needs to be administered by parents at home. School will not administer this unless the child is on a residential and written permission has been given.

Epi-pens for Severe Allergic Reactions

The school MUST be told whether a child has a severe allergic reaction to anything.

Each child, with a severe allergic reaction, should have two Epi-pens which are kept in the office in a clearly labelled separate cupboard. Epi-pens are stored in a box with the child's photo on the outside. Staff are trained when there is a pupil who has the need for an Epi-pen and the training is updated annually.

Controlled Drugs

The school does not deem a pupil prescribed a controlled drug as competent to carry the medication themselves. Controlled drugs will be stored securely in a container and only named staff will have access. Controlled drugs for emergency use must also be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for administration of any medication, a record will be kept of any doses used and the amount of the controlled drug held in school.

Pupils with Long-term or Complex Medical Needs

Parents or Carers should provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made between the parents, Headteacher, First Aiders and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant, arrangements will be documented in an Individual Healthcare Plan (IHP) or Educational Health Care Plan (EHCP).

Impaired Mobility

Providing the approval of the GP or Consultant has been given, there is no reason why children wearing plaster casts or crutches should not attend school. Safeguards and restrictions will be necessary on PE, practical work or playtimes to protect the child or others.

Pupils taking their own medication

For certain long term medical conditions, it is important for children to learn how to self-administer their medication, but this will always be supervised by a member of staff. Appropriate arrangements for medication should be agreed and documented in the pupil's Individual Health Care Plan and parents should complete the relevant documentation.

Storage and Access to Medicines

Emergency medicines such as epi-pens are kept in the school office in a clearly identified container. Staff ensure that emergency medicine is available at all times ie during outside PE lessons and educational visits. Medicines which require refrigeration are kept in the fridge in the school office clearly labelled with the child's name.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents / carers are notified. Should an emergency situation occur to a pupil who has an IHP, the emergency procedures detailed on the plan are followed and a copy of the IHP is given to the ambulance crew. Wherever a child has received hospital treatment, an accident form is completed and appropriate records kept.

Medicines on Educational Visits

Staff will administer prescription medicines to pupils with long-term conditions when required during educational visits. Parents should ensure they complete a consent form and supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and anti-histamine for a mild allergic reaction) cannot be administered by staff. Pupils must not carry medicine for self administration.

Complaints

Issues arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Headteacher. If the issue cannot easily be resolved the Headteacher will inform the Governing Body to seek resolution.

L. Jones
January 2020