



Review Date: October 2018

To be reviewed: October 2019

Medicines & Sickness Policy

INTRODUCTION

This policy has been formulated from local authority guidance by school staff in conjunction with the Headteacher and with approval by Governors. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

AIMS OF THIS POLICY

- 1) To ensure the safe administration of medicines to children where necessary and to help to support attendance
- 2) To ensure the on-going care and support of children with long term medical needs via a health care plan
- 3) To explain the roles and responsibilities of school staff in relation to medicines
- 4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- 5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- 6) To outline the safe procedure for managing medicines on school trips

ROLES AND RESPONSIBILITIES

HEADTEACHER

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Medicines Policy
- To ensure that this policy is reviewed annually

STAFF

- New intake children during school year – any medical or allergy needs identified on forms to be notified to the Class Teacher & Senior TA/HLTA for the phase. (Karen Ayres (EY), Paula Hambidge (KS1), Carol Chard (KS2)) on day of admittance. (Admin)
- New reception intake in September – registration forms checked by Early Years Senior TA to identify medical & allergy needs before pupil's 1st day at school and a list created for each Class Teacher.
- To follow the procedures outlined in this policy using the appropriate forms

- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs (CC)
- To share medical or allergy information as necessary to ensure the safety of a child (CC)
- To retain confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the first aid room and first aid boxes stocked with supplies (CC)
- Educational Visits Leader – see 'MEDICINES ON SCHOOL TRIPS' below
- Medical & non-food related allergy list to be available on teacher's cupboard door and updated with new intake details throughout the year (CC).
- To annually update the medical & non-food related allergy lists and distribute to teachers by the first day of the school year (CC)
- Food Allergy lists to be created and placed in class registers and updated throughout the year (KC).
- Medical needs & Allergies to be part of the rising Class handover between teachers in the Summer Term.

PARENTS/CARERS

- To give the school adequate information about their children's medical needs prior to a child starting school
- To follow the school's procedure for bringing medicines into school. Medicines should be in prescribed container with a measuring spoon.
- To only request medicines to be administered at school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

SCHOOL ATTENDANCE DURING/AFTER ILLNESS

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours
- Children should not be sent to school with a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact unless prior arrangement through health care plan or personal care plan
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession
- The adult is required to complete a parental agreement form (see appendix 1) with the member of staff who will be responsible for administering the medicine (usually the class TA, or as notified by the class teacher) at the school office for the medicine to be administered by school staff
- The Headteacher must be informed of any controlled drugs required by children, e.g. Equasym.
- Tablets should be counted and recorded when brought to the office school and when collected again
- Painkillers, such as Paracetamol or Ibuprofen, may NOT be brought in to school unless prescribed and 4 times daily.
- Administration of medicines at school must be recorded on the medicines form and witnessed by a second member of staff (see Appendix 2)
- Parents may come to the school office to administer medicines if necessary
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents or on IHCP when filling in the medicine form
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed
- Class teachers to arrange medicine administration? of most medicines unless Ritalin which must be administered by a qualified first aider. Medicines must be kept in the locked cabinet in staffroom.

STORAGE OF MEDICINES

- Antibiotics (including antibiotic eye drops) must be stored in the fridge
- Other medication/tablets must be stored in the locked medicines cupboard in the staffroom or in a locked cupboard in staff only rooms (Staff Room, PPA Room, Kitchen – Upper School Building).
- Epi-pens should be stored in the staff room
- Asthma inhalers should be stored in the child's classroom within the child's reach and labelled with their name and should be taken with the child during physical activities
- Antihistamine eye drops for severe hay fever must be stored in the staffroom
- No medicines, other than asthma inhalers, may be kept in the classroom
- Parents are responsible for the safe return of expired medicines to a pharmacy

MEDICINES ON SCHOOL TRIPS

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Trip Organiser (Teacher) is responsible for designating a school First Aider for the trip and notifying the named person of this. This should be recorded on the Trip Planner and checked by the EVC.
- The Trip Organiser will confirm attendees with the designated First Aider the day before the trip to allow them time to check on all medical needs or allergies for pupils and to be available on the day for parental queries.
- The designated First Aider must be at least Emergency First Aid trained for Years 1-6 and Paediatric First Aid trained for Early Years Trips, including Reception. They must also have received annual Administration of Medications training.
- The Trip Organiser (Teacher) is responsible for ensuring that arrangements are in place for any child with medical needs or allergies prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- The designated school First Aider on the trip will collect regular medication and paperwork from the staff room on the day of the trip and administer any medicines required and record the details on the Medical Form.
- Parents of pupils requiring travel sickness medication will follow the usual medicines procedure on the day of the trip and complete/sign forms and hand medication to the designated school First Aider going on the trip.
- The First Aider will return the form and any unused medicines to the First Aid cabinet on return to school

