



MEDICATIONS POLICY

Adopted: Autumn 23

Review: Autumn 26

Policy Review and Monitoring

This policy is due to be reviewed at the time stated, unless circumstances determine that this policy needs to be reviewed at an earlier time.

Signed: Chair of Governors
Mr J. Orchard

Headteacher
Mr K. Stroud

MEDICATIONS POLICY

Introduction

At Maes yr Haul Primary School we want to ensure that our pupils are happy and healthy. By acting in 'loco parentis', we have a duty to take reasonable care of children, which may include the possibility of supporting pupils who are well enough to attend school, but may need to take medication during the school day.

Parents retain the prime responsibility for their child's health and it is their responsibility to ensure that the school has correct information about any medical conditions and medication and to ensure that this is kept up to date. Children should be kept at home if they are acutely unwell and, in the case of contagious diseases, only return when they are no longer infectious.

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance as a result. This policy should be read in conjunction with the school's First Aid Policy.

Management of medicines

For the safety of both staff and pupils, it is essential that safe procedures are maintained at all times and that these procedures are clearly understood and adhered to.

In order to secure safety, there are five common principles to remember (the '5 Rs'):

- **Right pupil** – Ensure the medication is for the right child. Match Name / Date of Birth
- **Right drug** – Ensure that the medication matches that stated on the (signed) medication form provided by a parent.
- **Right route** – Ensure method is clear e.g. external cream, oral tablet / liquid, injection.
- **Right time** – Ensure that frequency is clearly identified by a medical professional and is checked in school. Usually, the school will only accept medication where this may be required urgently as an emergency (e.g. epi-pen) or more than 3 times per day.
- **Right dose** - has the correct dose been prepared (e.g. 5ml Oral Syringe). In order to ensure the correct dose, liquids will not to be provided by spoons.

Before any medication is administered, a medications form needs to be completed and signed by the parent or carer, checked by the admin staff and signed by the headteacher. It is

essential that clear instructions are supplied by parents when requesting that medication be administered to their child. Parents need to state clearly on the medications form details including the child's name and class, clear instructions on storage and the dose to be administered to the child, the time to be given and for what period. Medication requiring refrigerated storage is kept in a designated fridge in the staffroom.

Medication must be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered - this cannot be changed unless written instructions are given from a medical professional.

All medication is subject to appropriate storage arrangements and must be provided in the prescribed containers, labelled for that child, with dosage instructions.

Oral liquid medicines will only be administered using oral syringes as this allows for accurate readings to be made and should be provided by the parent (available from chemists/GP on request). Medicine will not be administered using a 'spoon' as is provided with some medicines.

Wherever possible, pupils will self-administer medication with only supervision from staff. Staff members administering the medication will make a note in the log every time medicine is administered.

School staff will check medication dates termly and endeavour to remind parents of any medication approaching its expiry date. Staff should also check that medication is within date before providing or administering it. Ultimately, it is parents' responsibility to ensure that medication provided is within date and will need to replenish medication in time.

The office staff maintain a record of all pupils with specific medical conditions and any required treatments. These are available in the staffroom.

Storage of Medication

All medication must be stored in the designated medication areas. Where medication needs to be kept chilled, there is a medication fridge in the staffroom. Otherwise, medication is kept in a marked basket in the storage cupboard of the child's usual classroom. All teachers must ensure that the medications basket is clearly labelled and within immediate eye-line upon entry to their cupboard and safe and prompt access. The office provides teachers with up-to-date medications lists, which should be stored with the medication and clearly visible. An up-to-date copy of this also needs to be kept in the class supply teacher folder.

Teachers must ensure that individual medical posters / care plans are stored and clearly displayed where appropriate. These need to be passed on to the next teacher as part of transition arrangements. All teachers are also provided with up-to-date dietary requirements lists, which should be stored with the medication information.

Disposal of Medication

Staff should not dispose of medicines, whether expired or still within date. Wherever possible, these should be returned to parents, who are responsible for ensuring that medicines are returned to a pharmacy for safe disposal.

Role of Staff

No school staff can be required to administer medication for any purpose – this is entirely voluntary. Generally, staff will be only too happy to help with such requests but if they have cause for doubt, they should decline and seek further guidance and/or support.

Where medication requires specific training or instruction (e.g. epi-pen), only staff who have received that training should volunteer to administer. The headteacher will make the ultimate decision whether any medication may be administered by school staff.

Should the school decline to accept or administer medication for any reason, parents/ carers will always be invited to attend school during the school day to administer medication to their own child.

The ALNCo will ensure that appropriate staff have up-to-date information and training for about how to manage any common and/or likely medical needs, such as use of an asthma inhaler, epi-pen, or diabetes treatment.

School Trips/Visits

All pupils should be enabled to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures.

Staff overseeing off-site visits must ensure that pupils requiring medication for that trip and recorded (Evolve) and that appropriate arrangements are made to access / administer the medication whilst pupils are off-site. An additional adult (or the parent) may need to accompany visits where a difficult situation might arise due to medical needs.

Staff responsible for organising the trip will need to consider carefully whether any medical needs for pupils require a specific risk assessment to be carried out and to include this in the Evolve notification.

It may also be necessary to take copies of any relevant care plans in case of emergency. In the case of an emergency, medication should be given to the paramedics to administer if required.

Emergency Procedures

In the case of an emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Where Epi Pens have been administered, staff should outline to the emergency services that there is 'a life-threatening emergency' to bypass any triage.

In an emergency, staff should wait for an ambulance, if possible, rather than take pupils to hospital in their own car. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

Specific medication information

Allergies / Anaphylaxis (Epi-pens)

Parents of children with allergies are responsible for ensuring the school has up-to-date information with known allergies and possible reactions. Where a child may require the use of an epi-pen, parents will need to ensure that the school has a current agreed care plan and that they are supplied with two labelled epi-pens. Where two have been supplied, one will be kept in a suitable container out of pupils' reach in their home-classroom cupboard. The second epi-pen for each child will be stored securely in the main school office.

Pupils with diabetes are allocated a member of support staff who supervises their routines and self-medication. Staff who may be likely to need to administer epi-pen will need annual training. Parents will need to complete a medication form accepting responsibility for this.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed.

Where dosage is less than 4 times a day the school will not administer antibiotics. In this case, dosage could be administered before school, after school and before bed. If it is essential that antibiotics is given during school day, then this needs to be confirmed by a medical professional. If not, then parents will be invited to attend school to administer themselves.

Where dosage is 4 or more times a day, the school will only offer to administer the medication at lunchtime. It is the responsibility of the parent to ensure it is within date.

Asthma Inhalers

All pupils requiring inhalers should have an asthma care plan stating the likely levels of usage. Younger pupils often have a 'spacer' as well as an inhaler. Inhalers fall into two main categories:

- **Preventers** – they are usually used on a regular basis 2-3 times daily and need to be used daily even when the child is well. If needed three times a day, this may have to be administered in school. Preventers come in a range of colours, often brown, orange or purple.
- **Relievers** – generally speaking, relievers come in blue containers and are needed quickly the child is experiencing difficulty.

The school acknowledges that it is generally good practice for older pupils with such conditions to gradually take responsibility for their own medication, and that such pupils are usually encouraged to keep their medication on them as they get older. However, given the range of activities that pupils undertake and wide variety of spaces where pupils will carry out such activities, we do not permit our older pupils to look after their own asthma pumps.

This is a) to ensure that medication is not lost, resulting in the pupil not being able to find the medicine when needed and b) to ensure that it does not accidentally fall into the hands of younger pupils who may be tempted to 'play' with the medicine. (e.g. falling out of a pupils' pocket during dinner time).

Asthma pumps are kept in a marked storage container in the teachers' cupboard of the pupils' base classroom. To ensure that these are readily available, they are to be taken by the teacher for outdoors PE and on off-site visits.

The school would not usually carry 'spare' inhalers and this should not be expected.

Diabetes / Insulin

Parents will need to ensure that the school has a current care plan. The school will monitor pupils with diabetes in accordance with their care plan, for example, monitoring and recording blood sugar results. Pupils with diabetes must not be left unattended if feeling unwell or sent to the office unaccompanied.

Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's GP or paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept.

Paracetamol / Ibuprofen / Aspirin

Pain-killer type products (such as 'Calpol') will not usually be accepted unless prescribed and we would ask that these are provided in pre-measured sachets or tablets, (not in bottle form) to ensure correct dosage. If a child is sufficiently unwell as to require this medication, then parents should consider whether their child is well enough to attend school and consider if they should remain at home.

Eczema skin cream / Lip balm

Many of these may be 'off the shelf' rather than prescribed. For cases of eczema or skin conditions, it will be expected that the child will be able to use the cream/lotion on their own if possible.

Older pupils may be allowed to have a personal lip-balm without the need for medications consent, provided that the class teacher is confident that they will, and do, act responsibly.

Throat sweets / lozenges

No throat sweets/ lozenges are to be taken during the school day due to choking hazard. These would be very unlikely to be prescribed in any event.

END OF DOCUMENT



Medical overview ONE PAGE GUIDE

Version 2
September 2023

Remember the 5 Rs - Right pupil - Right drug - Right route - Right time - Right dose

Receiving medicines / consent / administering

- All medication must be provided directly to the office only; any other staff must direct parents to the office if they bring medicine to school in order to complete the relevant paperwork.

DO NOT ACCEPT ANY MEDICATION AT THE DOOR.

- All medication must have prior parent consent and Headteacher authorisation.
- All medication must be 'as prescribed' with correct label and in date.
- Medication only to be provided in accordance with signed consent / matching prescription instructions. Do not accept verbal instructions to alter these instructions.
- No member of staff is required to administer medication, this is entirely voluntary.

Storage of medicines and records

- Office staff retain record of expiry dates and check termly (this is still parents' responsibility to ensure we have up to date medication)
- Office staff provide and update all medical & dietary registers and communal board, lunchtime staff information.
- Teachers must ensure that (unless refrigerated) medication is stored in their classroom cupboard as policy – clearly labelled, out of child's reach and immediately visible upon entry.
- Medication that needs to be kept chilled, is ONLY to be kept in the medications fridge – no other foodstuff to be kept in that fridge.
- Teachers must ensure medication / dietary information is kept up to date and immediately available with medication and in supply teacher folder.

General Safety procedures

- Teachers / support staff will ensure they know which children have medical / dietary needs in their class / records and what the requirements / expectations are.
- Classroom staff will ensure that medical equipment is stored safely out of pupils' reach in the cupboard (or medicines fridge), clearly labelled and readily available. Some medication will need to be taken with pupils, e.g. for outdoor activities or off-site visits.
- Teachers will check with office staff any queries e.g. previous teacher passes on medical or dietary information that isn't on / doesn't match the paperwork.
- All staff need to ensure that they follow any care plans as per the instructions. If parents advise differently, they will need to get the care plan updated by medical professionals.