

# **AVENUE PRIMARY SCHOOL**



## **MANAGING MEDICINES AND SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY**

**Autumn Term 2022**



# **Managing Medicines and Supporting Pupils with Medical Needs Policy**

## **Mission Statement**

*'Expect the Best ...To be the Best'*

### **School Aims:**

- To ensure that all pupils whatever their race, gender, age or ability feel valued and supported to achieve their best
- To promote positive learning attitudes and behaviour and create safe and effective learning environments where all children and staff show mutual respect for one another.
- To provide effective and strategic leadership at all levels.
- To deliver high standards of teaching that enable children to make progress and reach high standards of attainment.

### **Purpose of the Policy:**

This Policy aims to outline the procedures for managing medicines in schools so it is understood by staff, parents and children and, as a result, ensure that all children, including those with medical needs, receive proper care and support in our school. This policy should be read in conjunction with guidance for schools from the DfE which can be found at:

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> and

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

### **The Policy aims to:**

- Support individual children with medical needs to achieve regular attendance.
- Assist parents in providing appropriate medical care for their children while at school
- Train staff support individual pupils with special medical needs
- Liaise as required with medical services, parents and carers in support of their child
- Highlight procedures which reduce cross infection risk between children
- Ensure that medicines given at school are stored and administered safely

### **Prescribed Medicines:**

Medicines should only be brought into School when essential and where, on the advice of a medical practitioner, it would be detrimental to a child's health if the medication was not administered during the school day.

All medicines must be brought to the school office by an adult and must never be brought to school in a child's possession.

The School will only accept medicines that have been prescribed by an appropriate medical practitioner. Prescribed medicines (including eye drops and moisturising creams) will only be accepted in School if they are stored in the original container with the medically prescribed label. Details needed are:

- Name of the child
- Name of the medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any known/ likely side effects
- Expiry date

Parents/carers of pupils required to take medication during the School day must complete a parental/carer agreement form at the school office for the medicine to be administered by school staff (see Appendix One).

Medicines judged by Senior School staff to require medical expertise or intimate contact cannot be accepted in school without a Health Care Plan written and agreed between the School, parents/carers and an appropriate medical practitioner (usually a Health Visitor or School Nurse).

### **Procedure for Administering Medicines**

1. Children who are to receive medicines should report to the Medical Room at the required time or be sent for.
2. Members of staff giving medication to a child will check;
  - a. the name of the child on the medicine packet / bottle with the name of the child who is attending for medicine administration
  - b. the prescribed dose
  - c. the expiry date of medication
  - d. written instructions provided by the prescriber on the label or container
3. A second member of staff will be present to ensure and verify that the correct dosage is given to the correct child.
4. A record will also be made of the date and time of the administration via the completion of a first aid slip. No separate records are made. This is to ensure all records are centralised.

Parents may come to the school office to administer medication themselves if preferred. In this instance the medication will not be kept in school.

### **Self –Management:**

Some children may self-administer medication, e.g. insulin, if this has been directed by the parents/carers when filling in the School medicine consent form. Although self-management is

encouraged, supervising staff need to be aware that prescribed/ controlled medications should be kept in safe custody.

If a pupil is responsible for carrying their own asthma inhaler they will be advised about their responsibilities. This will only apply to Upper KS2 pupils.

### **Refusing Medicines:**

If a child refuses to take medicine, staff will not force them to do so. The refusal will be recorded on a first aid slip, and the procedures agreed within the child's health care plan followed. In all situations, a parent / carer will be informed as soon as is practically possible.

### **Record Keeping:**

Parents/ carers are asked to inform the school about the medicines that their child needs to take and provide the school with details of any changes to the prescription or support required.

The school office will inform the class teacher, Inclusion team and Pastoral team or any new medication for pupils or new pupils with medical conditions that require support. The Inclusion team will notify staff of pupils who need treatment and will liaise with medical professionals if needed to ensure that an appropriate Individual Care Plan is put into place.

A list of pupils requiring medication and medical support is circulated to key staff once a term.

### **Longer Term Medical Needs:**

Where a child has a long-term medical need; it is important that sufficient information about the medical condition is made available to the School. A written Health Care Plan will be drawn up with the parents/carers, school representative and a health professional. This will be reviewed at least on an annual basis or earlier if evidence is presented that the child's needs have changed. Parents will be asked to sign to indicate that the needs have been reviewed.

### **Safe Management of Medicines:**

The School acknowledges that all medicines may have harmful effects if taken by persons for whom they have not been prescribed. The school will endeavour to ensure that the risks to the health of other pupils and staff within the school are adequately controlled. (*Duty highlighted in the Control of Substances Hazardous to Health Regulations 2002(COSHH)*).

### **Storing Medicines:**

The School will not store large volumes of medication. The School will only store, supervise and administer medicines that have been prescribed for individual children. Medicines are stored in accordance with product instructions and in the original container/ bottle in which they have been dispensed. Staff will ensure that the supplied container is clearly labelled by a pharmacist as detailed earlier.

Class teachers and pupils taking the medication will be informed of the location of the medication and, if required, who holds the key if this is locked away. This may be in the Medical room or in the medical box in the child's classroom.

All emergency medicines such as asthma inhalers and adrenaline pens (epipens) are easily available to named children and associated staff and are not locked away. A second set is kept in the medical cabinet in the Medical room. A key is always kept in the key box in the school office.

Medicines other than asthma inhalers and adrenaline pens may be kept in the storage box in the child's classroom. No medication, except asthma inhalers for Upper KS2 children, will be carried around by the pupil themselves.

### **Disposal of Medicines:**

Staff will not dispose of medicines if they become out of date. These medicines are handed back to parent/carers who are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal. Medicines still in date should be collected by parents at the end of each term with the exception of asthma inhalers and adrenaline pens (epipens) which are returned at the end of the academic year. If medication is not collected, it will be given to a Pharmacist for safe disposal.

Used medicines such as insulin needles will be disposed of in an appropriate safe manner using a sharps box that is collected on a regular basis.

### **Hygiene and Infection Control:**

All staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other bodily fluids and disposing of dressings. Staff and parents are constantly advised of School policy relating to sickness or diarrhoea - this being no return to School until 48 hours after the last bout of sickness or diarrhoea.

### **Medicines on School Educational visits:**

Children with medical conditions are expected to participate in safely managed Educational visits and enrichment activities. The Assistant Head for Inclusion and/or one of the School SENCOs will consider the reasonable adjustments needed to enable children with medical needs to participate fully and safely in visits. This may involve the Educational Visits Leader reviewing and revising the policy and procedures so that planning arrangements will include the necessary steps required to accommodate a child with medical needs.

A risk assessment will be carried out and a suitably qualified First Aider accompanies every visit. The Educational Visits Lead will ensure that asthma inhalers are carried as required and that any medication needed is packed safely and with clear instructions for administration. A copy of any relevant Health Care Plan should be taken on the visit. The designated school First Aider on the educational visit will administer any medicines required. A first aid slip is completed if medicine is administered while off school site.

### **Emergency treatment and medicine administration:**

Guidance on calling an ambulance in the event of an emergency is provided to office staff. This is detailed in the First Aid policy and the procedure can be seen in Appendix 2. In the event that a child is required to go to hospital, their parent/carer will be contacted immediately. If parents/carers are not contactable, the child will be accompanied to the hospital by a responsible adult and will remain with the child until their parent/carer arrives.

From 1st October 2014, the Human Medicines (Amendment) (No. 2) Regulations 2014 allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies. The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler / medication has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

## **Training**

Where necessary, the school will arrange for staff to receive training in the safe use and administration of specific medication and how to support named medical conditions (for example adrenaline pens). A record will be kept on who is trained and, wherever possible, a trained member of staff will work with or near to a pupil with a medical condition that requires support.

## **Unacceptable Practice:**

Although School staff, will at all times use their professional discretion with regards children's health, they will at all times endeavour to ensure that they do not:

- Prevent children from easily accessing their medical inhalers and medication and having medication administered
- Disregard the views of the child or their parents/carers or medical evidence and opinion
- Send children with a medical condition home frequently or prevent them from staying for normal school activities unless specified in their Health Care Plan
- Penalise children for their absence record if their absences relate to their medical condition and evidence of this is clearly provided
- Prevent children from drinking, eating or taking toilet breaks or other breaks whenever they need to manage their medical condition effectively
- Prevent children from participating or create barriers to children participating in any aspect of school life including school educational visits

## **Monitoring and Review**

At Avenue Primary School we are aware of the need to monitor and review the school's Managing Medicines and Supporting Pupils with Medical Needs Policy on a regular basis in order that we take account of new initiatives, revised Local Authority procedures and Government Legislation.

The Governing Body is responsible for overseeing, reviewing and organising the revision of the Managing Medicines and Supporting Pupils with Medical Needs Policy.

**Date Reviewed:**                      **Autumn 2022**

**Review Date :**                      **Autumn 2024 or earlier if required**

Signed: .....                      Chair of Governors      Date:.....

Signed: .....                      Headteacher              Date: .....



**Avenue Primary School**  
**Contacting Emergency Service procedure**  
**Request for an Ambulance**

Ensure the Headteacher / a Deputy Headteacher is aware of the situation

Dial 999, ask for an ambulance and be ready with the following information:

- Your telephone number 020 8553 5682
- Give your location as follows:  
Avenue Primary School  
Meanley Road  
Manor Park  
London
- State that the postcode is **E12 6AR**
- Give exact location in the school
- Give your name
- Give name of child and date of birth
- Give a brief description of child's symptoms and situation
- Inform Ambulance Control of the appropriate way to come to the school and state that the crew will be met and taken to the correct location