



Holway Park Primary School

Medicines in School Policy

November 2024

Review due- November 2026

Medicines in School Policy

Statement of Intent

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'. Holway Park Primary School will ensure that these arrangements fulfil their statutory duty and follow guidance outline in 'Supporting pupils at school with medical conditions' December 2015'.

Medicines will be administered to enable the inclusion of pupils with 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.

Organisation

The Headteacher supported by the governing body will develop policies and procedures to ensure the medical needs of pupils at Holway Park School are managed appropriately. The Headteacher will ensure the implementation of these arrangements.

Implementation

All staff, governors, parents/carers and members of the Holway Park School community will be made aware of and have access to this policy, this policy will be placed on the School Website.

Pupils with medical needs

The school will follow Government guidance and develop a medical plan for pupils who:

- Have long term, complex or fluctuating conditions
- Require medication in emergency situations Parents/guardians should provide Holway Park School 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/guardians, Head teacher, SENCO and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. Healthcare/medical plans will be reviewed by the school annually or earlier if there is a change in a pupil's medical condition. It is the responsibility of the parent/carer to inform school of any changes to their child's medication or medical needs.

All prescribed and non-prescribed medication

On no account should a child come to school with medicine if he/she is unwell.

Parents may call into the school and administer medicine to their child, or they may request that a member of school staff administers the medicine. A consent form will need to be completed for medication to be administered by school staff. If a pupil refuses their

medication, they should not be forced, the school will contact the parent/guardian and if necessary the emergency services.

Pupils must not bring any medication to school for self-administration.

All medication must be supplied by the parent/guardian in the original pharmacist's container clearly labelled and include details of possible side effects e.g. manufacturer's instructions and/or patient information leaflet (PIL). Medicines must be delivered to the school office with the appropriate consent form. The school will confirm with the parent/guardian the time and dosage of any medication administered by them prior to arrival at school and when during the school the pupils should have medication administered.

Confidentiality

As required by the General Data Protection Act 2018, school staff should treat medical information confidentially. It is expected that staff with contact to a pupil with medical needs will as a minimum be informed of the pupil's condition and know how to respond in a medical emergency.

Consent to administer medication

Parental/guardian consent to administer medication will be required as follows:

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 with breakfast, on getting home from school and then at bedtime.** Administration will be recorded using the individual medication chart for that child. Parents/guardians are expected to remove any remaining medicine from school once the prescribed course has been completed.

Non-prescription Medicines

Under exceptional circumstances where it is deemed that their administration is required to allow the pupil to remain in school and or attend school, the school will administer non-prescription medicines.

The school will not administer alternative treatments i.e. homeopathic or herbal potions, pills or tinctures or nutrition supplements unless prescribed or recommended by a Doctor. As recommended by the Government in 'Supporting Pupils at School with Medical Conditions December 2015' the school will also not administer aspirin unless prescribed.

The storage and administration for non-prescription medication will be treated as prescription medicines.

All non-prescription medications will only be administered by staff, providing:

- The parent/guardian confirms daily the time the medication was last administered and this is recorded on the medicines consent form.

- Medication is licensed as suitable for the pupil's age;
- Medication is suitable for the pupil i.e. if a child is asthmatic the medication is suitable for that condition;
- Administration is required more than 3 to 4 times per day so needs to be administered during the school day;
- **Medication is supplied by the parent or guardian in the original packaging with the manufacturer's instructions;** and accompanied by completed parental/guardian consent form and confirmation the medication has been previously administered without adverse effect.

The school will NOT administer non-prescription medication as a preventative

Any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a doctor's note. In the absence of a doctor's note and if following the administration of a non-prescription medication for 48 hours, symptoms have not begun to lessen, the school will advise the parent to contact their doctor. If symptoms have begun to alleviate, the medication can be continued to be administered at home out of school hours.

Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been documented by a medical professional the school will continue to administer medication at their own discretion.

- A request to administer the same or a different non-prescription medication that is for the same/initial condition will not be repeated for 2 weeks after the initial episode; and not for more than 2 episodes per term - it will be assumed that the prolonged expression of symptoms requires medical intervention, and parents/guardians will be advised to contact their Doctor.
- Skin creams and lotions will only be administered in accordance with the Schools Intimate Care Policy and procedures.
- Medication that is sucked i.e. coughs sweets or lozenges, will not be administered by the school.

For travel sickness

Medication will be administered if required before educational visits and must be age appropriate and supplied by the parent/guardian in its original packaging. Parental consent gained to administer medication as part of the educational or residential visit.

PARACETAMOL

The school will not administer paracetamol until 4 hours have elapsed since the last dose, no more than 4 doses can be administered in 24 hours.

IBUPROFEN -

The school will NOT administer Ibuprofen at all during the school day if it has been administered at home before school.

Asthma

The school recognises that pupils with asthma need access to relief medication at all times. The school will manage asthma in school as outlined in the Asthma Toolkit. Pupils with asthma will be required to have an emergency inhaler and a spacer (if prescribed) in school. The school may ask the pupils parent or guardian to provide a second inhaler. **Parents are responsible for this medication being in date** the school inhaler will only be used in an emergency.

Anaphylaxis

Every effort will be made by the school to identify and reduce the potential hazards/ triggers that can cause an allergic reaction to pupils diagnosed with anaphylaxis within the school population. Students are encouraged to carry 2 auto injectors on their person at all times. If parents/carers would prefer, auto injectors will be stored in school. Parents are responsible for this medication being in date.

Mild Allergic Reaction

Non-prescription antihistamine will with parental consent be administered for symptoms of mild allergic reaction (i.e. itchy eyes or skin, rash or/and redness of the skin or eyes), the pupil must be monitored for signs of further allergic reaction. Some antihistamine medication can cause drowsiness and therefore the school will consider if it is necessary for pupils to avoid any contact hazardous equipment after administration of the medication i.e. P.E. Science, Design and Technology.

Hay fever

Parent(s)/guardian(s) will be expected to administer a dose of antihistamine to their child before school for the treatment of hay fever. The school will only administer antihistamine for symptoms of allergic reaction and not as a precautionary measure.

Severe Allergic Reaction

Where a GP/Consultant has recommended or prescribed antihistamine as an initial treatment for symptoms of allergic reaction this will be detailed on the pupil's medical plan. The school will administer 1 standard dose of antihistamine (appropriate to age and weight of the pupil) and it is very important that symptoms are monitored for signs of further allergic reaction. During this time pupils must NEVER be left alone and should be observed at all times.

If symptoms develop or there are any signs of anaphylaxis or if there is any doubt regarding symptoms then if the pupil has been prescribed an adrenaline auto injector it will be administered without delay an ambulance called and the parents informed.

Medical Emergencies

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 a medical plan emergency the procedures detailed in the plan are followed, and a copy of the medical plan is given

to the ambulance crew. If applicable the pupil's emergency medication will be administered by trained school staff.

The school will hold a register of the pupils diagnosed with asthma and/or anaphylaxis.

Controlled Drugs

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves whilst in school. Controlled drugs will be stored securely in a non-portable locked medicines cabinet in a locked room and only named staff will have access.

Staff must ensure that emergency medication is readily available at all times i.e. during outside P.E. lessons, educational visits and in the event of an unforeseen emergency like a fire.

Medicines that require refrigeration e.g Insulin are kept in the small fridge in the school office to which pupil access is restricted, and will be clearly labelled.

If a course of medication has been completed or medication is date expired it will be returned to the parent/guardian for disposal.

Record Keeping

Administration of medicines for legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational or residential visits. The pupil's parent/guardian will also be informed if their child has been unwell during the school day and medication has been administered. Each student requiring medication will have an individual medication chart for each medication administered. For administration of non-prescribed medication e.g paracetamol, this will also be documented on SIMs in the health section of the student's profile.

Recording Errors and Incidents

If for whatever reason there is a mistake made in the administration of medication and the pupil is:

- Given the wrong medication
- Given the wrong dose
- Given medication at the wrong time (insufficient intervals between doses) • Given medication that is out of date
- Or the wrong pupil is given medication

Incidents must be reported to the Headteacher who will ensure that immediately the pupil's parent/guardian is informed. Details of the incident will be recorded locally as part of the schools local arrangements. Local records must include details of what happened, the date, who is responsible and any effect the mistake has caused. The Headteacher will investigate the incident and change procedures to prevent reoccurrence if necessary. NB:

Incidents that arise from medical conditions that are being well managed by the school do not need to be reported or recorded locally.

Staff Training

Supply and locum staff will be given appropriate instruction and guidance in order to support the pupils with medical needs in their care.

The school will ensure that the staff who administer medicine for specific chronic conditions are trained to administer those specific medicines, for example, Diabetes (insulin) Epilepsy (midazolam).

Educational Visits (Off - site one day)

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a consent form and supply a sufficient amount of medication in its pharmacist's container. Non-prescription medicines as detailed in this policy can be administered by staff, pupils must not carry non-prescription medication for self-administration. All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Residential Visits (overnight stays)

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan. Occasionally it may be necessary to administer non-prescription medicines as described in this policy i.e. antihistamine to pupils suffering from an allergic reaction or paracetamol for acute pain from things like headache, period pain, toothache etc. Parents must give written consent prior to the residential visit and sign to confirm that they have administered the medication without adverse effect.

The school will keep its own supply of the following non-prescription medication paracetamol for administration to pupils during a residential visit and parental consent will be required in order for the school to administer their supply. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring non-prescribed medication on the residential visit for self-administration.

Complaints Issuing arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Head teacher. Following the school complaints policy if the issue cannot easily be resolved the Head teacher will inform the governing body.

RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

MEDICINE: <input type="checkbox"/> PRESCRIBED <input type="checkbox"/> NON-PRESCRIBED
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Holway Park Primary School will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine - NB: Medicines must be in the original container as dispensed by the pharmacy

Name/type of medicine <i>(as described on the container)</i>	Expiry date_____
Dosage/ Frequency /Method	(per prescription)
Timing	
Special precautions/other instructions	(ie. hour before food/ kept in fridge)
Are there any side effects that the school/setting needs to know about?	(ie. tiredness etc)
Procedures to take in an emergency	(ie. call parent / ambulance etc)

Contact Details

Name of Parent/Carer	
Daytime contact telephone no.	
Address	

***Medicines must be brought to and collected from the school office by an adult, not a child. Each morning, a parent or carer must report to the school office in person or by email to confirm that the medication is required and to confirm time and date the child last received a dose.**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Holway Park Primary School staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent Signature(s)_____ Date_____

Authorised staff Signature_____ Date_____

(if non prescribed medicine –SLT to sign)

SLT Signature _____ Date_____

