

# Wicklewood Primary School and Nursery



## Medicines in School Policy

### **Responsible Person**

The person for the updating of this policy is: The Headteacher

### **Review and Monitoring**

This policy will be reviewed every year by the operational committee.

### **Reviewed:**

Signed: Peter Meacock (Chair)      Date: 8.2.17

Signed: Julia Brooks (Headteacher)      Date: 8.2.17

Next Review due: Spring 2018

This policy is based upon guidance issued to schools by Norfolk County Council, which itself is based on the 2014 DFE document, "Supporting Pupils with Medical Conditions"

Many children will, at some time, have short-term medical needs, perhaps entailing the finishing off of a course of medicine such as antibiotics. Some children may require medicines on a long-term basis, such as those with well-controlled asthma or epilepsy. These children are usually able to attend school regularly, and take part in normal school activities. Individual care plans are drawn up with the help of the school nursing service where required. This policy seeks to explain how Wicklewood Primary School and Nursery can support children with medical needs within school.

### **Prescribed Medicines**

Medicines should only be brought into school when essential: that is, where it would be detrimental to a child's health if the medicine were not administered during the school day.

Medicines should only be administered in school if they are on prescription from a doctor, dentist, nurse or pharmacist prescriber. These medicines should be provided to the school in the original container with the prescriber's instructions for administration and dosage. We would expect that in sending medicine to school, parents/carers would either be following the advice of a doctor in deciding that a child who is completing a course of treatment (e.g. antibiotics) is well enough for school, or that the medicine is for the treatment of a long term condition such as asthma or epilepsy. In either case, parents/carers are welcome to come into school to administer the dose themselves.

Prescribed medicines, such as antibiotics, that need to be administered 4 times a day, will be given to the child at lunch time as long as the parent or carer has completed the relevant form. Medicines that are prescribed to be administered three times a day will not normally need to be given at lunchtime and should not be brought into school except in exceptional circumstances. If a child is attending the After-School Club, then antibiotics may be administered by a member of staff of the After-School Club. It remains the parent/carers' responsibility to ensure that medicine is given at the correct times. Medicines must not be given for longer than 3 days for most pain relief and must not exceed the stated time to be taken on the prescription label. Calpol, Nurofen and most pain relief is ONLY permitted to be given for 3 days (as specified on box/bottle). After this point, a doctor's note is required in order for staff to give for any longer period of time.

In all cases, written permission on the appropriate forms must be given (see attached form)

Within the Nursery parents will again need to sign the medication book when the medication is handed back at the end of the child's session.

### **Non-Prescription Medicines**

Staff cannot give children non-prescribed medicines unless there is prior written permission from a parent/carers. We cannot hold non-prescription medicines for administration when a child feels unexpectedly unwell (eg has a headache or toothache). We are only able to administer non-prescription medicines such as analgesics (pain relief) for specific, pre-notified situations (such as pain after tooth extraction). In such cases, written permission on the appropriate forms will be needed, and only a single dose should be sent each day.

### **Long-term medical needs**

If a child has long term medical needs, the school will seek the advice of the appropriate medical professional in drawing up a care plan. This will include information relevant to the care of the child concerned.

### **Administering Medicines**

1. All Medicines should be clearly labelled with the child's name; the first dose should be accompanied by the 'Consent to administer medicine in school' form (see attached). This states that it is necessary for the medicine to be taken in school hours and a request is being made for the school to administer it. The note should give clear instructions about the dose required. **No child under 16 can be given medicines without their parent/carers' written consent.**

2. In the case of inhalers for asthma sufferers, please have one set of equipment in school and another at home to avoid the problem of forgetting to bring it in or take it home.
3. The medicine should be given to the school's secretary, or Nursery Staff and should be taken only under supervision. A written record of medicines taken will be kept.
4. Children should 'self administer' medicines under the supervision of an adult at the school wherever this possible. In the case of analgesics such as Calpol, (required for pain relief in a specific requested situation), single dose sachets should be used so that self-administration is possible.
5. Medicines should not be sent to be used 'where necessary' when requested by the child (eg. for headache). Written consent is required for the administration of all medicines.
6. Parents of children who require the school to keep prophylactic medicines (such as adrenalin injectors and asthma inhalers) are responsible for ensuring that medicines remain 'in date'.
7. When giving medicine, the child's name and age must be confirmed with the child before giving it to them.
8. If a child refuses medication, the staff should not force them to take it, but should make a note in the records regarding the refusal. Parents/carers will be informed on the same day.
9. If parents may not be aware at what time a medicine had been given, e.g. in cases where medicine is kept for migraine sufferers or allergy sufferers etc, we should ensure and document that a phone call home has been made so that parents do not give an additional dose to the child.
10. It must be clearly understood that, whilst every effort is made to comply with requests that fall into the categories above, the distractions of a busy school day may lead to an oversight and there can be no guarantees that medicines sent in will be administered in school. If the timing of administration is vital, parents/carers should make arrangements to come into school to administer medicines.

All medicines are stored in the school office. Care plans for individual children with long term conditions are available with medicines. For children who may need to use an adrenalin injector, there will be an identification picture in the medical file in the meeting room with instructions for action, if required. All staff will be aware of these instructions.

Within the Nursery medicines are stored in the kitchen with instructions available for all staff.

There is no legal obligation that requires staff to administer medicines, but the school seeks to ensure all children who are able to attend school – including those who may need medication – can do so. To this end, staff are trained to administer medicines in accordance with the schedule above.

The person administering medicine to a child must check the name of child, name of medicine, dose, method of administration, time of administration and expiry date of medicine. The Record of Medicines Administered must be completed (see attached form).

### **Asthma Care**

- Inhalers will be kept in the office in individual boxes clearly labelled with the child's name (except in the case of Wren Class and Nursery or the class teacher will look after them).
- The children must be allowed to use their inhaler whenever they need to, and it must always be returned to its box.
- Inhalers must be taken on school trips, and the teacher in charge is responsible for ensuring it is returned to the office after the trip (of course the child may be sent back with it, but you must make sure it is done)
- It is the parent's responsibility to ensure it is in date.

The school has six fully trained first-aiders; in the event of an emergency, all staff are clear about what action to take.

### **Sporting Activities**

Where children need to take precautionary measures before or during exercise (eg. use of inhalers), staff supervising such activities should be aware of relevant medical needs and, if necessary, carry out risk assessments.

### **Educational Visits**

We encourage children with medical needs to participate in educational visits where it is safe for them to do so. Where children need to take medicines that are normally administered at home, parents/carers should send full written instructions for administration along with the medicines in their original containers. All medicines must be labelled with the child's name. The administration of all medicines is recorded on a visit sheet. Where necessary, detailed discussion between the parent/carer and the visit leader will take place; if a child has a care plan, a copy of this will be taken on the visit.

*The school seeks to facilitate all children attending school for the maximum number of days possible in the school year, but parents/carers should be clear that children who are ill should not be sent to school. This includes children with temperatures controlled by analgesics and those who have only just begun medication with antibiotics. This policy addresses the management of children who are – fundamentally – well, but who have specific long or short-term medical needs.*

## Wicklewood Primary School and Nursery

### CONSENT TO ADMINISTER MEDICINE IN SCHOOL

Name of child .....

Date of birth ..... Age ..... Class .....

Please state the medical condition or the reason for this medication. Please be as specific as you can.

**ABOUT THE MEDICINE**

Please note that unused medicine will be returned to you. If it is uncollected after a telephone home, it will be disposed of.

**MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY WITH THE CHILD'S NAME ON.**

Name of medicine			
Expiry date	DD	MM	YY
Dosage to be given at school			
How is this to be administered? (please tick)	By mouth	Eye drops	Cream
At what time should this be administered?			
Are you giving this medicine at home?	Yes	No	
How long should this medicine be administered for?			
Special precautions/other instructions			
Any medical conditions, allergies or side effects we need to know about?			
Can your child self-administer? (please tick)	Yes	No	

In case of a medical emergency relating to the administering of this medication, we will immediately call an ambulance and then contact parents/carers. In case of a minor issue, we will make contact with parents/carers as soon as we can. If you would like us to follow alternative procedures, please note them here.

**CONTACT DETAILS**

Do you have parental responsibility, special or legal guardianship?	Yes	No
Name		
Relationship to child		Telephone No.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Wicklewood Primary School and Nursery to administer 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.

Signature:

Date:

