

# ST AGNES

## Catholic Primary School

*With Jesus beside us, we do our best*



# POLICY AND PROCEDURE FOR ADMINISTRATION OF MEDICATION AND FIRST AID AT SCHOOL

|                     |             |                  |
|---------------------|-------------|------------------|
| Approved by:        | FGB         | Date: October 18 |
| Last reviewed on:   | November 23 | By: FGB          |
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Lead First Aider: Maricel Flores

## Our Vision and Values

At St. Agnes we believe that although we are all very different we have a way of living, behaving and doing things that allow us to serve as a witness to the Catholic Faith in our Lord Jesus Christ.

Our school motto is: **With Jesus Beside Us We Do Our Best to:**



### **Believe**

We are all valued in God's family and the school family. We **believe** in ourselves and in our abilities.

### **Persevere**

When things get difficult we will **persevere** so that we will grow stronger, realising we can turn to each other and God.

### **Contribute**

We will **contribute** to the life of the school, the parish, the local community and the wider world to which we all belong.

*By doing these we will:*

### **Achieve**

By being the best we can be, we will **achieve** in making a difference to others and living as God would want us to.

## Introduction

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions. It is also the parents responsibility to regularly update the school with their emergency contact details.

## Management and Organisation

When medicines are to be administered in school it is essential that safe procedures are established and adhered to which are acceptable to the appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a form (available from the school office) giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Where prescribed, 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. The form should be signed by the parent or guardian and retained in the school office for reference by staff involved

It will no longer be that case that parents have to make an unnecessary appointment to seek a prescription for a non-prescription medicine e.g. Calpol, Non-prescription medication can be administered where parents have given written consent.

Further guidance on having medicines in schools is contained in the [DFE's Supporting Pupils at school with medical conditions](#) statutory guidance (para 20):

“After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans. Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily.”

In cases where the child's medical needs may be greater than those of their peers, the Head teacher may request that an Individual Healthcare Plan (IHP) be prepared by the school nurse. In such cases, consultations on the Plan will include the school, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

The Head teacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines. Only those members of staff who have current First Aid qualifications will be required to dispense medicines and act in an emergency.

Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs via paperwork and will be informed of any changes in these procedures.

A record should be kept of all the medicines and drugs administered by the members of staff responsible in the Medication at School folder. All medication administered must be recorded and witnessed by an additional member of staff.

### **Advice on medication**

Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Head teacher can request that parents or carers keep the pupil at home if necessary.

If the parent or carer requests that the school administer medication (prescribed and non prescribed), the Head teacher will allow this on the condition that the school's Medication at School request form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent / carer to obtain verbal consent. A record will be kept in the Medication at School folder. A telephone permission slip will also be completed by the member of staff.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff already named should administer the medication and a record kept. In exceptional circumstances trained members of staff may administer drugs by injection. This will only be done on the advice of a medical professional.

### **School Trips**

As part of the Inclusion Policy of the school, all pupils should be encouraged 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. An additional adult (or a nominated parent/carer) may need to accompany visits where a difficult situation might arise.

### **Taking Medication on School Trips**

It may be necessary to take medication for pupils on a school trip, i.e. Epipen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication must be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

### **Inhalers for Asthma**

The Head teacher has agreed that when appropriate, pupils in Key Stage 2 should assume responsibility for their own inhalers. It is the responsibility of the parent to ensure that the inhalers are in school, renewed and that the medication has not exceeded its expiry date. Inhalers should be readily accessible to children at all times. All inhalers will be returned at the end of the school year.

An asthma card must be completed by the child's G.P. and kept with the inhaler at all times.

### **Antibiotics**

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school. Antibiotics must be given for a minimum **of 3 days at home** before a child is allowed in school because they are still considered infectious but it may also be essential that the full course of medication should be completed. In this case, the Head teacher is willing for named staff to administer the **remaining** antibiotics supplied by the parent or carer. A Medication at School request form should always be completed giving full instructions for administration of the medicine. It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

### **Diabetes**

The school will monitor pupils with diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. 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. (Please see supporting children with diabetes in St Agnes School document).

### **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 logged in the Medication at School folder.

### **Epi-pens**

Trained staff can administer the pen, following individual Health Care Plans.

### **Nut Allergies/Anaphylaxis Procedures**

Medication for the treatment of nut allergies will be kept in easily identifiable containers in individual classrooms. Each container should be clearly labelled with the child's name and class.

### **Sickness and Diarrhoea**

In line with guidance from the Health Protection Agency on controlling infection, we ask that pupils do not attend school until 48 hours have elapsed from the last episode of diarrhoea or vomiting.

### **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 could be asked to volunteer to administer medication or emergency procedures such as resuscitation. Under normal circumstances staff should not take children to hospital in their own cars - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives. In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Head teacher. However, ultimate responsibility remains with the parents/carers.

### **Hygiene and Infection Control**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

### **Storage of Medication**

All medication must be stored in the designated medication areas i.e. the medication cupboard in each classroom or the school fridge (depending on prescriber's instructions.) The keys to the medication cupboards are kept with the keys in the lock so children can get access.

Epipens and Inhalers should be readily available and not locked away. Some children have Epipen/Inhalers in their classrooms in accordance with the recommendation of their individual care plan.

### **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

### **Summary of Procedure to Dispense Medication**

- Medication at School request form must be completed by the parent / carer.
- Medicine must be in original packaging, in date and clearly marked with name of child, class and dose to be administered.
- Recommended / prescribed dose will not be exceeded without written permission from a medical professional.
- It will be the parent / carers responsibility to collect medication at the end of each school day where necessary.
- Medication being taken out of school on trips or visits will be the responsibility of a member of staff at all times.

**MEDICATION THAT CAN BE MANAGED AT HOME WILL NOT BE ADMINISTERED AT SCHOOL.**

*Appendix 1*

**Medication at School Request Form**

*(These forms will be available from the front office for all pupils.)*

St. Agnes RC Primary School, Rainhill Way, Bow, E3 3ER.

## Medication at School Request Form

I understand that an adult must deliver/collect medication to the school office staff.

I accept that this service is at the discretion of the Senior First Aider.

Date.....

Condition/Illness.....

Name of Child.....Class.....

Name of medication.....

Date medicine dispensed? .....

How long required? .....days      Indefinitely Yes / No

Where should the medication be stored? .....

Has your child's health improved since taking the medication?      Yes / No

Has your child suffered any side effects as a result of this medication?      Yes / No

Details of side effects;

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I accept that responsibility for my child whilst receiving medication at school remains with me.

Parent/Carers Name

Print.....Signed.....Date.....

Emergency Telephone Number.....

Approved by;

Name.....Signed.....Date.....

Not Approved by;

Name.....Signed.....Date.....