



Whinfield Primary School Administration of Medicines Policy

We now participate in the RRSA which promotes the rights of the child as laid down by UNICEF Convention of Rights of the Child (CRC). As participants in this scheme we:

- Ensure that coverage of any relevant UNICEF Articles is undertaken.
- Listen to the views of the children in our school regarding equality, diversion and cohesion if required.

•
UNCRC Article 28: All children have the right to an education.
Policy and practice in Whinfield Primary School respects children's dignity.

Policy reviewed and accepted by: Governing body

Date: June 2018

Whinfield Primary School

Policy for the Administration of Medicines & First Aid

Definition

Pupil medical need may be broadly summarised as being of two types:

- (a) Short-term possibly affecting their participation in school activities when they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

Whinfield Primary School has a responsibility for the health and safety of pupils in our care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs the responsibility of this school is to make sure that safety measures cover the needs of all pupils in the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. We, the school, are responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need.

There is no legal or contractual duty on school or staff to administer medicines or supervise pupils taking medicine, nevertheless we wish to support our pupils where we can. The school will provide a named person to administer medicines - Gill Jones (all first aiders).

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

However, teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. There are several named and fully trained First Aiders on the premises. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine. Any prescribed medicines (i.e. Anti-Biotics, Creams, Ritalin) are to be carried securely by a member of staff.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school will only administer medication which has been prescribed by a Doctor and must be taken 4 times each day or applied as prescribed, and for which the parent has signed the appropriate consent form. The school will not administer medicines which do not have the child's name on, are not in the original packaging, and are not prescribed by a GP. A named person will be responsible for medicines in school - **Gill Jones (Paula Porter is the nominated second)**. Medicines will be stored in a locked cupboard as appropriate.

Pupils with on-going medical needs will be monitored and a Care Plan put in place which will be reviewed regularly.

Pupils with asthma will be recorded on a school register and permission gained from parents to administer the appropriate medication following the completion of a care plan. All staff will be made aware of these pupils. Inhalers will be kept on the school site for all pupils with asthma. All administration of medicines will be recorded appropriately.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether or not they are prepared to be involved;
- Receive appropriate training;
- Work to clear guidelines
- Have concerns about legal liability;
- Bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

- Parents will co-operate in training children to self-administer medicines if this is practicable and that members of staff will only get involved if there is no alternative.
- Where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or clearly printed on the outside. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by school staff. All parents /carers will complete appropriate paperwork.
- That employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
- The school will liaise with the School Health Services for advice about a pupil's special medical needs and will seek support from the relevant practitioners where necessary and in the interests of the pupils.

Practice

When a parent requests that we administer medication the school will:

- Ask the school's identified person to consider whether or not they are prepared to administer the medication
- If they are in agreement we will undertake a risk assessment to consider the viability of administering the medication in school
- If it is viable for the school to administer the medication we will then work with the parent to set up a care plan for the pupil
- It is the schools' policy to administer Anti-Biotics, Ritalin or similar drugs under strict guidelines and through supervised administration.
- School will not administer or apply creams or lotions unless they are prescribed for skin conditions. These creams will then be stored in the classroom to enable the pupil to self-administer as required. E.g. Hydrocortisone, emollient, sun cream.
- We will ensure that the medication is kept in a secure place during the school day, that it is only accessed by the identified staff - and that each time the medication is administered the schools' medical record is completed
- At the end of the school day or week (as appropriate) we will ensure that any left over medication is handed back to the parent/carer by the identified person
- If the parent/carer does not come to the school to collect the medication it will be taken by the identified person, or another nominated member of staff, to a chemist for disposal.
- When the pupil comes to the end of his/her course of treatment the care plan will be marked 'treatment completed' but will be retained on the pupils' school record should it be needed for future reference
- The school will also keep the medication record in the schools' secure archives so that any future queries can be resolved

Members of staff with access to the medicines secure cabinet are First Aid trained.

Children's Wellbeing

Illness:

Sometimes children feel unwell and clearly need to be sent home. Every year group has access to first aid trained staff who deal with pupils who are unwell. If necessary, staff will telephone parents to collect the child from school.

All children leaving or returning to school during the school day must be signed in or out on the register in the main office.

Warm Weather:

Parents are advised to apply 8 hour sun cream before school and send a sun hat, and water bottle to school during warm weather, there are water coolers in school to refill with fresh cold water.

Minor Accidents:

In the event of a minor accident occurring in school, particularly one which may leave a mark, the necessary first aid should be given and the parent informed using the first aid slips at the end of the school day, (Head bump slips are at each first aid station.). These accidents should be recorded in the accident book which is kept at each first aid station.

Other Accidents:

Accident forms available from the school office must be completed in respect of injuries more serious than minor cuts and grazes or caused by fixed equipment or school premises. These forms are sent to the H&S unit at Town Hall.

Serious injury:

In the event of serious injury i.e. suspected broken limbs or concussion, the parents will be contacted immediately and arrangements made for the child to receive urgent medical attention. **If there is any concern about and injury that a pupils has incurred then our First Aiders MUST be consulted and or an ambulance rang.**

Members of staff able to administer medicines and who hold a full First Aid certificate (plus paediatric) are displayed in the first aid rooms: All Teaching Assistants and Playleaders have qualified as Appointed First Aiders.

The school will also maintain a register of all the pupils who have special medical needs, this will indicate whether or not there is a care plan in place for a pupil and is a register that can be accessed by all members of staff if they wish to seek clarification about a pupils' needs.

WHINFIELD PRIMARY SCHOOL
ADMINISTRATION OF MEDICATION IN EDUCATIONAL ESTABLISHMENTS.

I request that:

Childs Name	
Child's Date of Birth	
Childs Class	
Childs home address	
Medical condition or illness	

be given the following medication, which has been prescribed by a registered NHS practitioner:

Name of Medicine (as described on original container)	
Type of Medicine (tablet / liquid)	
Dosage (four times a day)	
Time required	
Method of administration (e.g. oral)	
Are there any side effects the school needs to know about	
Procedures to take in emergency	

I understand that the medicines must be delivered to and collected from the school office where it will be checked and signed for.

Name of Parent / Guardian / contact	
Signature of Parent / Guardian	
Contact address	
Date	

Notes:

Medication will not be administered by the school unless this authorisation is completed and signed by the Parent/Guardian of the pupil.

The Governors and Head Teacher are not obliged to undertake this service and reserve the right to withdraw this service.

This form must be completed in ink - correction fluid must not be used under any circumstances if an error is made it must be noted as "Entered in Error should read....." and a new line completed

WHINFIELD PRIMARY SCHOOL

Care Plan

Name:		DoB:		Class:	
Address:	Darlington				
Tel No Home:		Mobile No: (Mum) (Dad)			
Mum's Name:		Dad's Name:			
Place of work:		Place of work:			
Work Tel No:		Work Tel No:			
Emergency Contact:		Tel No:			
Medical condition:					
Name of Medication: Dosage Regime:					
Named Person(s): Kay Murray					
Care Requirements and Arrangements:					
Emergency Plans:					
Training Implications:	Staff are trained in Appointed person First Aid				
<p>This care plan is to be reviewed annually in September , unless medical advice changes. It is the parents/carers responsibility to advise the school of any changes to care requirements.</p>					
Name	Position / Relationship		Signature		
Kay Murray	SENCo				
	Parent				
	Class teacher				
	Teaching Assistant				

