

POLICY FOR SUPPORTING CHILDREN WITH MEDICAL NEEDS IN St Thomas More's Catholic Primary School

RATIONALE

To ensure the safety and well being of all children in our care, as far as is reasonably practicable. This is in accordance with the Mission of the school, 'to educate and inspire every child to fulfil their unique giftedness within a loving Catholic community.'

Policy Statement

St. Thomas More's school will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* document with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at St. Thomas More's School is held by the Headteacher, who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document and the procedures and guidance document attached. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine (e.g. epi-pens)
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Monitoring

This policy will be monitored on a termly basis by one of the office staff trained first aider by:

- ✚ Checking expiry dates of all medications held in the medical room
- ✚ Randomly sampling that the recording of all medicine administered over a period of a week has been completed correctly

Approved:

Personnel Committee: 30th June 2016
Approved at FGB: 7th July 2016

To be reviewed on a bi-annual basis
Next review: July 2018

PROCEDURES AND GUIDANCE

Procedure for Administration

When deciding upon the administration of medicine needs for children the trained office staff will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

- 1) Any child with a long term medical condition will have their needs met through a joint plan with the school, health services and home. Where the education of the child is deemed to be affected, resulting in learning difficulties, this will be considered in line with the SEN code of practice and the school's SEN policy.
- 2) Children with short term medical conditions requiring treatment may be in school provided that they are deemed fit enough by either their medical practitioner or parent and the school.
- 3) If children require medication during the day the three times a day regime can normally be effectively managed at home – before school, after school and before bedtime.
- 4) Only if medication is required on a four times a day basis will it be administered in school, or if a child requires medication 3 times a day and is attending after school club.

Under these circumstances parents may:

- a) come to school and administer the medication themselves
- b) authorise the school to do so in writing, confirming name of child, medication and dosage. **Only medicines with the child's name typed on by the pharmacist will be administered**
- c) Any invasive application of medication e.g. eye cream, will not be administered by school staff and will require a parent to administer – **excluding** any life saving treatment such as 'epi-pen'.
- d) Any child requiring medication will need to have their name recorded in the Main office.

- 5) Where a child has a chronic illness such as asthma, the school will allow inhalers in school, although the brown inhalers should be administered at home prior to the child leaving for school.

Children in KS2 (Juniors) may keep their inhalers on them, but KS1 will have theirs held centrally in the medical room.

It is the responsibility of the child and parent to maintain the inhaler and check its contents and expiry date. Spare ones may be kept for emergencies in the medical room at parent's request.

- 6) It is the responsibility of parents to inform the school of any allergies in writing – to plasters or foodstuffs, creams, etc. and the school will take reasonable steps to ensure compliance.
- 7) No medication will be administered by the school for pain relief (e.g. paracetamol) unless the procedure in 4 has been applied.
- 8) All visits to the medical room are recorded whether for treatment or medication.
- 9) Any health issues will be recorded on a class list and kept in the register for all staff to be aware of.
- 10) It is the parents/carers responsibility to notify the school of any relevant health information.

The Medical room will be used for medicine administration/treatment purposes. The room will be available when required

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

The storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely. Currently this is delegated to the Administrative Manager. Any medicines requiring storage below room temperature are kept in a fridge in the staffroom. A locked cabinet is in the medical room for safe storage of medicines.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

It is not School's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate. (See separate risk assessment).

These procedures have been written in accordance with DCSF document 'Managing Medicines in Schools and Early Years Settings, March 2005 with regard to Medicines Act 1968 and Education Act 1993.

See also SEN Policy, Disability Equality Scheme.