

# Sabden Primary School



## Administering of Medicines Policy

### Policy Statement

Sabden Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We understand that children can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

Sabden Primary School provides all children with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

Sabden Primary School will make sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All children with long term medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary. It is the duty of parents to inform school when such a need arises.

All staff understand the medical conditions that affect children at this school. This school ensures all staff receive appropriate first aid training and have easy access to first aid equipment. The main first aid boxes are located in the staff room and in the main corridor. All classrooms have a basic first aid kit and full, portable first aid kits are taken on any off site visits. The school also has a defibrillator

Sabden Primary School ensures this policy is applied across the curriculum, including PE and Educational Visits.

The named member of school staff responsible for this medical conditions policy, including the administering of medicines and first aid and its implementation is Elizabeth Maskell – Headteacher.

### **Policy Framework**

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at school.

### **This school is an inclusive community that supports and welcomes pupils with medical conditions.**

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out of school) as other children. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of children and parents.
- Children and parents feel confident in the care they receive from this school and the level of care that meets their needs.
- This school will ensure all children joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any child joining the school during the year the school will aim to have arrangements in place within two weeks but it should be accepted that this may take longer due to the need for specialist medical advice and support and preparing the environment if needed.
- Staff understand the medical conditions of children at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory. This school understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the school's SEN policy, the SEN Code of Practice the Equalities Policy, Equal Opportunities Policy, Local Offer and the school's Accessibility Plan.

**The policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**

- Children, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the policy through clear communication channels. The policy will be available on the school's website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

**All staff understand and are trained in what to do in an emergency at school.**

- All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to children in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed every two to three years, with annual training for specific conditions currently presenting in school.
- All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- All children with a long term medical condition at this school will have an Individual Healthcare Plan (IHP), which explains what help they will need in an emergency. The IHP will accompany a child should they need to attend hospital. It is the duty of the parent to keep this IHP updated and notify school of any updates and/ or changes.
- Parental permission will be sought and recorded in the IHP for sharing the IHP with emergency care settings. IHPs should be developed in the context of assessing and managing risks to the child's education, health and social wellbeing and to minimise disruption. IHPs should consider;
  - The medical condition, its trigger, signs, symptoms and treatment
  - The child's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues
  - Specific support for the child's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling
  - The level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring
  - Who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the child's medical needs from a healthcare professional
  - Who in school needs to be aware of the child's condition and the support required
  - Written permission from parents and the head teacher for medication to be administered
  - Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the child can participate, e.g. risk assessments

- Arrangements for travel to and from school and what should be done if an emergency arises - at this school we request that the parent, or an appropriate representative, delivers and collects the child to and from school
- Where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including who to contact and contingency arrangements

**All staff understand and are trained in the school's general emergency procedures.**

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- Training is provided during each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff.
- Training needs will be identified and discussed at least annually as part of the school's appraisal process.
- The induction of new staff will include training for supporting children with medical needs.
- Any member of staff providing support to a child with medical needs will have received suitable training.
- If a child needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance. A member of staff must not take a child to hospital in their own car.

**This school has clear guidance on providing care and support and administering medication and first aid at school.** • This school understands the importance of medication being taken and care received as detailed in a child's IHP or medication form.

- This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication to a child under 16 without a parent's written consent except in highly exceptional circumstances. Medication may only be administered if prescribed by a healthcare professional. **Medicines bought 'over the counter' will not be administered.** Parents may be permitted to come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.
- Medicines will only be administered at school when it would be detrimental to the child's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours. Therefore school will normally only administer medication in cases where a child has been instructed to take 4 doses of the prescribed medicine per day.
- When administering medication, for example prescribed pain relief or antibiotics, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.

- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the child and their parent. This will be recorded on their IHP. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst children will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some children's needs may be complex and some medical conditions can be fatal if not managed well.
- If a child refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the IHP, if applicable. Parents will be informed.
- This school will make sure that a trained member of staff is available to accompany a child with a medical condition on an off-site educational visit and the needs of the child, associated risks and how these are to be managed will be included in the risk assessment for the visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.
- This school will not accept changes to medication from a parent. Changes to dosage/frequency/amount must come from a Doctor's prescription.

**This school has clear guidance on the storage of medication and equipment at school.**

- School makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment (i.e inhaler, epipen) is readily available wherever the child is in the school and on off-site activities, and is not locked away. Children will carry their emergency medication / equipment with them if this is appropriate or know where and how to access it. Children at this school know to ask any member of staff and that they may have immediate access to their medication when required. In this school medications are stored safely in the Medicine Fridge in the staffroom
- The school will keep controlled drugs stored securely, but accessibly, in a non-portable container with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training, where applicable.
- This school will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump. Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional.
- This school will check all medication held in school on at least a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are held securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

**This school has clear guidance about record keeping**

- Parents at this school are asked if their child has any medical conditions on the admissions form.

- This school uses an IHP to record the support an individual child needs around their long term medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of IHPs, and an identified member of staff (Amanda Rickard) who has responsibility for this register.
- IHPs are reviewed regularly, at least every year or whenever the child's needs change.
- The child (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the IHP. Other school staff, including lunchtime supervisors, are aware and have access to the IHPs for children in their care.
- This school makes sure that the child's confidentiality is protected.
- This school seeks permission from parents before sharing medical information with any other party.
- This school meets with the child (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the pupil's IHP which will accompany them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse / school nurse / other suitably qualified healthcare professional and / or the parent. The specialist nurse / school nurse / other suitable qualified healthcare professional will confirm their competence in writing, and this school keeps an up to date record of all training undertaken and by whom.

**This school ensures that the whole school environment is inclusive and favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- This school is committed to providing a physical environment accessible to children with medical conditions and children are consulted to ensure this accessibility. This school is also committed to an accessible environment for out of school activities.
- This school makes sure the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
- All staff are aware of the potential social problems that children with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all children taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.

- This school understands that all relevant staff are aware that children should not be forced to take part in activities if they are unwell. They should also be aware of children who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil's condition when exercising and how to minimise these.
- This school makes sure that children have the appropriate medication / equipment / food available during physical activity.
- This school makes sure that children with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. This school will not penalise children for their attendance if their absence relates to their diagnosed, chronic medical condition. Following a period of long absence, reintegration back into school will be properly supported so children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.
- This school will refer children with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the child (where appropriate), parent and the child's healthcare professional.
- Children at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out of school educational visit. The needs of children with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. This school is actively working towards reducing or eliminating these health and safety risks**

- This school is committed to identifying and reducing triggers both at school and on out of school visits.
- School staff have been given training and written information on medical conditions which includes avoiding / reducing exposure to common triggers.
- The IHP details an individual child's triggers and details how to make sure the child remains safe during the whole school day and on out of school activities. Risk assessments are carried out on all out of school activities, taking into account the needs of pupils with medical conditions.
- This school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

**Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective policy.**

- This school works in partnership with all relevant parties including the child (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The governing body should ensure parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

Reviewed Annually

September 2020