

Toll Bar Primary School



Medication Policy

January 2010

Toll Bar Primary School is an inclusive community school that aims to support and welcome pupils with medical conditions. The school aims to provide all pupils with medical conditions the same opportunities as others at school. We will help to ensure they can:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a positive contribution
- Achieve economic well-being

The school ensures all staff understand their duty of care to children in the event of an emergency and all staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Staff understand the importance of medication being taken as prescribed and understand the common medical conditions that affect children at this school.

The Governors and Headteacher of Toll Bar Primary School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid and guidance on medication for pupils, employees and visitors to the school.

The provision of medication in the school will be in accordance with the Local Authority's guidance – 'Managing Medicines in Schools and Early Years Settings'.

1 Procedures for managing prescription medicines that need to be taken during the school day

- 1.1 The School will **not** accept medicines that have been taken out of the container as originally dispensed, nor make changes to prescribed dosages.
- 1.2 Short-term prescription requirements should only be brought into school if it is detrimental to the child's health if it were not administered in school.
- 1.3 The Schools will **not** administer medicines that have **not** been prescribed by a doctor, dentist, nurse independent prescriber or pharmacist prescriber.
- 1.4 Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this should include:
 - Name of child
 - Name of medicine
 - Dose
 - Method of administration
 - Time/frequency of administration
 - Any side effects
 - Expiry date

- 1.5 The School will only accept medicines brought in by a responsible adult.
- 1.6 All medication that is kept in school will be secured in the office or the fridge in the staffroom and administered under supervision by a member of staff holding a current First Aid at Work Certificate. Training will be given on the administration of medication and a record of the training kept on file.
- 1.7 All medication administered will be recorded on the appropriate record (see medicine administration sheet).

2. Procedures for managing prescription medicines on trips and outings

- 2.1 The School will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. Any pupil requiring medication during a school trip must have the relevant consent form and the medication must be administered by a member of staff.
- 2.2 The medication must be in its original packaging with full instructions and kept in a lockable container available from the First Aider.

3 Roles and responsibility of staff supervising the administration of medicines

- 3.1 The school has designated members of staff who are responsible for the administering of medicines to children in the school.
- 3.2 The designated members of staff are aware of the procedures and what is expected of them in terms of administering medicines.
- 3.3 Where necessary, staff work closely with parents/carers, health professionals and other agencies to ensure a suitably supportive environment for children with medical needs

4 Parental responsibilities in respect of their child's medical needs

- 4.1 A parental agreement form will need to be signed by parents before medication will be accepted by the school. The parental agreement form will be for either short or long term medication, but should be re-signed every time a new box/bottle starts in order to ensure that no changes to the instructions have been made.
- 4.2 Medication will only be administered as per the instructions of the box/bottle. If a child has forgotten to take their medication before school a double dose WILL NOT be administered later in that day.
- 4.3 A child under 16 will NOT be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

5 Assisting children with long-term or complex medical needs

- 5.1 Where there are long-term medical needs for a child, a health care plan will be completed, involving parents/carers and relevant health professionals.

- 5.2 A health care plan clarifies for staff, parents/carers and the child the help that can be provided. The school will be guided by the child's GP or paediatrician.
- 5.3 The School will meet with parents/carers annually or otherwise depending on the nature of the child's needs to jointly review the health care plan.
- 5.4 The school will judge each child's needs individually as children vary in their ability to cope with poor health or a particular medical condition, taking into account the child's age and their need to take personal responsibility.
- 5.5 Developing a health care plan should not be onerous, although each plan will contain different levels of detail according to the needs of the individual child.
- 5.6 In addition to input from the school health service, the child's GP or other health care professionals depending on the level of support the child needs, the following people will also be consulted to contribute to a health care plan:-
- Headteacher
 - Parent or carer
 - Child (if appropriate)
 - Early Years Practitioner/Class Teacher
 - Support staff
 - Staff who administer medicines

6 Off-site Education

- 6.1 The school is aware that the duty of care extends to responsibility for an overall risk assessment of any off-site activity, including issues such as travel to and from the visit and supervision during non-teaching or breaks and lunch hours.

7 Children carrying and taking their prescribed medicines themselves

- 7.1 The school supports and encourages pupils, who are able, to take responsibility to manage their own medicines i.e. asthma
- 7.2 Where parents wish their child to carry their own medication in school a consent form for this purpose will be signed and arrangements agreed with the First Aider in charge of the pupil's welfare within school. i.e. Asthma, any epi-pens or diabetic requirements.

8 Staff training in dealing with medical needs

- 8.1 All support staff in school are First Aid trained, and two members are paediatric first aid trained to deal with the under 5 year old pupils
- 8.2 At least one member of staff with a 4 hour First Aid qualification accompanies all off-site activities which take place outside the immediate vicinity of the school.
- 8.2 Staff who have a child with medical needs in their class or group will be informed about the nature of the condition, and when and where the child may need extra attention.
- 8.3 The child's parents/carers and health professionals will be requested to

provide the information specified above.

8.4 All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.

8.5 The designated First Aiders will be made aware of possible side effects of the medicines and what to do if they occur.

9 Record keeping

9.1 To maintain good practice all medication administered will be recorded in the office log book 'Medicines administered'

9.2 The parental agreement form is re-signed every time medicine is brought into school, in order to ensure that no changes to the instructions have been made.

9.3 It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school/setting. It is not the school's /setting's responsibility.

10 Safe storage of medicines

10.1 The school only stores, supervises and administers medicine that has been prescribed for an individual child. These are stored in a locked cupboard with details of those responsible for administering medicine displayed on the door.

10.2 Medicines should be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.

10.3 The First Aider ensures that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

10.4 The amount and date of receiving medication should be entered on the 'medicine administered' form.

10.5 Where a child needs two or more prescribed medicines, each should be in a separate container.

10.6 School staff will never transfer medicines from their original containers.

10.7 Children know where their own medicines are stored and who to see.

10.8 All emergency medicines, such as asthma inhalers are readily available to children and adrenaline pens are kept readily available but in a secure place out of children's reach.

10.9 The school allows children to carry their own inhalers

10.10 Other non-emergency medicines should generally be kept in a secure place not accessible to children.

10.11 Where medicines need to be refrigerated they are kept in a refrigerator in an airtight container and clearly labelled. The refrigerator is in the staffroom

which has restricted access

11 Disposal of Medicines

- 11.1 The school is not responsible for disposing of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.
- 11.2 Parents/carers should also collect unused medicines. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.
- 11.3 Sharps boxes will always be used for the disposal of needles.

The collection and disposal of the boxes should be set up via the Customer Services Call Centre on 736000

12 Hygiene and Infection Control

- 12.1 All staff will be made familiar with normal precautions for avoiding infection and follow basic hygiene procedures
- 12.2 Staff have access to protective disposable gloves and sterile hand gels and takes care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

13 Access to the school's emergency procedures

- 13.1 Please refer to the First Aid policy for arrangements in place for dealing with emergency situations.
- 13.2 Other children are made aware of whom to contact in the event of an emergency, such as telling a member of staff.
- 13.3 All staff should know how to call the emergency services. Guidance on calling an ambulance is provided in the office and displayed near the telephones.
- 13.4 All staff know who is responsible for carrying out emergency procedures in the event of need.
- 13.5 A member of staff always accompanies a child taken to hospital by ambulance if parents are unavailable. The member of staff stays with the child until the parent/carer arrives.
- 13.6 Any details of the child's health records are taken to the hospital and passed to the health professionals who are responsible for any decisions on medical treatment when parents are not available.
- 13.7 Staff will never take children to hospital in their own car; it is safer to call an ambulance.

14 Risk assessment and management procedures

- 14.1 The school will ensure that risks to the health of others are properly controlled.

- 14.2 The school will provide individual risk assessments for pupils or groups with medical needs where if it felt this is necessary.
- 14.3 The school is aware of the health and safety issues of dangerous substances and infection.

FORM 1

Contacting Emergency Services

Staff are never to take children to hospital in their own car;
it is safer to call an ambulance

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number:- **01302 874324**
2. Give your location as follows **Toll Bar Primary School
Askern Road
Toll Bar
Doncaster.**
3. State that the postcode is:- **DN5 0QR**
4. Give exact location in the school/setting *(brief description)*
5. Give your name
6. Give **name of child, date of birth, home address and a brief description of child's symptoms**
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the location
8. Inform the child's parents
(if unable to contact parents or they can't get to school, a member of staff must accompany the child until the parents arrive at the hospital)

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone

Form 2

TOLL BAR PRIMARY SCHOOL

Health Care Plan

Date Plan Produced

Child's details

Date Plan will be reviewed

Name		DOB
Class	Teacher	
Address		
Medical Diagnosis or Condition		

Family Contact Information

Name	Relationship to child
Telephone	
Mobile	

Clinic/Hospital Contact

Name	Telephone
Position	
GP	Telephone

Describe medical needs and give details

Daily Care Requirements (e.g. before sport, at lunchtime)

Describe what constitutes an emergency for the child, and the action to be taken if this occurs

Follow up care

Who is responsible in an emergency (state if different for off site activities)

Form copied to:

.....
.....
.....
.....

Form 3

Parental agreement for staff at Toll Bar Primary School to administer medicine
(For use in long-term medical needs)

Name of child		Date of Birth	
Class, including name of person responsible for child's medical management in school			
Medical condition or illness			
Name and type of medicine as described on original packaging			
Date dispensed			
Expiry date			
Agreed review date initiated by person responsible			
Dosage and method of administration			
Timing			
Special precautions			
Any side effects the school should know about			
Self administration	Yes No (delete as appropriate)		
Procedures to take in an emergency			
Contact details			
Name and telephone number			
Relationship to child			
Address			
I understand that I must administer the medicine personally (staff signature).			

I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Signatures (s) Date

Form 5
Toll Bar Primary School

RECORD OF MEDICINE ADMINISTERED IN SCHOOL

Name of child	
Class	
Date medicine provided by parent	
Quantity of medicine received	
Name and strength of medicine	
Expiry date	
Dose and frequency of medication	
Quantity returned	(to be completed at end of half term)

Staff signature

Signature of parent/ carer

Date					
Time given					
Dose given					
Reaction					
Name of member of staff					
Signature					

Date					
Time given					
Dose given					
Reaction					
Name of member of staff					
Signature					

Date					
Time given					
Dose given					
Reaction					
Name of member of staff					
Signature					

Date					
Time given					
Dose given					
Reaction					
Name of member of staff					
Signature					

Form 7

REQUEST FOR CHILD TO CARRY HIS / HER OWN MEDICATION

This form must be completed by parents/carers

If staff have any concerns, this request should be discussed with healthcare professionals.

Child's name	
Class	
Address	
Name of medicine	
Procedures to be taken in an emergency	

CONTACT INFORMATION

Name	
Daytime telephone number	
Relationship to child	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

SignedDate

If more than one medicine is to be given, a separate form should be completed for each one.

FORM 6

Record of medicines administered to all children

Child's name

Date

Time

Name of Medicine

Dose given

Any reactions

Signature of Staff

Print name

[illegible]
