



## Medication policy

Date of policy:	Summer 2020	Signed:  <p style="text-align: right;">Head Teacher Chair of Governors</p>
-----------------	-------------	--

At Myrtle Park Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Myrtle Park Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

## Introduction

This policy outlines how we will support children with medical needs. All children may have some medical condition at some time in their lives which, if poorly managed, could affect their participation in school activities.

This policy is intended to clarify how the school will support those children. This will:

- benefit the child directly;
- give clear guidelines to staff, parents and carers.

The school subscribes to the national guidelines *Supporting Children with Medical Needs*, which is available on [www.teachernet.gov.uk](http://www.teachernet.gov.uk), on drive T of the school computer system.

## Principles

Every child has individual needs. The school will do its best to ensure that all children with medical needs are fully included in the life of the school.

Parents have prime responsibility for children's health care. The school will aim to support parents and children where there are health issues.

Children with long-term complex needs will have a care plan, agreed by parents, school staff and the school nurse/ specialist nurse practitioner.

There is no legal duty requiring school staff to administer medication.

If medication is prescribed to be administered 3 times daily this should be administered in the home setting i.e. prior to arrival at school, after school and bedtime. Where administration of medication is prescribed more frequently we ask parents to make other arrangements to administer their child's medication.

We will not allow children to self administer medication without supervision, unless this is specified in the care plan. Exceptions may be made for asthma medications as below.

In extenuating circumstances individual cases will be considered by the Headteacher.

## Implementation

### Medicines needed during the day

It is expected that any medicines needed during the school day would normally be administered by parents (with the exception of reliever medications - see self-administration section below). We will provide a private room.

Staff conditions of employment do not include giving medication or supervising a pupil taking it; therefore as detailed above, if medication is prescribed to be administered 3 times daily this should be administered in the home setting.

If medication is prescribed to be administered 4 times a day we have arranged 3 senior leaders who are happy to administer one dose during the school day. After School Club staff are willing to administer medicines that have been prescribed by a doctor in these circumstances, this enables enough time between the end of the school day and bedtime for children to receive their final dose. A medication consent form must be completed by the parent and proof of prescription available. This will then be signed by Senior Leader / After School Club Staff witnessed by the parent.

Senior Leaders available to administer medicines needed during school day;

- Mrs Sarah Crowther
- Mrs Anna Riley
- Mrs Sally Knowles

### Medication not supplied by home

We will not administer non prescribed medication, such as Paracetamol suspensions (e.g. Calpol), except where it has been deemed necessary by a General Practitioner and evidence is provided by parents as described above. If a child is in pain we will contact parents.

### Long-term needs

Where a child has long-term medical needs, we will work with the school nurse/ specialist nurse practitioner and parents to create and implement a care plan.

### School trips and sporting activities

We will request specific instructions from parents for medication on visits. The administration policy remains the same as for medication in school.

### Self-management

We consider our children too young to handle or administer their own medications, except where this has been specified and agreed in the care plan. An exception to this is the use of inhaled "reliever medications" for asthma, such as salbutamol or terbutaline. All reliever medications will be stored in the child's classroom within a wall mounted cabinet specifically designated for the storage of emergency medications. Older children may be best placed to know when doses are appropriate. Some children from year 3 may be judged able to self-administer doses. In such cases they will request the inhaler stored in the classroom and administration supervised by a staff member. In all cases where the classroom inhaler is accessed and used a staff member will record this on school's Self Administration Record (stored in the cabinet) and complete a slip to notify parents that the medication has been self-administered. Such self-administration can only be countenanced if parents are fully aware and supportive of a child's self management, and when it reflects a child's management outside school. Frequent use might warrant review by the school nurse or by the child's general practitioner.

### Record Keeping

Parents must fill in the consent form and instructions, which must be retained in school. We will keep a detailed record of medicines administered or, in the case of reliever medications, self-administered. This will include the date and time of administration, the expiry date, the medication name and dosage given/ self-administered, the signature of the staff member administering the medication (not necessary for self-medication) and signature of the staff member witnessing the administration. All record keeping will be made clearly in black ink and recorded at the time of administration.

### Storage

Where possible the required dosage of medicine should be brought to school each day, to avoid the dangers of bulk storage. Where this is not possible, medicine must be provided in a sealed container with child's name, details of dosage and other instructions.

Medicines should be stored in the first aid room fridge, with the exception of asthma inhalers where the care plan specifies otherwise.

### Disposal

Medications past their expiry date will not be administered. It is the parent's responsibility to ensure medicines are replenished where necessary and dispose of spent medicines.

### Hygiene and Infection Control

Normal hygiene procedures must be followed. Administration procedures that require an aseptic technique will be documented in the care plan and only undertaken following training from a specialist health practitioner/ school nurse.

Medication Policy

(Please also refer also to Communicable Diseases Outbreak Plan). Where is this? Need to check

### **Emergency Procedures**

Follow standard accident and emergency procedures.

### **Anaphylaxis**

Special procedures and training are in place for children who may need emergency administration of Epinephrine e.g. EpiPen. Procedures will be clearly documented in care plans. All staff should be made aware of such children. Staff who have completed specialist training may administer such medication. This medication will be stored as follows:

- One Epinephrine injector to be stored in the child's classroom in the wall mounted cabinet designated for emergency medication;
- One Epinephrine injector to be stored in the cabinet in the First Aid room.

Provision will be made to support such children on educational visits off site.

### **Responsibilities**

The Head Teacher is responsible for the implementation of this policy.

Designated first aiders offer advice and implement the policy.