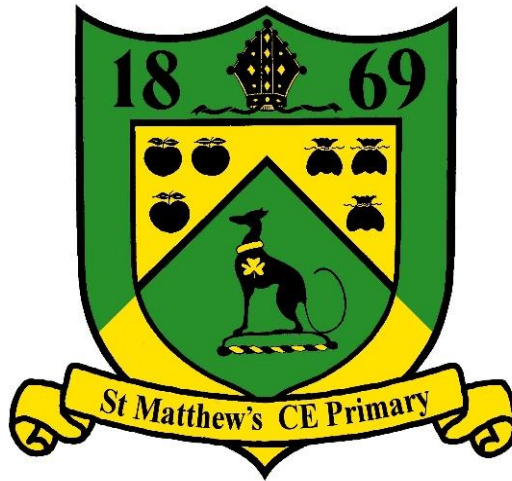


St Matthew's C.E. Primary School



Policy for

The Administration of Medicines

*'O LORD my God, I cried to you for help,
and you have healed me.'*

Psalms 30:20

Date for Review Summer 2024

Respect, Faith, Friendship, Achievement

Overview

St Matthew's Primary School endeavours to ensure that all its pupils achieve success in their academic work, social relationships and day-to-day experiences at school. It is an inclusive community that aims to support and welcome pupils with medical conditions.

All children will experience illness in the course of their school careers, most commonly transient self-limiting infections, but some will have more chronic or longer-term medical needs that will require additional support at school to ensure they have full access to the curriculum and to minimise the impact of their medical conditions. Staff working with pupils who have specific medical needs should understand the nature of children's medical problems and will endeavour to work with the family and other professionals to best support the individuals concerned.

This policy should be read in conjunction with the school's Health and Safety, Safeguarding and First Aid policies. More information is available using the link below.

<https://www.gov.uk/.../supporting-pupils-at-school-with-medical-conditions>

Managing medicines

On occasion, children may need to take medicines whilst in school. Some children are on long term regular medication for chronic conditions or may need to take emergency/as needed medication to treat a change in their underlying condition.

Where parents request the school to exercise a degree of supervision or to administer the medicine, the situation is more complicated. In such cases, staff should consult the headteacher and any practical and organisational implications need to be addressed prior to assuming responsibility for this.

The school retains a number of minor medicines on site eg. Calpol. Parents will be requested annually to complete a form giving permission for these simple remedies to be administered. Parents will always be informed if anything is administered. (see addendums of parental forms at the end of this policy).

General Principles

The administration of medicine is the responsibility of parents and carers. **There is no absolute requirement on teachers or support staff to administer medicines.** However, where they volunteer to do so, the following guidelines apply:

Children who are suffering from short-term ailments and who are clearly unwell should not be in school and the headteacher expects parents/carers to keep them at home. Non-prescribed medicines are not to be brought into school.

There are recommended times away from school to limit the spread of infectious disease issued by the NHS.

Cough and cold. A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, parents should visit the GP and return to school 24 hours after they start to feel better.

Raised temperature. If a child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better. **NB** Refer to COVID19 regulations to ensure current guidelines being implemented.

Rash. Skin rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If a child has a rash, parents should check with a GP or practice nurse before sending them to school.

Headache. A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then the child should be kept off school and a GP should be consulted.

Vomiting and diarrhoea. Children with diarrhoea and/or vomiting should definitely be kept off school until at least 48 hours after their symptoms have gone.

Sore throat. A sore throat alone doesn't have to keep a child from school. But if it's accompanied by a raised temperature, the child should stay at home.

Chickenpox. If a child has chickenpox, he/she must be kept off school until all their spots have crusted over.

Chronic illness/disability

It may be necessary for children with long term conditions to take prescribed medicines during school hours. Many health advisers encourage children to take control of their medical condition, including taking responsibility for managing their medical care with help. This can include self-administration of medicines eg. using an inhaler or giving own insulin injections. The school supports this practice and will ALWAYS oversee the practice.

Whilst responsibility for the medical care of children rests with parents and their health professionals, it may not be feasible for these individuals to come to school to administer medicines, and such repeated attendances could slow the personal development of a child.

Asthma Inhalers

An individual healthcare plan for asthma is completed and held in the office. The child's inhaler is put into a bag and kept in the classroom along with a record sheet and sticky labels informing parents of inhaler use. Parents will receive a label in the home partnership book each time their child uses the inhaler. The inhalers are checked by staff on a half termly basis and parents asked to supply a new one when running low or out of date. The records in the classroom are returned to the office at the end of the academic year for filing.

Acute illness

St Matthew's recognises our duty of care towards children in school.

Where medicines are to be administered at school, written instruction must be received from a parent or doctor, specifying:

1. Name of the child
2. Medication involved
3. Circumstances medication should be administered
4. Frequency and level of dosage

For more serious or chronic conditions, including allergies that require the potential use of an Epipen, the school will have a care plan

from a child's doctor stating exactly what needs to be given and when. This is usually requested via the school nurse service. Teachers and support staff will receive appropriate training and guidance via professionals for non-routine administrations. Parents whose child is taking medication three times a day will be advised to give it before school, after school and at bedtime. If a doctor has specified that one of the doses should be given at lunchtime and the parent/carer is unable to administer the dose, staff will follow the procedure below:

1. Ask the Parent/Carer to complete a Medicine Administration request form.
2. Refer to this form prior to giving the medicine.
3. Check the child's name on the form and the medicine.
4. Check the prescribed dose.
5. Check the expiry date.
6. Check the prescribed frequency of the medicine.
7. Measure out the prescribed dose (parents should provide measuring spoons/syringes). If the child is old enough, they can measure the medicine.
8. Check the child's name again and administer the medicine.
9. Staff to complete and sign the Administration of Medicine Record Book when the child has been given medicine and a sticker placed in the child's Home Partnership Book to inform parents.
10. If uncertain, DO NOT give – check first with parents or doctor.
11. If a child refuses medication, record and inform parents as soon as possible.

Medicine storage

It is the responsibility of the head-teacher to ensure safe storage of medicines. All medicines should be kept in the container supplied which should be clearly labelled with the child's name, another identifier (such as date of birth) and instruction for usage. Prescribed medicines at St Matthew's are retained and administered by the office staff.

Medicine disposal

Parents are asked to ensure all medicines in school are in date and to collect out-of-date medication.

Sharps boxes are used to dispose of needles. They should be stored in a locked cupboard away from children.

Record keeping

St Matthew's enrolment forms will highlight any health condition.

Healthcare plans will be written and retained for children with medical conditions giving details of individual children's medical needs at school. These will be updated after a medical emergency or if there is a change in treatment etc. All staff must protect a pupil's confidentiality.

The school will hold a centralised register of children with medical needs.

Request forms to administer medicines at school will be kept in the school office.

A log of training will be kept and reviewed regularly.

Impaired mobility

Providing a GP or hospital consultant has given approval, children can attend school with plaster casts or crutches. There will be obvious restrictions on games and on some practical work to protect the child (or others). This includes outside play. Some relaxation of normal routine in relation to times of attendance or movement around the school may need to be made in the interests of safety.

Employee's medicines

Staff and other employees may need to bring their own medicine into school. They have clear personal responsibility to ensure that their medication is not accessible to children.

Parental agreement for setting to administer medicine in child's individual care plan.

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

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Relationship to child	
Address	
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The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Administration of School Medicines

Child's Name	
DOB	
Class	

I am happy for the school to administer the following medicines in an emergency or if my child appears unwell:

Paracetamol		Piriton/piriteze	
Anthisan (bite cream)		Vaseline	

Please tick as appropriate:

<input type="checkbox"/>	My child has taken paracetamol in the past and didn't have an allergic reaction
<input type="checkbox"/>	My child has taken piriton/piriteze in the past and didn't have an allergic reaction
<input type="checkbox"/>	My child has used anthisan in the past and didn't have an allergic reaction
<input type="checkbox"/>	My child has used vaseline in the past and didn't have an allergic reaction
<input type="checkbox"/>	My child is allergic to paracetamol
<input type="checkbox"/>	My child is allergic to piriton/piriteze
<input type="checkbox"/>	My child is allergic to anthisan
<input type="checkbox"/>	My child is allergic to vaseline

<input type="checkbox"/>	My child is not currently taking any medicines that would interact with any of the above medicines
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<input type="checkbox"/>	I will inform the school if my child starts taking any medicines that would interact with any of the above medicines.
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Parent's name	
Date	
Emergency Phone number	
Signature	

individual healthcare plan for asthma

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

