

## **Introduction**

Parents, as defined in the Education Act 1944, are a child's main carers. They are responsible for making sure that their child is well enough to attend school and able to participate in the curriculum as normal. However, at Whoberley we recognise that there may be occasions where parents/carers are advised that their child may return to school while still needing to take medicines.

We will ensure that parents/carers provide school with sufficient information about their child's medical condition and any treatment or special care needed at school, on admission, and keep us informed of any new or changing needs. If there are any special religious and/or cultural beliefs which may effect any medical care that the pupil needs, particularly in the event of an emergency, we rely on parents/carers to inform us and confirm this in writing. Such information will be kept with the pupil's personal record.

This policy is made available to all staff, new staff at induction and all parents.

## **Aims and Objectives**

Most pupils will, at some time in their school career, have a medical condition which may effect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. We aim to maintain close co-operation with pupils, parents and health professionals to provide a supportive environment for any pupils with medical needs.

We aim to address the following issues;

- Short term medical needs
- Long term medical needs
- Informed consent
- Administering medication
- Non-prescription medication
- Record keeping
- Refusing medication
- Self-management
- Staff training
- Emergency procedures
- Confidentiality

## **Management of medication within the school**

Parents/carers are asked to provide the school with full information about their child's health needs. If a member of staff notices deterioration in health of any pupil over time they will inform the head teacher who will let the parents/carers know.

### ***Short term medical/health needs***

We recognise that some children may need to take medication at school at some time in their school life eg, antibiotics. However, medication should only be taken at school when absolutely necessary. Medication should be taken at home where possible.

### ***Long term medical/health needs***

We will endeavour to create individual **healthcare plans** for pupils with long term needs thus maintaining adequate support to maintain attainment and attendance.

### ***Informed Consent***

Staff at Whoberley are unable to give medication to pupils under the age of 16 without consent of parents/carers. We also require that the first dose of any medication is given at home. Parents/carers will be asked to complete a consent form, giving details of any medication, dosage and emergency contact details. The consent form will be kept by the admin staff. Renewed written instructions will be requested in the event of any changes to the original arrangements.

A letter confirming arrangements, or a copy of the consent form, will then be sent to parents/carers and signed by the Head teacher.

No medicine will be administered without the completion of a consent form.

### ***Administering Medication***

Any members of staff who administer medication will follow the agreed procedure.

- Confirm the pupils name and the name on the medication.
- Check the written instructions provided by the parent/carer/doctor.
- Check the prescribed dose.
- Check the expiry date on the medication.
- Administer the medication.
- Record the date and time and sign the record sheet.
- If there are any doubts about any of the details, staff will double check with parents/carers or the child's doctor before giving the medication.

Records will be located near to where medicines are stored and will be kept until the pupils listed no longer require the medication. The completed record will then be placed with the pupil's personal file.

If a pupil refuses to take their medication no member of staff will enforce the dose.

We will however inform parents/carers of the situation as soon as possible.

Unless it is an emergency, medication will be administered in the school office where privacy and confidentiality can be maintained.

School staff will not generally give non-prescription medicines to pupils in school. However, if a pupil regularly suffers from acute pain (e.g. migraine, toothache or period pains) parents/carers may authorise and supply PARACETAMOL (Calpol) in appropriate doses with written instructions about when the pupil may take it. The pupil will be supervised taking the medication and notify parents/carers either verbally or in writing on the day the pain killers were taken.

### ***Storing Medication***

A clearly marked, lockable cupboard is situated in the school office and all staff and pupils who need their medication know where the medication will be stored and who will administer their medication to enable easy access. A nominated member of staff will ensure the cupboard is maintained and will remove medications when complete or out of date. Medicines will be disposed of by returning them to parents/carers.

Where possible we will ask parents/carers to provide the doses required on a daily basis. We will not store large quantities of medication. We ask that all medication is supplied in a container clearly labelled with pupil's name and the medication dose required. Any pupil needing more than one medication will require a separate container for each medication.

The Head teacher is responsible for ensuring that medicines are stored safely. Pupils will however, know where their medicine is stored and who has the key to such storage. If medication requires refrigeration it will be kept in an airtight container that is clearly labelled.

We will not dispose of any medication but will ask parents/carers to collect and dispose of any medicines left at school.

### ***Self Management***

We believe that it is good practice to allow pupils who are capable of managing their own medication to do so. Pupils suffering from asthma may carry their own medication as long as it is clearly labelled with their full name and dose required. We will still require parents/carers to complete and sign a consent form which will be stored in the usual place. Parents/carers will be asked to review the information on this record at the beginning of each school year. If the medication changes during the year, we ask parents/carers to contact the school office immediately so that our records can be updated.

### **Staff Development**

All staff who undergo any related training in this field will keep a record of dates and the focus of the training.

### **Emergency Procedures**

All staff are aware how to call the emergency services. Staff are also aware who is responsible for carrying out emergency procedures in the event of a need. Any pupil taken to hospital by ambulance, will be accompanied by a member of staff, who will remain with the pupil until a parent arrives.

### **Specific Training**

All staff who are required to deal with specific issues or specific health needs will receive appropriate training from health professionals. We will respect any concerns of individual staff regarding administering medication but hope that appropriate training and support will enable staff to feel confident to fulfil this caring role.

### **Healthcare Plans**

All pupils who have particular ongoing health needs have an individual healthcare plan. The purpose of this is to identify the level of support that a pupil requires in a school. It is a written agreement that clarifies for staff, parents and pupils the help that school can provide and receive. Each pupil's healthcare plan has a regular review date with parents, pupil and member of staff and/or health worker. Each plan clearly states what information may be shared and with whom.

### **Equality of opportunity**

#### ***School trips and journeys abroad/exchange visits***

Pupils will be encouraged to participate in these activities if it is deemed safe to do so. Risk assessments will be carried out, provision will be made in individual health care plans and staff will receive suitable training.

Where possible we will keep a copy of the consent form in the language of the country visited. Where a pupil requires and has a particular healthcare plan we will provide a copy in the host language.

### ***Sporting Activities***

Our PE curriculum and provision of sporting activities is flexible enough for all pupils to take part in ways which are appropriate to their abilities. Any restrictions on a particular pupil's ability to participate in PE will be clearly identified and incorporated into the pupil's individual healthcare plan.

Where there is occasion for a pupil to wear a medic alert bracelet, which may be a source of potential injury, we will arrange for it to be kept safely by the teacher in charge of the activity. Staff will always be alerted to the significance of these bracelets and will be clear who they belong to.

### ***Work Experience***

We will always ensure that placements are suitable for pupils with any particular health needs, ensuring that the employer has enough information to maintain the safety of the pupil involved.

### ***Confidentiality***

Medical and health information will be treated confidentially and information about pupils only shared with those whom the parents/carers or pupil have given consent for. However, we will ensure that important information about particular health needs will be clearly communicated to relevant teaching and support staff (e.g. PE, Technology)

Specific health needs of individual pupils will only be shared with peers after consent from the pupil. This will help normalise any special needs and establish a sense of caring.

### ***Policy Review***

This policy will be reviewed every 3 years or when changes to requirements deem it necessary.

**This policy was approved by the Governing Body on: May 2004**

**Review Date: Summer 2007**

**Additional information can be found in Managing Medicines in Schools and Early years Settings filed in the Health & Safety folder in the Head teacher's office.**