



RYECROFT C. E. MIDDLE SCHOOL

POLICY STATEMENT

**ADMINISTRATION OF
MEDICINES**

Part of the Uttoxeter Learning Trust



Approved by Governors: Spring 2019
Review Date: Summer 2020

The Vision of the Staff, Pupils and Governors of Ryecroft C.E. Middle School

Embracing a culture where no child is left behind, we value and respect all the children that God has out in our care.

We enrich the lives of our children and ensure that Ryecroft is a safe, happy and inspiring place, embodying the Christian values of trust, humility and perseverance.

“When he went ashore he saw a great crowd, and he had compassion on them and healed their sick.”

Matthew 14:14

The following procedures have been adopted by Ryecroft C.E. Middle School using the 'Policy Guidelines and Code of Practice for Administration of Medicines in Schools' published by Pupil & Student Services of Staffordshire County Council.

Parents/Carers are advised that pupils who are unwell should not be sent to school. In certain cases, pupils who may be suffering from chronic illness, allergies, recovering from a short term illness and are undergoing or completing a course of treatment using prescribed medicines, will need to continue to attend school.

In the case of Epipens, parents are advised to request two Epipens from their doctors, so that one of these can be kept in the school office. It is the parents' responsibility to ensure that these are in date. Similarly with inhalers, so that pupils who may require this form of medication, are able to bring one to school to be kept in their own possession.

Most pupils will have the capability to administer their own medicine themselves and this will also be noted on the consent form. If they are unable to medicate themselves, then a parent/carer should come into school to administer medicine.

Staff are not contractually obliged to give medication to or supervise a pupil taking it. It is, therefore, a voluntary activity. However, staff may, as part of their contract, have specific duties to provide medical assistance to pupils. Prime responsibility for a pupil's health rests with the parents/guardians, who should write to the headteacher giving sufficient information on their child's medical needs, requesting that medication be administered to him or her.

Agreement should be reached between the parents and the school as to the latter's role in supporting the child's medical needs, in accordance with the school's policy. Staff should then be consulted by the headteacher and asked to volunteer. The headteacher must ensure that there are agreed policies for risk assessment and the volunteer has received appropriate training. Individual decisions on involvement must be respected.

Parents/Carers should be made aware that the school does not provide any medication for distribution to pupils e.g. Paracetamol.

PROCEDURE FOR ADMINISTRATION OF MEDICINES IN SCHOOL

All medicines that pupil self-administer in school is supervised by staff. All medication must be accompanied by written instructions from the parent and/or doctor. Non-prescription medicines, e.g. paracetamol, calpol, must be accompanied by a parental consent form. All medicines should be in their original container/packaging and clearly labelled with the name of the child, the date of birth, the time and dosage requirements, storage instructions and expiry date. If dosage or time is altered, a new form must be completed and if the container/packaging has been amended in any way, it is not accepted.

If medication, e.g. paracetamol, calpol, is to be administered on an "as and when required" basis, a record of the time and dose is recorded in the pupil's link book.

Medicines are kept securely in the school office, supplies of bandages, icepacks, etc. are held in the medical room. In the rare case of ritalin being kept in school, parents are advised to bring into school weekly in the original packaging, this is then securely locked overnight.

All first aiders are advised and understand the appropriate hygiene precautions to minimise the risk of cross contamination.

In some circumstances, a pupil may have a complex medical need and, once the school is aware of this, the school nurse will have a specific responsibility to put in place an Individual Care Plan. **UNDER NO CIRCUMSTANCES WILL THE SCHOOL PROVIDE ANY MEDICAL CARE OR TREATMENT UNTIL A CARE PLAN HAS BEEN AGREED BY THE SCHOOL, PARENT AND MEDICAL PROFESSION.**

EDUCATION VISITS

First Aid kits will be available for all trips. A member of staff on the trip will need to take responsibility for the administration of medicines if required but any concerns will need to be discussed and agreed with parents before the visit. In certain cases, parents may be asked to accompany their child on the visit.

EXTRA CURRICULAR ACTIVITIES, AFTER SCHOOL CLUBS

Pupils are able to access their medicines as under the guidelines for during the school day. First Aid boxes are in the medical room, science lab, food technology room, design and technology room, staff room, kitchen, PE department and main office. The main first aid officer is responsible for checking the contents of all first aid boxes in the school on a termly basis.

EMPLOYEE MEDICINES

All staff are responsible for their own medication and for ensuring that it is kept securely away from pupils at all times.

EMERGENCY FIRST AID

The Deputy Headteacher will inform all staff of any pupil whose medical condition may require emergency first aid. Staff must be able to recognise the condition and take appropriate action, i.e. send for member of staff, call for an ambulance if necessary, etc. Parents must be informed immediately and if not available, then an ambulance must be called to transport the pupils to hospital. Any accident to pupils resulting in a note to parents in their link book and/or the pupil being sent home during the school day is followed by the First Aider in order to establish whether or not the pupil was taken to hospital, etc. If so, the accident is highlighted in the accident book and a note made in the back of the book detailing the outcome.

DISPOSAL OF MEDICINES

Any medication will be returned to parents or guardians for disposal when out of date or no longer required. However, it is the responsibility of Parents/Carers to ensure that all medication kept in school is in date. Medical waste is routinely disposed of by PHS.

MEDICAL CONFIDENTIALITY

All medical information provided by the School Nurse, GP or parents will be treated in the strictest confidence. Information will only be shared when agreed by parents.

SPECIFIC TREATMENT

- **Asthma** – a separate document ‘Guidance from Asthma UK’ provided by the school nurse explains the treatment of asthma to pupils.
- **ADHD** (Attention Deficit Hyperactive Disorder) – use of Ritalin (see under ADMINISTRATION OF MEDICINES).
- **Allergy Shock Syndrome** – Epipens/anti-histamine – only staff members trained to use epipens are authorised in their use. Full permission and authorisation will be sought from parents. Individual Medical Plans will be provided by the school nurse.
- **Epilepsy** – no member of staff is authorised to use invasive treatments. In the case of Epilepsy, staff should clear the area around the pupil and send for a first aid trained member of staff immediately. An Individual Medical Plan will be provided by the school nurse.
- **Diabetes** - pupils of the age range of Ryecroft C.E. Middle School will usually be aware of their own symptoms. Pupils who have Diabetes must be allowed to leave their lessons at any time and report to the school office immediately. An Individual Medical Plan will have been provided by the Diabetes Team attached to the hospital with whom the pupil is under the care of. A supply of snacks are available in the medical room (provided by parents). A record is kept of all snacks supplied and when blood tests are taken.

In the event of a pupil seriously injuring themselves, in class or on the playground, staff must not move the pupil. They should send for a member of first aid trained staff, stay with the pupil and send other pupils away from the area if possible. In the event of fainting or an epileptic attack, staff should try to remove all furniture from around the pupil and clear the area if possible, put the pupil in the recovery position but in the first instance send for a member of first aid trained staff.

OTHER INFORMATION

Staff Inset training is updated on all of the above at regular intervals. Training for first aiders is provided when required.

PUPILS WHO FEEL UNWELL DURING THE SCHOOL DAY

Pupils who feel unwell during the school day report to a member of classroom staff or, in some cases, directly to the office staff. If classroom staff, the pupil is sent to the office and the office staff will assess the situation, i.e. if a wobbly tooth, paper cut, etc. the pupil would be asked to return to class. In all other cases, the pupil is sent/taken to the medical room and a first aid trained member of staff is called. A bed is available in the medical room if required.

A member of staff will make the decision as to whether or not the child should be sent home and a member of the administrative staff will then contact the parent or guardian and advise them of their child's symptoms and to collect their child from school. If parents are not available, other contacts named on the SIMS.net system will be contacted. If no one is available, staff are advised to leave a message stating the time, their concerns, etc. and the pupil will be monitored in the medical room.

If the child feels well enough to return to lessons after a period of time in the medical room, the pupil will notify the office or the first aid officer that they are doing this.

Signed on behalf of the Governing Body

Chair Date