

Administration of medicines and the management of medical / dietary needs policy



Approved by: FGB

Date: July 2024

Next review due by: July 2025

1. AIMS OF THIS POLICY STATEMENT

- To ensure all pupils are cared for within the school environment
- To support regular attendance of all pupils
- To ensure staff understand their roles and responsibilities in administering medicines
- To ensure parents understand their responsibilities in respect of their children's medical needs • To ensure medicines are stored and administered safely

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Children should not attend school within 48 hours of any incident of vomiting or diarrhoea. The school is committed to ensuring that children are able return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health / dietary needs are supported at school. This policy statement sets out a sound basis for ensuring that children with medical needs receive proper care and support in school.

2. PRESCRIPTION MEDICINES

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day) · All medicines should be handed to the office staff.
- Prescription medicines will only be accepted in the original container naming the child as dispensed by a pharmacist and with the prescriber's instructions for administration · The appropriate dosage spoon / syringe should be included with all medicines sent to school · Any medicine administered will be recorded by the staff member in the Medication File kept in the First Aid Room. Medical cupboards – Controlled drugs are based in the lockable cupboard in the First Aid Room and non-controlled medicines are kept either in the fridge (where applicable) or the medicines box also in the First Aid Room. · Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer (this can be obtained from the school office)
- All controlled medication should be counted in, recorded and signed in duplicate with the parent in the school office, before being locked away in the child's medication pouch, within the locked cupboard in the First Aid Room.
- Asthma reliever inhalers are kept in the classroom, so they can be taken outside during PE lessons. Emergency inhalers are stored in the First Aid Room and can be used in an emergency, where the child's own inhaler is not available. All children with asthma, will have an emergency inhaler use permission slip completed and signed by their parent/carer. All children will have an asthma card completed by their parents/carer & will be entered on to the Asthma register in school. Inhaler expiry dates will be checked each term - Mrs Reid/Mrs Armour will inform parents if inhaler is due to expire and ask for a new inhaler to be given to school. All inhalers should be sent to school in the box with the relevant prescription attached with the child's name on it. Blue Asthma forms should be updated with date of expiry. All children will be encouraged to use their inhaler independently, but will be supervised by an adult. All inhaler use will be recorded on the Individual Asthma Inhaler Administration Sheet, kept with the inhaler. Parents will be informed when the child has used their inhaler during the school day.
- In some cases, non-prescription medication will be accepted for administration in school (e.g. in the event of toothache or period pain) This will be for a maximum of 5 days. A

non-prescription medication permission slip must be completed and signed by a parent/carer. Before completion, the reason should be discussed and agreed with Mrs Reid, Mrs Armour or a member of SLT with the parent/carer.

- Epi-pens are kept in the classroom, so that they are available to the child at all times - these will be taken with the child when they are on day trips or residentials. Other emergency medicines (e.g. Epi pens and cortisol injections) are kept in the medical cupboards so that they are easily accessible by all staff.

3. DIETARY NEEDS

To ensure that children who have severe allergies to certain foods are included in activities and events within the school curriculum we follow set procedures:

- Parents are expected to inform school upon entry if their child has severe allergies. They will complete the necessary sections on the school admissions form. This is then recorded on the school database, a copy of all the pupils with medical and dietary needs is distributed to every member of staff and on display on the medical board in the staffroom.
- Special dietary forms are completed, a copy is kept within the kitchen area & a copy is registered with Edsential. Each child is given an allergy card to present to the kitchen staff at lunchtime.
- If the parents wish for their child to have a school lunch they will be required by the school catering service to provide a letter from their GP detailing the extent of the allergy · If any activity in school involves baking or the tasting of food, a letter is sent home to parents alerting them of the activity. The parents are encouraged to inform the school if their child cannot participate. Teachers will always check the medical needs list which holds all the information on children with medical and dietary needs
- Nuts will not be included in any activity or meal in school
- Nuts are not allowed in packed lunches brought from home (this includes sandwich spreads)

4. ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- Staff at Sutton Green Primary School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self-administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so.
- Under no circumstances will members of staff administer medication against the will of a child · All controlled medicines are stored securely in the medicine cupboards with access only for staff · Staff must complete the 'Individual Medication Records' kept in the First Aid Room each time medicine is
- administered within school time and a second member of staff must check the medicine and the dosage and counter sign the form.
- All other medication will be kept in the medicines box or fridge, staff will complete the medication records forms with dosage, time, date, their full name and signature.
- Only staff who have completed the 'administering medications in school' training will administer medication.

- All Paediatric and Full First Aid staff have been trained on how to administer Epi pens. In the case where insulin and / or cortisol injections are needed to be administered then staff would be trained accordingly.
- Staff are expected to read the list of children with medical and dietary needs, paying extra attention to children within their class.

5. PARENTS' RESPONSIBILITY

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the Medicine request form kept in the office before a medicine can be administered by staff
- Where possible, parents are asked to organise medicine times so that school can administer medicines between 12 noon and 1pm.
- Parents can opt for children to administer their own medication under supervision · Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epi pens, are kept up to date
- Parents are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic
- Parents are responsible for informing school if their child has medical or dietary needs · Any new medicines must be administered twice at home before they are administered at school · Parents are responsible for collecting medicine at the end of each day

6. LONG-TERM AND COMPLEX NEEDS

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals. This will be reviewed at least annually.

7. SAFE STORAGE OF MEDICINES.

The school is responsible for ensuring that all medicines are stored safely:

- Medicines should be stored in the supplied container, clearly marked with the child's name, dose and frequency of administration
- Medicines are stored in the Medicine Cupboards, medicine box or fridge, in the First Aid room and are only administered under adult supervision.
- Where medicines need to be refrigerated they will be kept in the fridge in the First Aid Room in a labelled container or bag.

8. MANAGING MEDICINES ON SCHOOL EDUCATIONAL VISITS

On a day visit the class teacher will be responsible for taking relevant medicines with them in a secure box. Parent permission forms with details for administering the medicine will be included. The teacher must ensure they record the administering of the medicine in the Medicine File. For Residential Educational Visits where the child is away from home for several days, and requires medical or dietary care the school will follow a set of procedures.

- Parents are responsible for handing any medication to a member of staff attending the trip (medication NOT to be left in the child's luggage).
- The visit leader and the child's class teacher will meet with the parent to discuss the health plan · The child's care will be designated to a 'named teacher' for the duration of the visit. They will be responsible for administering medicines (with the supervision of the visit leader or another member of staff), recording medicines administered, ensuring dietary needs are met if appropriate
- The residential centre will be involved through standard forms about a child's medical or dietary needs and the school will contact the centre to give further information if necessary

- All members of staff attending the residential will be informed of all children with medical or dietary needs. They must always refer to the named teacher for the administration of medicines (unless in an emergency)
- For children with severe dietary needs, the named teacher must serve the child their meal, they will always be served first to avoid any confusion
- Children are encouraged to ask the teacher if they are unsure whether food is appropriate for consumption
- When in doubt, staff must contact parents to seek assurance.

With the exception of children with long-term medical conditions, this is a service that school is not obliged to undertake.

With the exception of children with long-term medical conditions, the Governors and Headteacher reserve the right to withdraw this service.