



Tenterden Infant School

*'Together, we learn, grow and flourish'*

Tenterden Church of England Junior School

*'With God as our companion, we learn, grow and flourish'*



## **Tenterden Primary Federation Medication Policy**

**Date approved:** September 2018

**Review due:** June 2020

It is the school's policy to follow the guidance given by the Department for Education in Supporting Pupils with Medical Needs, unless this is superseded by advice from the health authority. Parents are notified of the school's policy in the school's induction pack and is available on the school's Federation website.

### **1. Procedures**

While the school will assist in administering medicines, the primary responsibility for a child's health rests with the parents.

And therefore, parents are responsible for informing the school about any medical condition regarding their children.

The school will obtain this information before admission so that any briefing/training of staff can be arranged, probably through the school nurse, who is likely to have received notes or a briefing from the health visitor regarding children under five years of age with medical needs.

Parents must inform the school if any medical treatment becomes necessary after admission or if any changes are made.

### **2. The Points of Contact for Medicines**

Junior School: Mrs. S. Goulden, Office Manager.

Infant School: Mrs S. Crook, Administration Officer.

### **3. Prescription Medicines**

Prescription medication should only be brought in to school when absolutely necessary in their original named packaging and all relevant medical forms completed at the school office. Acutely unwell children should be kept at home.

Injections must be given by an appropriate medical practitioner or a member of staff specifically trained and authorised. In situations of extreme emergency, e.g. anaphylaxis, action may be necessary by staff acting in loco parentis. In some cases, e.g. diabetes, children may give their own injections, but may need some supervision.

### **4. Non Prescription Medicines (e.g. paracetamol, ibuprofen).**

When absolutely necessary, the school will administer painkillers in the form of syrups and tablets only, and all relevant medical forms completed at the school office, e.g. children with chronic health condition on the advice of a GP or hospital consultant.

The school will only administer one dose carefully noting the appropriate dose and restrictions printed on the container. If this does not relieve the pain the parent will be contacted.

### **5. Arrangements for Recording Medicines Administered and the Documentation to be used.**

A health care form (Appendix 1) must be completed by the parent before any medicine can be administered. The time and date of any medication given is carefully recorded.

### **6. Access to Medicines in school**

Medicines are locked in a medical cupboard. Children are not allowed to carry medicines on their person. For children who have to carry their medication (E.g. inhalers, EpiPens and insulin) specific plans will be put in place in conjunction with school staff and the child's parent.

### **7. Storage of Medicines for lessons away from the school site and for school trips**

When absolutely necessary, or detailed on a health care plan, medicines will be carried by a staff member on school trips.

We can only administer medicines from the original labelled container that was issued by the GP and must be collected from the school office at the end of the day. In the case of painkillers, staff will need to be informed of the time of the previous dose.

## **8. Arrangements for children with complex conditions.**

A pupil may have a long or short-term condition which could require emergency intervention (e.g. anaphylaxis, epilepsy, or specific management arrangements e.g. after surgery).

In these circumstances, school staff, parents and, where appropriate, medical professionals and the pupil should agree from the outset:

- what emergency situation could arise (Indicate possible symptoms)
- what action would be needed (include any strategies to avoid an emergency from developing)
- what staff are permitted to do. (The school nursing service will advise)
- which staff would be prepared to give assistance themselves
- what training will be given
- arrangements for review of the procedures
- arrangements for school trips, (including off-site swimming or games)
- in what circumstances an ambulance should be called
- how and when parents or emergency contact should be notified
- whether there are any other issues

It is important to establish from the outset what can and cannot be done so that staff and parents understand and accept the level of risk and so that the named staff are satisfied and confident about the role which they might be asked to undertake. The arrangements should be written down and signed by the Executive Headteacher/SENCO and the parents.

Parental agreement to the arrangements for children with complex conditions will include the identity of the trained members of staff who will be called upon to help is particularly important if the procedures might be regarded as intermit. It is our policy that all of the parties involved in meeting a child's needs feel comfortable, secure and confident in the procedures involved in the health care plan.

## **9. Circumstances requiring an Ambulance**

It is the responsibility of the qualified first aider to make the decision to call an ambulance. The first aider will direct an adult to dial 999 while carrying out initial first aid. The ambulance service will ask for specific information that should be given to them. Ideally, this call should be made on a hands free phone so it can be taken to the first aider and first hand, observations of the condition can be reported accurately. The office staff need to know an ambulance is on the way to open gates and direct them to the casualty.

The ambulance control may give advice to the first aider. Once the ambulance has been requested, the first aider will follow all advice and remain with the causality. After the ambulance has been called the parents will be telephoned and emergency numbers will be used

## APPENDICES

if there is no response from the parents. Once the child is dispatched to hospital the area should be cleaned and all rubbish disposed of safely. The relevant health and safety reports compiled.

### **10. Parental consents for first aid and emergency treatment**

All parents are asked to read and sign relevant consent forms on school admission. These are kept in the child's file and a copy is kept in a class file which will be taken on events that happen off school site.

### **11. Self - Medication.**

In consultation with parents, we will determine whether a child requires to carry their medication with them. In this instance all relevant forms will be completed and all necessary staff informed of the procedures set up.

If a child is to carry their own medication they must understand that it is only for their use and must not be shared with anyone else. They must clearly understand the instructions for use. All medication must be in the original labelled box and we require additional prescription labels to be attached to the body of the inhaler and any spacers. We require an asthmatic child who is self-medicating to have a spare named inhaler in the school office.

### **12. Procedures for Checking/Destroying out of date Medicines.**

The school cannot take any responsibility for checking whether medicines kept in school are out of date. It is the parents' responsibility to know the expiry date of medicines stored by the school and provide replacements before this time. Parents must notify the school immediately of any medication changes and provide a new correctly labelled supply. All medicines (including inhalers and EpiPens) will be sent home at the end of each year. Parents are expected to supply new medicines and complete new consent forms at the beginning of the new year.

Parents should collect discontinued medicines as soon as they are no longer needed and make their own safe arrangements for their disposal.

### **13. Packaging of Medicines**

Medicines **MUST** be packaged in the original container with dispenser's label and current directions.

### **14. Arrangements for Training Staff (including refresher training if necessary).**

Reference in the schools Health and Safety Policy for the administration of medicines. This includes online training.

## **15. Training and Support**

As the management of children's health is the responsibility of their parents and appropriate health professionals, school staff can expect appropriate advice and support as necessary.

The usual point of contact will be the SENCO, Carol Day, who will liaise with the school nurse and other health professionals as required. The school nursing service offer a range of INSET programmes which the SENCO will organise. They can also give detailed advice on specific conditions (e.g. epilepsy, anaphylaxis, etc).

In some circumstances, it may be appropriate to seek guidance from the child's general practitioner or consultant –parental consent is required and SENCO will liaise with parent and staff.

N.B. There are specific occasions when the consultant for communicable disease control (CCDC) will advise on communicable diseases (e.g. meningitis or food poisoning).

## **16. Treatment of Anaphylactic Reactions**

If a child has an allergy which puts them at risk of an anaphylactic reaction, then the parents need to provide the school with a copy of the letter from the hospital/ GP to state the procedures that need to be followed if an anaphylactic reaction occurs.

The individual pupil's details, parents' consent and the summary guidelines for treatment should be kept with the pre-loaded adrenaline syringe, with the child's records, and where appropriate in the child's classroom.

Parents should obtain an additional pre-loaded adrenaline syringe from their general practitioner to be kept at the school. As with other medication, the syringe should be clearly labelled with the child's name, and should only be used for that child. Parents should be reminded they are responsible for supplying the school with a new syringe before the expiry date of the present one, and for notifying the school of any change in treatment.

All sharp waste will become the responsibility of the parent to dispose of, if necessary the parent may have to provide the school with a Sharps Bin. Used EpiPens will accompany the child in the ambulance.

## **17. Monitoring, Review and Effectiveness of the Policy**

The Executive Headteacher has responsibility for the day to day operation of this policy and reports to the full Governing Body. The Governing Body reviews the effectiveness of the policy every two years.



# Tenterden Primary Federation



## Healthcare Plan for pupils with medical conditions at school

### 1. Pupil's information

Name of school ..... Name of pupil .....

Class/Form ..... Date of birth ..... male  female

Member of staff responsible for home-school communication .....

### 2. Contact information

Pupil's address .....

..... Postcode .....

#### Family contact 1

Name .....

Phone (day) ..... Mobile .....

Phone (evening) ..... Relationship with child .....

#### Family contact 2

Name .....

Phone (day) ..... Mobile .....

Phone (evening) ..... Relationship with child .....

#### GP

Name ..... Phone .....

#### Specialist contact

Name ..... Phone .....

# Medical condition information

Childs Name .....

## 3. Details of pupil's medical conditions

Signs and symptoms of this pupil's condition: .....

.....

.....

Triggers or things that make this pupil's condition/s worse: .....

.....

.....

## 4. Routine healthcare requirements

(For example, dietary or toileting before physical activity)

During school hours: .....

.....

.....

.....

Outside school hours, including any medication given: .....

.....

.....

.....

## 5. What to do in an emergency

.....

.....

.....

**Childs Name** .....

**6. Regular medication taken during school hours**

(For example:- Inhalers and Insulin)

**Medication 1**

**Medication 2**

Name/type of medication  
(as written on the container):

Name/type of medication  
(as written on the container):

.....  
.....  
.....

.....  
.....  
.....

Dose and method of administration  
(the amount taken and how the medication  
is taken, eg tablets ,inhaler, injection)

Dose and method of administration  
(the amount taken and how the medication  
is taken eg tablets, inhaler, injection)

.....  
.....  
.....

.....  
.....  
.....

Time of day due

Time of day due

.....

.....

Are there any side effects that  
Could affect this pupil at school?

Are there any side effects that  
Could affect this pupil at school?

.....  
.....

.....  
.....

Arrangements for off-site activities

Arrangements for off-site activities

.....  
.....

.....  
.....

Medication expiry date

Medication expiry date

.....

.....



**Childs Name** .....

**7. Emergency or short term medication**

**(For example:- Antibiotics, Epipens/Epilepsy medication)**

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

.....  
.....

Describe what signs or symptoms indicate an emergency for this pupil

.....  
.....

Dose and method of administration (how the medication is taken and the amount)

.....  
.....

Are there any contraindications (signs when medication should not be given)?

.....  
.....

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

.....  
.....

Is there any other follow-up care necessary? .....

.....  
.....

Who should be notified? Parents  Specialist  GP  999

Arrangement for off-site activities .....

.....

**Childs Name** .....

**8. Any other information relating to the pupil’s healthcare in school?**

.....  
.....  
.....

**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** .....

Date form completed .....

Date for review .....

Copies held by .....



# Tenterden Primary Federation



## Request for child to carry his/her own medicine

This form must be completed by parents/guardian

**If staff have any concerns discuss this request with healthcare professionals**

Name of school	
Child's name	
Year/class	
Address	
Name of medicine	
Procedures to be taken in an emergency	

## Contact information

Name	
Daytime phone no:	
Relationship to child	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed .....

Date .....



# Tenterden Primary Federation



## Record of medicine administered to an individual child (for class use)

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	

Dose and frequency of medicine

Staff signature .....

Signature of parent .....

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials


Date

Time given

Dose given

Name of member of staff

Staff initials






# Tenterden Primary Federation



## Staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that the following staff have received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated .....

Trainer’s signature .....

Date .....

**I confirm that I have received the training detailed above**

Staff Name	Date	Signature