

# SHAW WOOD ACADEMY



## MANAGING MEDICINES POLICY

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Approved by Governors :	Signed By Chair :	Dated By Chair :

## **Shaw Wood Academy**

### **Policy for Managing Medicines and Medical Conditions in School**

#### **Rationale**

The staff and governors of Shaw Wood Academy are wholly committed to pursuing a policy of inclusive education that welcomes and supports pupils with medical conditions. This policy is designed to support the management of medication and medical care in school and to support individual pupils with medical needs, providing a sound basis for ensuring that they receive proper care and support in school, and that their attendance is as regular as possible.

#### **Aims**

Our policy on managing medicines in school forms part of the Health and Safety Policy. It ensures that all children requiring medicines receive the support they need and that the school and staff follow the approved guidelines set out in the Department of Education and skills reference 1448-2005DCL-EN issued in March 2005. It is also in line with the Children and Family Act 2014.

The Executive Headteacher will ensure that all parents and staff are aware of the policy and procedures dealing with medical needs.

#### **Risk Assessment**

This policy also ensures that all medicines are managed safely and assessment of the risks to health and safety of staff and others will be undertaken and measures put in place to manage any identified risks. Shaw Wood Academy will provide individual risk assessments for pupils with medical needs in the form of a care plan.

#### **Support for children with Medical Needs**

Ultimately, parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents should keep their child(ren) at home when they are too unwell to attend school.

Parents are expected to work with the Executive Headteacher to reach an agreement on the school's role in supporting their child's medical needs in accordance with this policy.

There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their pupils and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication.

Staff will have access to information on pupils' medical conditions and actions to take in an emergency.

The Executive Headteacher at Shaw Wood will accept responsibility in principle for members of the schools support staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have received appropriate training and support from health professionals. Specifications of such duties will be incorporated into the relevant job descriptions of these named members of staff.

The Executive Headteacher will seek parental agreement before passing on information about their child's health to other staff. The Executive Headteacher will then inform staff who have a pupil with medical needs in their class or group about the nature of the condition, and when and where the pupil may need extra attention. All staff will be advised of the likelihood of an emergency arising and what action to take if this occurs.

Appropriate "stand in" cover will be arranged for when the nominated member of staff responsible for a particular child is absent or unavailable. Other members of staff such as Lunchtime Supervisors, who are responsible for children at different times of the day, will also be provided with training and advice.

All staff will be made aware of the school's procedure for calling the emergency services and conveyance of pupils to hospital.

### **Procedures for managing prescription medicines that need to be taken during the school day**

Short term prescription requirements should only be brought into school if it is detrimental to the pupil's health if the medicine is not administered during the school day. The Executive Headteacher recommends to parents that where clinically appropriate medicines which need to be taken three times a day could be taken in the morning before school, in the afternoon after school and at bedtime. If a parent prefers, they may come into school at lunchtime to administer the medication themselves.

Only medicines prescribed by a medical practitioner, provided in the original container as dispensed by a pharmacist, which includes the prescriber's instructions for administration will be accepted. In all cases this should include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Parents will be required to deliver and collect the medicine from the school office and will be required to complete an agreement form for staff to administer the medicine on their behalf.

If a child refuses medication this will be noted on and parents advised accordingly. No child will be forced to take medication as this is not the responsibility of the school. If refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

### **Non-prescribed medicines**

Non-prescribed medicines will only be administered in extreme circumstances such as residential trips. Staff will check the medicine has previously been administered without adverse effect and written consent will be obtained.

Staff will never administer medicines containing aspirin unless prescribed by a doctor.

Staff will never administer medication containing ibuprofen to children who are asthmatic.

### **Assisting children with long-term or complex medical needs**

Where there are long-term medical needs for a pupil, a health care pro-forma will be completed, involving parents and any relevant health professionals. This plan will clarify for staff, parents and the pupil involved the help that can be provided. The school will agree with parents to jointly review the health care plan at least once a year unless the nature of the pupil's particular needs would need reviewing more frequently. The headteacher will judge each pupil's needs individually as different children's ability to cope with poor health or a particular condition will vary. The plans will take into account a pupil's age and need to take personal responsibility.

### **Procedures for managing prescription medicines on visits and outings**

The Executive Headteacher will consider what reasonable adjustments will be made to enable children with medical needs to participate fully and safely on visits and outings. This may include specific risk assessments for named pupils or an additional supervisor to accompany a particular child. A copy of any Health Care Plans will be taken on visits in the event of information being needed in an emergency.

If the Executive Headteacher is concerned about how the school will best provide for a pupil's safety or the safety of other children on a visit, then they will seek parental views and medical advice from the school's nursing service or the pupil's G.P.

The nominated member of support staff will ensure that any prescription medicines which may need to be given during an educational visit will be administered to the pupil and a record of all medicines administered will be noted and the parents informed upon return. There must always be two staff members present when medicine is given to a child.

### **Sporting activities**

We recognise that most children with medical conditions can, and should, participate in physical activities and extra-curricular sport. The school will ensure there is sufficient flexibility for all children to follow in ways appropriate to their own abilities.

Any restrictions on a pupil's ability to participate in PE will be recorded in their individual Health Care Plan. All staff will be made aware of issues of privacy and dignity for children with particular needs. Some children who need to take precautionary measures before or during exercise will be allowed immediate access to their medicines, such as asthma inhalers. Staff supervising sporting activities will consider whether risk assessments are necessary for some pupils and will be aware of relevant medical conditions and any preventative medicines the pupils may need to take in an emergency.

### **Safe storage of medicines**

The Executive Headteacher will ensure that all "prescribed" medicines are stored strictly in accordance with the product and dispensing instructions. Any medicines, which need to be refrigerated, should be taken by an adult to school office. These will then be kept in the refrigerator in the school office, which has restricted access.

All emergency medicines, such as asthma inhalers and adrenaline pens, are readily available to children and kept in pupils' classrooms.

Staff will be made aware of the normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves.

### **Disposal of Medicines**

At the end of each term the nominated member of staff will contact all parents of those children who have medication in school to ask them to take the medication home. If parents do not collect all medicines they will be taken to a local pharmacy for safe disposal.

### **Emergency procedures**

A risk assessment for the management of emergency procedure in dealing with emergency situations will be carried out annually and shared with all members of staff.

### **Children with Asthma**

This school recognises that asthma is a widespread, potentially serious, but controllable condition and encourages pupils with asthma to achieve their potential in all aspects of school life.

a) Parents have a duty to inform staff if their child is asthmatic.

Preventative inhalers should be provided and labelled with the pupil and class name. These should be kept in the child's classroom and accompany the child if they are educated outside the school premises.

b) Children with asthma must have immediate access to inhalers when they need them and know where they are kept. A spacer device may be required and the pupil may need support to use this.

c) Parents should be notified when a child has used an inhaler excessively or more regularly than usual.

d) Emergency inhalers and spacers are kept in the school office and can be administered, with prior consent from parents, if a child's own inhaler is unavailable or has run out.

### **Children with Diabetes**

Such pupils will be identified upon admission and the headteacher, SENCO and other appropriate members of staff will meet with the parents to undertake a medical action plan.

### **Children with severe allergic reactions (Anaphylaxis)**

Such pupils will be identified upon admission and the headteacher, SENCO and other appropriate members of staff will meet with the parents to undertake a medical action plan.

### **Record keeping**

All pupils' records, with a list of contacts are maintained on Sims.Net with a paper copy located in the main office. The nominated adults are all office staff. All medical/first aid incidents are recorded electronically.

A medicine form is completed by a member of staff and countersigned by the other staff present when the medicine is administered. There must always be two members of staff present when medicine is administered.

### **Data Protection**

The sharing of medical information with appropriate third parties will always be lawfully undertaken on the ground that it is in the vital interest of the data subject for that information to be shared when there is a potential risk to the health of an individual.

Consent is NOT required for the transfer of data when the health of an individual is at risk.