

MEDICAL AND MEDICINES

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RATIONALE

Children with medical needs have the same rights of admission to an Academy, or setting, as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however, have longer term medical needs and may require medicines on a long-term basis to keep them healthy, for example children with well-controlled epilepsy or ADHD. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

1. AIMS

The aim of this policy is to clarify the Academy's and parents' responsibilities in relation to medicines in school.

2. TYPES OF MEDICATION:

(to be stored in **staff kitchen/ a locked cupboard in the office or classroom as appropriate – see 7. Storing Medicines**)

- ◆ Short term – e.g. antibiotics / hay fever relief (only to be held in school if child needs 4 doses a day)
- ◆ Long term – e.g. ADHD medication, inhaler
- ◆ Emergency – e.g. Epipen, Piriton, other anti-histamines

3. If a parent wishes a child to take a prescribed medicine during school time they should:

- ◆ Arrange with the Principal to come into school to administer the medicine themselves,
or
- ◆ Complete an academy medicine form **Form AM1**, requesting permission of the Principal or his / her nominee to administer the medicine
- ◆ Deliver the medicine together with the form to the Academy office where it will be kept securely

If the Principal agrees **Form AM2**, will be completed and a copy given to parents confirming the details of the arrangement.

4. Any prescribed medicines brought into Academy for staff to administer should:

- ◆ Be in the **original container / packaging**, together with a clean medicine spoon or measuring cup and be clearly labelled with:
 - Contents i.e. name and type of medicine
 - Child's name
 - Date
 - Dosage
 - Prescribing doctor's name

5. The Academy will keep a daily record of all medicines administered by them (**Form AM3**). This is kept in the Academy office.

6. NB:

- ◆ If a child **refuses** to take the prescribed medication, Academy staff will **not** force them to do so. In this event parents will be contacted immediately. If necessary the Academy will call emergency services.
- ◆ If a parent considers the child is capable of carrying and managing their own medication e.g. asthma inhaler, topical cream/lotion etc. they must complete the form to indicate this.
- ◆ Topical lotions and creams e.g. emollients and sunscreen may be brought into Academy for application by the child with the permission of the Principal
- ◆ Cough sweets / throat lozenges etc. are **not** medicines and are not allowed in the Academy.

7. STORING MEDICINES

- ◆ The Principal is responsible for making sure that medicines are stored safely.
- ◆ Large volumes of medicines should not be stored.
- ◆ Staff will only store, supervise and administer medicine that has been prescribed for an individual child.
- ◆ Medicines should be stored strictly **in accordance with product instructions**, (paying particular note to temperature) and in the original container in which dispensed.
- ◆ Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine, and the frequency of administration. This should be easy if medicines are **only** accepted in the **original** container as dispensed by a pharmacist in accordance with the prescriber's instructions.
- ◆ Where a child needs two or more prescribed medicines, each should be in a separate container, and a separate set of forms completed for each one (i.e. Forms AM1, AM2 and AM3)
- ◆ Non-healthcare staff should **never** transfer medicines from their original containers.
- ◆ Children should know where their own medicines are stored, and who holds the key.
- ◆ All **emergency medicines**, such as asthma inhalers and adrenaline pens, should be readily available to children and should **not** be locked away. Each classroom will have an accessible, clearly labeled, sealed box in which to store these emergency medicines.
- ◆ Other non-emergency medicines should generally be kept in a secure place not accessible to children i.e. staff kitchen/ a locked cupboard in the office or classroom as appropriate.
- ◆ A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled.

8. CHILDREN WITH ASTHMA

Children with asthma need to have immediate access to their reliever inhalers when they need them.

- ◆ Inhaler devices usually deliver asthma medicines. A spacer device is used with most inhalers, and the child may need some help to do this. It is good practice to support children with asthma to take charge of and use their inhaler from an early age, and many do.
- ◆ Children who are able to use their inhalers themselves should be allowed to carry them with them. If the child is too young or immature to take personal responsibility for their inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the child's name.
- ◆ Inhalers should **always** be readily available during physical education, sports activities and educational visits.
- ◆ For a child with severe asthma, the health care professional may prescribe a spare inhaler to be kept in the Academy or setting.
- ◆ Some pupils will have individual health-care plans drawn up by the Academy in conjunction with parents and supported by the Academy Health Service, which must be adhered to.
- ◆ Staff are alerted to pupils with severe conditions with pupils' photographs, together with outline medical protocols displayed in the staffroom, classrooms, Principal and Deputy Principal's office and Main Office for reference.

9. CHILDREN WHO MAY REQUIRE EMERGENCY MEDICAL TREATMENT

- ◆ Where children are considered to be sufficiently responsible to carry their emergency treatment on their person, there should always be a spare set kept safely which is **not** locked away and is accessible to all staff.
- ◆ It is often quicker for staff to use an injector that is with the child rather than taking time to collect one from a central location.
- ◆ Some pupils will have individual health-care plans drawn up by School Health Service, which must be adhered to.
- ◆ Staff are alerted to pupils with severe conditions with pupils' photographs, together with outline medical protocols displayed in the staffroom and all classrooms for reference.

Medical reviews are carried out at the beginning of each Academy academic year. Parents are asked to confirm medical conditions and whether medication is required in school. Care plans are updated and reviewed at this time also.

FORM AM1 - REQUEST FOR Academy TO ADMINISTER MEDICATION

The school will **not** give medicine to your child unless you complete and sign this form, and the Head Teacher has agreed that Academy staff can administer the medication.

PUPIL DETAILS			
Surname:		First name(s):	
Address:			
Male / Female:		Date of birth:	
Condition / Illness:			
MEDICATION			
Name / type of medication: (as described on the container)			
Length of time your child will need to take this medication:		Date dispensed: (as described on the container)	
<i>Full directions for use:</i>			
Dosage and method:			
Timing:			
Special precautions:			
Side effects:			
<i>Supervised self administration permissible:</i>	Yes	No	(Circle as appropriate)
Procedures to take in an emergency:			
NB If your child refuses to take the prescribed medication, Academy staff will not force them to do so. In this event you will be contacted immediately. If necessary Academy will call emergency services.			
CONTACT DETAILS			
Name:		Daytime telephone number:	
Relationship to pupil:		Alternative contact number:	
<p>I understand that I must deliver the medicine to the agreed member of staff in its <i>original container / packaging</i>, together with a clean medicine spoon or measuring cup and be clearly labelled with:</p> <ul style="list-style-type: none"> ▪ Contents i.e. name and type of medicine ▪ Child's name ▪ Date ▪ Dosage ▪ Prescribing doctor's name <p>I accept that this is a service which the school is not obliged to undertake.</p>			
Signature:		Date:	

FORM AM2 – CONFIRMATION OF HEAD TEACHER’S AGREEMENT TO ADMINISTER MEDICATION

As the Principal of Brambles Primary Academy:

I agree that _____ (*name of child*)

will receive _____ (*quantity*)

of _____ (*name of medicine*)

every day at _____ (*time medicine to be administered*)

I will also ensure that:

_____ (*name of child*)

will be given (or supervised whilst he / she takes) their medication by a nominated member of staff

This arrangement will continue until either:

End date of course of medicine is reached

Or

As instructed by parents

NB: it is the parents’ / carers’ responsibility to ensure that adequate supplies of medicine are brought into school to ensure correct dosage is available.

Date:

Signed:

Mrs W J Wilson – Principal

FORM AM3 – RECORD OF MEDICATION GIVEN TO PUPILS

This form should be completed, signed and dated *daily* by members of staff who have responsibility for administering medication to specific pupils as agreed between home and the Academy.

DATE	PUPIL'S NAME	TIME	NAME OF MEDICATION	DOSE GIVEN	REACTIONS NOTED (IF ANY)	STAFF SIGNATURE	STAFF NAME (PLEASE PRINT)