

## Willows Primary School

### Medicine Policy

Reviewed September 2023

#### Introduction

The Governing Body of the school recognise that children with medical needs have the same rights of admission to the school as other children.

The Governing Body further accept that some medication is essential to a particular child's well-being and that if it were not administered during the 'school day' there would be a detrimental effect to that child's health.

#### Policy

The policy of the school is to allow medication for the treatment of asthma, hayfever, epilepsy, diabetes, anaphylaxis and other medication essential to a particular child's well-being to be brought on to, stored and administered on the school premises. This **does not** include non-prescription medicines, e.g. paracetamol or medicines which have been prescribed for short term use e.g. antibiotics.

Medication will only be accepted into school with permission from the Head teacher and upon completion of a signed parental agreement.

The Head teacher may also, at his/her discretion, request that an Individual Healthcare Plan is drawn up for the child. The aim of a Healthcare Plan is to identify the level of support a child may need and to clarify for staff, parents and the child the help that can be provided in the school setting.

#### Procedures for Managing Medicines

1. Dependent upon the nature of the pupil's condition either a Medicines in School (Appendix 1, MedP Form 1) or a Healthcare Plan (see Medical Conditions Policy) must be completed before any medication is accepted into school.
2. All pupils must have a Medication Permission Record (Appendix 2, MCP Form 3a) completed and, for a pupil suffering from asthma, an Emergency Salbutamol Inhaler permission form (Appendix 3, MedP Form 2a) should ideally be completed.
3. All medicines accepted into school must have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. They must be in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration along with the child's name and class.

Medication accepted into school must be recorded on a Record of Acceptance (see Appendix 4, MedP Form 3) and checked to ensure they include the following written details:

- name of child;
  - name of medication;
  - dose;
  - method of administration;
  - time/frequency of administration;
  - any side effects;
  - expiry date.
4. All agreement and record forms will be kept in the main school office. A *copy* of relevant agreement forms will be stored with medication kept in classroom medicines boxes.
5. There are four potential storage places for medication in school:
- (i) The *classroom* medicines box, which is clearly labelled and can be found on the open 'teacher shelves' in the child's classroom. This box is only for the storage of medicines that need to be immediately at hand to control a sudden onset medical condition e.g. asthma attack, anaphalaxia;
  - (ii) The *office* medicines box, which is clearly labelled and can be found on top of the filing cabinet behind the office manager's desk (main school) or on the open shelves in the Early Years Unit office (nursery/reception children);
  - (iii) The *refrigerator* in the staffroom (main school) /Early Years Unit kitchen (nursery/reception);
  - (iv) The *headteacher's office* in a locked cabinet in a clearly labelled medicine box. The headteacher's office is only used to store any medicines controlled by the Misuse of Drugs Act, e.g. methylphenidate. Only the headteacher, deputy-headteacher and, in the absence of both of these, the school burser have access to the cabinet, although administration of a controlled drug is dealt with in the same way as other medicine.
6. All medication will be returned to parents when no longer required, to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible it will be returned to the dispensing pharmacist (details should be on the label). A note of the date of medicine return will be recorded on MedP Form 4.

## School Trips and Visits

Wherever possible, medication should be administered before and/or after school trips or visits.

Where this is not possible medications that are not self-carried and administered by the child will be stored in a labelled medicine box which is the responsibility of the school first-aider. Copies of relevant permission forms will also be held by the first-aider.

## Administration of Medication

1. Medication must only be administered or supervised by a member of staff with a current first-aid certificate or, in the case of epi-pens or similar, a member of staff who has had the relevant training.
2. Where consent has been given by parents a child may administer their own medication, under the supervision of a member of staff with a current first-aid certificate.
3. All medication will be administered strictly in accordance with the prescriber's instructions.
4. Any member of staff administering medication should check the:
  - child's name;
  - prescribed dose;
  - expiry date;
  - written instructions provided by the prescriber on the label or container.
5. A record of all medication administration, fully administered or supervised, will be recorded on the pupil's medication record (MCP1 or MedP1) and on a central record form (see Appendix 5, MCP Form 3b). Forms will be kept in the school/Early Years Unit office with the other permission forms. In addition, any child needing to use the emergency salbutamol inhaler must take home a letter (see Appendix 3, MedP Form 2b) informing their parents.
6. If a child refuses to take medication then they will not be forced to do so, but a record will be made of the refusal and the parent(s) informed the same day. If an emergency results from the refusal then emergency procedures will be followed.

## Emergency Procedures

1. Keep the child calm and send for other adult assistance. Do not move the child unless they are in danger.
2. Ensure that any medicines prescribed for the child to help in an emergency situation are administered.

3. Ensure that 999 is called and an ambulance is requested. The person calling should be prepared to give the child's specific location and a brief description of their symptoms. If possible the caller should then meet the ambulance crew to guide them to the child.
4. Ensure that the child's parents are notified.
5. Once the emergency has been dealt with an accident report form (Trafford Metropolitan Borough Council Form HS1) must be completed and filed.

## Training

1. It is the policy of the Governing Body to offer training in the use of adrenalin pens use to all members of staff in the school who come into regular contact with a child who needs one. The training is carried out on an annual basis by the school nurse.
2. It is the policy of the Governing Body to ensure that there are enough qualified first-aiders in school to:
  - have at least one available to accompany every school trip/visit
  - have at least one permanently based in the Early Years Unit
  - have one specifically on duty each day at break and lunchtimes
3. A record is kept of all staff training regarding the administration of medicines (Appendix 5, MCP Form 4) and stored in the main school office.
4. A record is kept of current staff first-aiders (Appendix 6) and certificates are held by the school bursar in the office.