

St Paul's CE (VC) First School
Coven



Medication Policy
Updated September 2018

Supporting children at school with medical conditions

Introduction

This policy will outline arrangements for supporting children with medical conditions whilst at St Paul's First School.

Any assistance or administering of medicines must be conducted in a safe and competent manner, procedures must be followed and relevant legislation complied with. In order for any member of staff to administer medication, an individual health care plan (IHCP) must be agreed beforehand.

Definitions

Throughout this document reference is made to **Service Users** (this includes older persons, pupils, young persons etc. receiving services from the county council).

IHCP refers to an individual health care plan.

Individual Health Care Plans

In order for any member of staff to administer medication an IHCP must be agreed beforehand. School staff will work alongside healthcare professionals and parents to ensure an IHCP is in place to support pupils with medical conditions. The IHCP will provide clarity about what needs to be done, when and by whom.

An IHCP must be reviewed at regular intervals and following any changes in circumstances. The details within the plan must be communicated to employees and other relevant persons.

A child's IHCP will clearly define what procedures staff will follow in the case of an emergency relating to a child's individual medical condition.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Aims and Objectives

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Arrangements and relevant risk assessments will be carried out as part of the school's procedure for organising a school trip or for children with medical needs participating in a sporting event.

There are occasions when employees are required to assist service users to self-administer and/or are administering medicines, either as part of long term therapy for a chronic health condition or as an emergency measure, e.g. allergic reactions / seizures.

All staff are aware of procedures which detail how medication will be managed.

It is acknowledged that employees are not health professionals. Therefore, they must receive appropriate information, instruction and, where need identified, training and support to enable them to become competent in the administration of medication.

Arrangements for Applying the Policy

The governing body will ensure that arrangements are in place to support pupils with medical conditions.

Ensuring compliance with the legal requirements and maintaining the rights of the service users is paramount.

Service users have the right to expect that any assistance offered is carried out in a professional manner by competent employees. The Service Users (Parent/Carer where service user can not consent) must agree to any assistance provided.

The headteacher is the named person responsible for ensuring that sufficient staff are suitably trained. All relevant staff, including lunchtime supervisors, before and after-school employees and after-school club leaders will be aware of the child's condition and their IHCP.

Two full members of staff will be named on an IHCP to administer medicine in case one of the trained persons is absent.

If supply staff are employed they will be fully briefed of IHCPs of children in their care and IHCP will be amended accordingly. The headteacher will be responsible for briefing supply staff.

Staff must not give prescription medicines or undertake health care procedures without appropriate training.

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

No child will be given prescription medicines without their parent's written consent.

No child will be given medicine containing aspirin unless prescribed by a doctor and the parent's written consent has been obtained.

School will only accept prescribed medicines that are in-date, labelled, include instructions for administration, dosage and storage and, with the exception of insulin, are provided in the original container as dispensed by a pharmacist.

All medicines will be stored safely in a secure place known to teachers.

School will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom.

When no longer required, medicines will be returned to the parent to arrange for safe disposal. A sharps box will be used for the disposal of needles and other sharps.

The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the arrangements which cover staff providing support to pupils with medical conditions. Insurance policies will be accessible to staff providing such support.

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason the matter is not resolved then parents should follow the procedure set out in the school's complaint policy.

Incident Reporting

Procedures must be in place for the reporting of adverse reactions or errors in administration of medication.

This procedure must cover:-

- a. The facts of the incident,
- b. Persons involved,
- c. Reason for the incident,
- d. Details of any ill health or injuries sustained (if this is the case an accident/incident report form must be completed and forwarded to the Directorate Health and Safety Team),
- e. Witness Statement.
- f. Details of persons informed (Parents/Carers, Pharmacist, GP, NHS Direct, Governing bodies CQC/OFSTED),
- g. Corrective and Remedial action taken.
- h. Outcome of Investigation by Headteacher.

Monitor and Review

Systems must be established to ensure that local procedures are reviewed at least annually to ensure they are up to date, reflect current best practice and are working effectively.

Agreed by staff: September 2018

Agreed by Governors: September 2018

To be reviewed: September 2019