



Medication Policy

Review due September 2018

At this school there is equality in access to the curriculum for every child. No child will be prejudiced against for this subject regardless of nationality, race, gender, religion or sexual orientation. We have reviewed this policy and can confirm that we believe that no individual or group is disadvantaged by the processes outlined. We do acknowledge that our policy is in English and should a family whose main language is other than English, become part of safeguarding processes we will make sure their language needs are conveyed to social care and hold social care to account in providing translation and support services as needed.

This policy has been reviewed and no individual or group in the school community is disadvantaged by the policy and processes. We do acknowledge that this policy is in English and we have families that are speakers of other languages. Should these families be part of child protection processes we will, supported by other multi-agency partners involved, ensure that language is not a barrier to clear access to this policy and the processes that may ensue.

RJ Mitchell Primary School

Medication Policy

Introduction

Aims of the Policy

The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented.

The school will consider all medical conditions on an individual basis and where necessary and appropriate, will implement suitable arrangements. Parents will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school will meet with the parent of a child who has specific medical needs and if necessary, a health care plan will be prepared and implemented.

The information will be held by the school and will **only** be shared with relevant and authorised staff members. All health care plans will be displayed in the Medical Room.

The school's policy will be shared with all staff and parents of the school. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support in school.

The policy aims to enable regular attendance. Formal systems and procedures in respect of administering medicines, developed in partnership with parents and staff are clearly outlined. The policy on managing medication is in the school handbook.

Procedures for managing prescription/agreed medicines

- Medicines are not administered at school by staff for short term medical needs unless prescribed by a GP or agreed in advance.
- All medication is administered in the medical room or EYFS classroom.
- Only prescribed inhalers/medicines or agreed medication are stored in the medical room in separate named containers.
- All inhalers must be in the original containers, labelled and in date, as dispensed by a pharmacist and include instructions for administration.
- Parents have a responsibility to check that the inhalers are 'in date'.
- Parents will advise the office if medicine has been administered outside of the school day.
- Records will be kept by the school detailing any medication administered to a pupil, along with date and time.
- Where appropriate the school will contact parents if a pupil refuses to take their medication when required.

- The school will contact parents to ensure that the appropriate procedures for medication are in place during educational/offsite visits and that all information is shared with the appropriate members of staff.
- Parents must sign the appropriate consent form should medication be needed on a school trip.
- All medication needs to be discussed with providers of before and after school clubs.
- Staff will be clear about the roles and responsibility of managing the administration of prescribed inhalers/insulin/antibiotics and other agreed medication.

Responsibilities

The Head Teacher will ensure that:

- The school's medication policy is implemented and all staff are aware of their responsibilities.
- Staff receive adequate training for the administering of specific medication where required, eg epipens.
- The school agrees with parents exactly what support can be provided.
- All relevant members of staff are informed of any pupil that has a medical condition and/or a specific medical need.
- Information relating to pupil medical needs are obtained from parents and where necessary, a health care plan implemented.
- Information relating to any pupil's medical needs is accurate, up to date and secure
- Additional safety measures are in place if needed for outside visits.
- A copy of the health care plan is taken on visits.
- **Identified staff are responsible** for ensuring that:
 - Appropriate procedures for medication are in place for trips and visits after consultation with parents.
 - Medication is appropriately stored and not accessible to unauthorised persons.
 - Records are kept of any medication that is administered and will ensure that it is replenished by parents as necessary. (Records offer protection to staff and proof that they have followed agreed permissions)

All staff are responsible for ensuring that:

- Sharps boxes are used for the disposal of needles and other sharps.
- They are aware of, and familiar with the school's medication policy and arrangements in place.
- They are aware of the agreed procedures and work in accordance to these procedures should any pupil in their care require medication.
- That they work in accordance to any training that they have received.
- That they advise the appropriate person should they be advised of any new or additional information relating to a pupil's medical needs.
- **All parents are responsible** for ensuring that:
 - They inform the school before children are admitted of any known medical condition/need.
 - A health care plan is agreed with the head teacher, parent/carer/staff/health care professional to ensure the school has sufficient information about the medical condition of a child with medical needs (2 photos).
 - Prior written agreement is given before an out of school trip/visit.
 - They inform the school of any medication the child is currently taking that might affect their functioning in the school setting e.g. poor concentration.
 - Inform the school about any changes to prescribed medication.
 - Provide medicines in the original container as dispensed by a pharmacist and include the prescribed instructions. This should list:
 - name of child
 - name of medicine
 - dose
 - method of administration
 - time/frequency of administration
 - Report any restriction on a child's ability to participate in PE on the individual health care plan.
 - Should keep children at home if they are acutely unwell.
 - Any member of staff who agrees to accept responsibility for administering prescribed medicines should have appropriate training and guidance. They should be aware of possible side effects and what to do if they occur. The type of training will depend on the individual case.

In school the Local Authority, as the employer, is responsible for all health and safety matters. For all out of school clubs with an outside provider they are responsible for all health and safety matters.

For all children with medical needs the head will agree with the parents exactly what support can be provided. Where necessary the head will seek advice from the school nurse, GP or other medical adviser, or LA.

The school will ensure that there are sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties.

All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged when a member of staff is absent or unavailable.

Writing a Health Care Plan

Schools and settings need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. For this reason schools draw up a health care plan which includes:

- details of a child's condition
- special requirements e.g. dietary needs, pre-activity precautions and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

The health care plan is to identify the level of support that is needed and who will provide it.

The health care plan clarifies for staff, parents and the child the help that can be provided.

The health care plan is reviewed annually unless there are changes within that period of time.

The health care professional will lead the meeting.

It identifies:

- The medical condition, its triggers, signs, symptoms and treatment.
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time facilities, equipment, testing access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- Who in school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff.

- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent, the designated individuals to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency health care plan prepared by their lead clinician that could be used to inform development or their individual health care plan.

Signed:..... Date:.....
Headteacher

Signed:..... Date:.....
Chair of Governors

Review

Date agreed: September 2016

This policy will be reviewed: September 2018

Form 1 – Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

Your telephone number

Give your location as follows:

The RJ Mitchell Primary School,
Tangmere Crescent, Hornchurch

State that the postcode is: **RM12 5PP**

Give exact location in the school/setting (entrance to car park is on Tangmere Crescent)

Give your name

Give name of child and a brief description of child's symptoms

Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone.



Medication in School Request Form

EXTRACT FROM THE SCHOOL MEDICATION POLICY

Staff at school, are not obliged to administer medication to children. However, it is the school policy for **APPROPRIATE STAFF**, wherever possible, to assist children and parents/carer supervising or administering medicines **when this is essential**. Where a child needs a high frequency of medication we request that parents/carers visit the school to administer this. Please note that medicines cannot be administered during lesson times.

Certain conditions must be considered before agreeing to requests to administer medicine to the children in our care.

1. Parents/carers must ensure that all medicines are clearly marked with the name of the child, the dosage and times that the medicine must be administered. (please provide a sp or oral syringe)
2. Parents/carers (not children) must hand the medicine directly to the office staff of the Headteacher.
3. Parents/carers **MUST** complete the consent form below and return it, giving permission for the medicine to be administered at the school.
4. We expect junior (KS2) children to take increasing responsibility for themselves as they get older and remember the times when their medication is to be administered.
5. The safekeeping of inhaler medication is the responsibility of the child concerned as rapid access to this type of medicine is often necessary.
6. Parents/carers of the children with more complex medication needs must contact the school.

The R J Mitchell Primary School: Parental/Carer Request for Administration of Medicine

Child's Name..... **Class**.....

I request and give my consent that my child should be given the medicine detailed below:

Name of Medication <i>to be completed by parent/carer</i>	Duration of course <i>to be completed by parent/carer</i>	Dosage Prescribed <i>to be completed by parent/carer</i>	Date Prescribed <i>to be completed by parent/carer</i>	Breaktimes to be given (please circle) <i>to be completed by parent/carer</i>	Completed
				Morning Lunch Afternoon	

Signature of parent/carer:..... **Date**:

Appendix – Useful Contacts

Allergy UK

Allergy Help Line: (01322) 619 864

Website: www.allergyfoundation.com

The Anaphylaxis Campaign

Helpline: (01252) 542 029

Website: www.anaphylaxis.org.uk and www.allergyinschools.co.uk

Association for Spina Bifida and Hydrocephalus

Tel: (01733) 555 988 (9am to 5pm)

Website: www.aspah.org

Asthma UK (formerly the National Asthma Campaign)

Adviceline: 08457 010 203 (Mon-Fri 9am to 5pm)

Website: www.asthma.org.uk

Council for Disabled Children (National Children's Bureau)

Tel: (020) 7843 1900

Website: www.ncb.org.uk/cdc

Contact a Family (information about caring for disabled and special needs children)

Helpline: 0808 808 3555

Website: www.cafamily.org.uk

Cystic Fibrosis Trust

Tel: (020) 8464 7211 (out of hours: 020 8464 0623)

Website: www.cftrust.org.uk

Diabetes UK

Careline: 0845 120 2960 (weekdays 9am to 5pm)

Website: www.diabetes.org.uk

Department for Education and Skills

Tel: 0870 000 2288

Website: www.dfes.gov.uk

Department of Health

Tel: (020) 7210 4850

Website: www.dh.gov.uk

Disability Rights Commission (DRC)

Helpline: 08457 622 633

Textphone: 08457 622 644

Website: www.drc-gb.org

Epilepsy Action

Helpline: 0808 800 5050 (Mon – Thurs 9am to 4:30pm, Fri 9am - 4pm)

Website: www.epilepsy.org.uk

Health & Safety Executive (HSE)

HSE Infoline: 08701 545 500 (Mon-Fri 8am – 6pm)

Website: www.hse.gov.uk

Health Education Trust

Tel: (01789) 773 915

Website: www.healthedtrust.com

Hyperactive Children's Support Group

Tel: (01243) 551 313

Website: www.hacsg.org.uk

MENCAP

Tel: (020) 7454 0454

Website: www.mencap.org.uk

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am – 8pm)

Website: www.eczema.org

National Society for Epilepsy

Helpline: (01494) 601 400 (Mon-Fri 10am – 4pm)

Website: www.epilepsynse.org.uk

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9:15 am-4:45 pm Fri 9:15 am – 4:15pm)

Website: www.psoriasis-association.org.uk

Sure Start

Tel: 0870 000 2288

Website: www.surestart.gov.uk

This policy statement sets out the school's approach to dealing with parental concerns and complaints. Further details of how we handle them are contained in our procedures document, which you can obtain, on request, from the school office.

We value good home/school relations and will, therefore, do everything we can to establish and maintain them. This includes seeking to resolve any concerns or complaints promptly, and to the satisfaction of all concerned.

We welcome feedback on what parents and carers feel we do well, or not so well, as a school. We will consider carefully all feedback, whether positive or negative, and will review our policies and practices accordingly.

We will treat all concerns and complaints seriously and courteously and will advise parents and carers and others of the school's procedures for dealing with their concerns. In return, we expect parents/carers and other complainants to behave respectfully towards all members of the school community. In particular, any disagreement with the school should not be expressed inappropriately or in front of pupils.

All school staff, teaching and non-teaching, and members of the Governing Body, will be familiar with the school's procedures for dealing with parental concerns and complaints.

The school's procedures will be reviewed regularly and updated as necessary.

Whilst we will seek to resolve concerns and complaints to the satisfaction of all parties, it may not be possible to achieve this in every case. We will, therefore, use our option to close a complaint before all the stages of the school's procedures have been exhausted, if this is deemed to be appropriate.

The Government advocates the resolution of parental concerns and complaints at school level wherever possible, in the interests of maintaining good home/school relations. The following information provides guidance to be followed when dealing with a complaint. It would be unusual to deviate from these procedures but the school always retains discretion in these matters.

In summary, the nationally accepted procedure is divided into three stages:

Stage 1 aims to resolve the concern through informal contact at the appropriate level in school.

Stage 2 is the first formal stage where written complaints are considered by the Headteacher or a designated governor, who has responsibility for dealing with complaints.

Stage 3 is the next step once Stage 2 is complete. If the complainant is not satisfied with the outcome of Stage 2, they can then request that the complaint is heard in front of the Complaints Review Panel of the Governing Body. Such a panel may be offered at the discretion of the Chair of Governors.

If you are unhappy with the outcome of your complaint, or the way it has been handled at school level, you can contact the Secretary of State at the following address:

The Secretary of State
Department for Education
Castle View House
East Lane
Runcorn
Cheshire
WA7 2GJ
Tel – 0370 000 2288
Fax – 01928 738248
www.education.gov.uk/schoolcomplaints

You should enclose a copy of any correspondence with the school or governing