



ST PHILIP HOWARD CATHOLIC HIGH SCHOOL

MEDICINES IN SCHOOL POLICY

Approved by governors: October 2014
Review date: October 2017

As an inclusive school, we readily accept any child with long-term medical needs and will support the child to achieve in all aspects of his/her school life. The school therefore needs to know about any medical condition before a child starts school, or when a pupil develops a condition.

PUPILS WITH LONG TERM or COMPLEX MEDICAL NEEDS

Parents or carers should provide the Welfare Officer with sufficient information about their child's medical condition and treatment or special care needed at school. A Health Care Plan will be made for these pupils, with the co-operation of parents and the School Health Service. For pupils who attend hospital appointments regularly, special arrangements may be necessary.

ADMINISTERING MEDICINE

- Any member of staff that agrees to accept responsibility for administering medication for pupils with long-term medical conditions should have proper training and guidance. The type of training depends on the individual child's needs. The School Health Service is there to support and advise. Records will be kept stating when medication is given and amounts. If a child refuses medication, the member of staff responsible should not force the child to take it but inform the child's parents as soon as possible.
- All medicines are stored in a safe place under lock and key, in a container clearly marked with the child's name on it. The Welfare Officer is responsible for making sure the medicines are stored safely. The children know where their medicine is stored, and who holds the key. The only medicines that are not locked away are Asthma Inhalers and Autoinjectors, these are kept in a secure place not in easy reach of other pupils.
- Some medicine may be needed to be stored in a fridge. This should be kept in an airtight container in the medical room fridge.
- School staff should not dispose of medicines, parents should collect medicines at the end of each term and be responsible for checking that they are in date.

PRESCRIPTION MEDICINES

We do not encourage medicine to be taken during the school day. Antibiotics three times a day can be given round the school day. Occasionally a GP may prescribe that a medicine has to be taken four times a day, parents may either call into school and administer the medicine or request that a member of school staff administer the medicine. The parent must fill in a **'Request for school to administer medicine'** form (Welfare Officer to authorise this) On no account should a child come to school with medicine if he/she is unwell.

NON-PRESCRIBED MEDICINES

School staff should generally not give non-prescribed medicines to pupils and pupils should not bring them to school for self-administration. Non-prescription travel sickness medication will be administered by staff if needed on school trips, providing they are supplied in the original packaging and accompanied by a **'Request for school to administer medicine'** form. The medication will be stored and recorded as for prescription medicines. If a child regularly suffers

from headaches, the parent should authorise and supply the appropriate painkiller for the child's use with written instructions about when the child should take the medication.

Paracetamol may be given, but only after parental consent has been obtained each time it is requested. The pupil's planner will be stamped with record of date, time and amount given.

PUPILS TAKING THEIR OWN MEDICATION

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication e.g Asthma (see Separate Asthma Policy) For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan and parents should complete a '**Request for child to carry own medicine**' form.

STAFF TRAINING

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, autoinjectors, insulin. Training in the administration of specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff.

STORAGE AND ACCESS TO MEDICINES

All medicines apart from emergency medicines (inhalers, autoinjectors etc) are kept in a locked store cupboard. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and autoinjectors are kept in a clearly identified container in his/her classroom. Staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits.

Medicines that require refrigeration are kept in the medical room fridge, clearly labelled in an airtight container.

RECORD KEEPING

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 21. This includes medicines administered by staff during all educational visits.

EMERGENCY PROCEDURES

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. A copy of the Pupil's record from SIMS will be printed and sent with the ambulance crew.

EDUCATIONAL VISITS

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Staff will administer prescription medicines to pupils when required during educational visits.

Parents should ensure to complete a **'Request for school to administer medicine'** form and to supply a sufficient supply of medication in its pharmacist's container. Occasionally it may be necessary to administer Hay fever remedies or paracetamol to pupils suffering acute pain from things like migraine, period pain, toothache. These should therefore be provided, in original packaging and parents must give written consent prior to the residential visit using a, **'Request for school to administer medicine'** form before paracetamol can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

Pupils should not bring paracetamol (or other types of painkillers) on the residential visit for self-administration.

Appropriate forms will be kept in the office; they are:

- Health Care Plans for pupils with Individual needs
- Request for pupils to carry his/her own medicine
- Request for school to administer medicine
- Headteachers for school to administer medicine
- Record sheet for recording medicine to be given
- Staff training record