



Allerton Grange School

Medicines in School Policy 2018-21

Designated Lead: Behaviour & Welfare SLT Link

Reviewed November 2018

Review cycle: 3 year

Next review: November 2021

Introduction

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

Most children with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.

This policy applies to staff and students of Allerton Grange School.

The Headteacher of Allerton Grange School working with the Governing body retain overall responsibility for the safe management of medicines in school. Day to day responsibility for the application of this policy, monitor and review of the procedures and safeguarding in relation to administration of medicines is delegated to the Nominated Person within the Year team.

Aims

This policy aims to detail our internal procedures for the management and administration of medicines in school.

The policy also seeks to clarify the roles and responsibilities for managing short and long term administration of medicines including those of staff, students and parents/carers.

Please note that parents should keep their children at home if acutely unwell or infectious.

Medicines in School

Parents should provide full information about their child's medical needs, including details on medicines their child needs.

It only requires one parent to agree to or request that medicines are administered. Where parents disagree over medical support, the disagreement must be resolved by the Courts. We will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. Where possible medicines that require to be taken 3 times a day should be taken outside the school day and not brought into school. If in doubt Parents should ask for advice from the prescriber.

Prescribed medication will only be accepted in school with written and signed instructions from the parent, this would normally be a completed administration of **Medicines Form (appendix 1)**. This is available for parents/carers to download from our website, alternatively a hard copy can be obtained from school reception.

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

Each item of medication must be delivered to the School reception, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- . Student's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.

We will never accept medicines that have been taken out of the container as originally dispensed or make changes to dosages on parental instructions.

Medication will be kept in a secure place, out of the reach of students, this is currently held in the designated cabinet behind reception. Medication to be administered in school that is a controlled drug will be kept in a locked non-portable cabinet in the medical room.

It is the responsibility of parents to notify the school in writing if the student's need for medication has ceased.

It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term or when the student no longer requires these. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal. Parents will be asked to confirm in writing if they wish their child to carry their medication to and from school.

Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school where this does not pose a risk to other students e.g.

Asthma inhalers. Where this has been agreed with Parents/Carers school cannot record when the medication was taken or how often.

Medication should only be used by the student for whom it has been prescribed. Students must not share their prescribed medication with any other individual including students who have been prescribed similar or the same medication. This includes siblings. Staff who become aware that students are sharing medication will explain to the student that such practice is not allowed and report this to the pastoral teams who will contact parents/carers.

Designated Staff

Staff who assist in the administration of medication will receive appropriate training/guidance. Only staff who have been guided to administer will be in charge of the distribution.

In the event that school administer an Epi-pen to a student an ambulance will be called.

It is anticipated that most of our students are able to administer their own prescription medication and staff will supervise this where appropriate. Where a student is unable to administer their own medication under supervision an Individual Care plan will be agreed with parent/carers.

Staff should not administer where there is any doubt regarding the medicines, application or dosage but check with the parents/carers or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or setting.

If students refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Staff administering or supervising the administration of medicines will update school records of the administration of medicines. This will include the date and time medicines have been taken, the dosage taken and the member of staff who administered or supervised the taking of medication. These records will be made available for parents.

All staff will be made aware of the procedures to be followed in the event of an emergency.

Students with Long Term / Complex needs

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from the student's General Practitioner (GP) or paediatrician, if needed. The school nurse or a health visitor and specialist voluntary bodies may also be able to provide additional background information for staff.

Students with long-term or complex medication needs will have an **Individual Care plan (appendix 3)** agreed with parents/carers, in conjunction with the appropriate health professionals. Where a Care plan is required the nominated person will

oversee the development and implementation of this plan along in partnership with the SENCO and/or Pastoral team.

All adults should be aware of issues of privacy and dignity for children with particular needs.

Educational Visits

Trip Leaders responsible for an Educational visit should always be aware of any medical needs, and relevant emergency procedures. A copy of any care plan should be taken on visits. If staff are concerned about whether they can provide for a student's safety, or the safety of other students on a visit, they should seek parental views and medical advice from the school nurse or the child's GP.

The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision and/or appropriate storage of medication cannot be guaranteed.

Staff on an extended educational visit may administer non-prescription medication if parental permission to do so has been given and signed by the parent/carer. This must be administered in line with the manufacturer's instructions, if in doubt staff should seek medical advice. Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

Sporting Activities

Most students with medical conditions can participate in physical activities and extra-curricular sport. School will provide flexibility for students to participate in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a student's ability to participate in PE should be recorded in their individual care plan.

Some students may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers and managing their diabetes. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.



Allerton Grange School

Parental Agreement for school to administer medicine

The school/setting will not give your child's medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of school:

Name of Child:

Date of birth:

Form:

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.....

Medical Condition/Illness:

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Medicine:

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Date dispensed:

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Expiry Date:

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Agreed review date to be initiated by

Name of Officer: _____

Dosage and Method:

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Timing:

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Special Precautions:

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Are there side effects that the school needs to know about?

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.....

Self-administration: Yes/No

Procedures to take in an emergency:

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Emergency contact details

Name:

Daytime telephone number:

Relationship to Pupil:

Address:

I understand that I must deliver the medicine to the Health Support Officer and accept that this is a service that school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date:

Signature:

Relationship to child:

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Individual Healthcare Plan (IHP) for a pupil / learner with medical needs

This plan should be completed for a pupil / learner who receives support for medical needs. It should be completed in conjunction with Parents and appropriate Health professionals.

Individual Healthcare Plan (IHP) details

IHP date: **Review date:**

Pupil Details

Name : **DoB:**

Address:

School / Setting:

Contact Information

Family Contact 1

Name

Telephone **Work**
 Home

Relationship

Family Contact 2

Name

Telephone **Work**
 Home

Relationship

Clinic/Hospital Contact

Name:

Telephone:

G.P.

Name:

Telephone:

Describe the pupil / learners condition and give details of individual symptoms:

Name of person submitting the form:

Contact No.

Daily care requirements:

Describe what constitutes an emergency for the pupil / learner and the action to take if this occurs:

Who is responsible in an emergency: (State if different on off-site activities)

Follow up care:

Appendix 4.

AGS summary of responsibilities

Year Team Manager/Coach

- sets up a parental agreement for administering medication
- adds notes to the electronic master spreadsheet
- prints a copy of the agreement and dosage log for the accompanying medicine that will be stored in the medicines cabinet
- ensures log is maintained and medicine disposed of by parent (if any remains) at the end of the course
- Upload the log to SIMS (scan) the medicine agreement
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Additional notes

- **Reactions/first aid support:** any reaction/adverse effects to be recorded on the first aid log and note made on the dosage spreadsheet. Parent(s) must be informed.
 - **Epipens /other medications that are carried by the students on site:** are known conditions provided by parents/child need to be updated on SIMS. If there is a need for an agreement to administer medication in an emergency there should be a file note and IHP. Managers should actively make other first aiders aware and add details to the school internal first aid log.
 - **Twice per year general housekeeping check in with regards to medications/parental agreement should take place to ensure information is accurate/students needs are met.**
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