



Copnor Primary School – Health and Safety Policy

C4 – Illness & Managing Medicines

Aim

We are committed to inclusion and as such we aim to support children with chronic illness or disability, and children who may have to take medicines during school hours.

The following policy has been based on guidance provided by the DfES in their booklet “Managing Medicines in Schools and Early Years Settings” (ref 1448-2005DCL-EN) and should be strictly followed. Medicines, drugs and aids will all be referred to as medicines throughout this document.

Rationale

Where possible we encourage parents to ask prescribers to try to prescribe in dose frequencies which enable the medicine to be taken outside of school hours. Medicines that need to be taken three times each day can be taken in the morning, after school hours and at bedtime if the prescriber agrees this.

Illness in School

If a child feels ill the classteacher will decide whether or not the child is fit to stay in school. If in doubt they should consult the qualified first aider or the Headteacher/ EYFS/KS1 Head of School

If the child is to be sent home the admin staff will use the contact lists to arrange this, or at least to leave a message informing the parent/carer of the action being taken.

The child will be signed out in the normal way when collected.

In accordance with guidance from Public Health Department England we ask that a child who has been sick or has had diarrhoea is kept off school for a period of 48 hours after the last incident. This is for their own safety and others.

Medicines we will accept

Medicines will only be accepted where it would be detrimental to the child’s health if it were not administered during school hours. Normally such medicines will have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Prescribed medicines will only be accepted when in the original container as dispensed by a pharmacist and when they include the child’s name and instructions for administration.

Non-prescribed medicines will never be administered without specific prior written permission from the parents using the form shown in appendix 1 and its administration will be noted on the form shown in appendix 2. These non-prescribed medicines must have dosage information attached on either the bottle or container.

Aspirin or medicines containing either aspirin or ibuprofen will never be given unless they are prescribed by a doctor.

Storage of Medicines

All medicines will be kept in either a locked container in the First Aid room or in the fridge in the caretakers room to which children only have access with the presence of a staff member. Instructions for their storage should be carefully followed.

Any medicines stored must be clearly labelled with the name of the child and instructions for use.

Asthma inhalers and adrenaline pens will be stored, either in clearly marked containers, in the class room, or with the child according as to the severity of the risk. These medicines will **not** be locked away.

In all cases the child will know where their medicine is stored.

Administering Medicines

Firstly the member of staff must check that written consent has been given on the form shown in appendix 1, and then must check that the medicine is in the original prescribed container and has the following information:

- child's name
- name of medicine
- prescribed dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date
- any other written instructions provided by the prescriber

Where possible the member of staff administering the medicine will be one of the qualified first aiders.

We cannot alter dosages even under parental instructions and ***we must never administer aspirin or medicines containing ibuprofen unless prescribed by a doctor.*** It only requires one parent to agree to or request that medicines are administered.

Administering Paracetamol

The school keeps a supply of paracetamol and will consider using it, to help relieve pain, under certain circumstances. Paracetamol ***will only be given with prior written permission and telephone permission on the day of its administration.*** Please refer to our separate policy for this.

Self-Management of Medicines

It is considered to be good practice to support and encourage children – who are able – to take responsibility to manage their own medicines. These should still be stored as above but it is deemed appropriate for the child to carry the medicine to and from school and to self-administer it if the parent has given permission on form 1

Educational Visits / Sporting Activities

We will always endeavour to include children with medical needs in such activities, though arrangements will need to be reviewed and risk assessments should be undertaken as appropriate. Some children may need to take precautionary measures before or during exercise, and may also need immediate access to medicines such as asthma inhalers. Some children wear bracelets or necklaces to alert others to their medical condition in case of emergency. If this is the case then they can be a potential source of injury during certain practical activities. In appropriate circumstances they should be covered with sweatbands or temporarily removed but the child must inform the member of staff. When the child is involved in an off-site activity the procedure in the Hazardous pursuits guidance will be followed.

Employees' Medicines

Employees may bring their own medicines to school, however these should be stored securely out of the reach of the children. If necessary, the admin staff can lock them away.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this on form 6 and the parents should be informed of this on the same day.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Parents will be contacted at the end of each half-term to check whether they need their medicines returned.. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

Emergency Situations

Emergency situations are covered as part of the First Aid policy. If the refusal to take medicine results in an emergency the emergency procedures policy should be followed.

If a child needs to be taken to hospital then an ambulance should be called. The child should not be taken in a staff member's car unless the circumstances are exceptional. A member of staff should always accompany the child in the ambulance, and should stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Please note that in general, the consequences of taking no action in emergency situations is likely to be more serious than those of trying to assist.

Roles and Responsibilities

Normally day-to-day decisions are delegated from the Headteacher to the qualified First Aiders, but overall responsibility for putting policy into practice remains with the Head.

When the First Aiders are in any doubt they should always seek the advice of the Headteacher or of the most senior member of staff available.

Any information on a medical condition affecting a child should be shared with all those adults responsible for the child's welfare. The child's parents and the health professionals need to provide this information in writing for the school to adequately ensure it is acted upon.

In cases where there is the possibility of an emergency situation arising all staff will be informed of what action to take should that occur.

Staff Training

All staff are instructed in the use of this policy as part of their induction procedures and at the same time they are introduced to the qualified First Aiders.

All qualified First Aiders receive a three day course of training and periodic emergency aid training is given to all staff.

Long-Term Medical Needs / Impaired mobility

Parents are responsible for informing the school about any particular needs before the child is admitted, or when the child first develops the medical need or impaired mobility. The school will never discriminate against the child's entry to school, based on their need; but does need to know from the outset so that it can ensure the child's safety. Provided that the approval of the GP or consultant has been sought and the parents' give permission, there is no reason why a child with a plaster cast or using crutches should not attend school.

In such cases an individual health care plan will be written which will include the following details:

- details of the condition
- special requirements e.g. dietary needs, pre-activity precautions, attendance times, movement around the school in the interests of safety
- 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 following people should be responsible for the writing of such a plan:
 - parent/carer
 - child (if appropriate)
 - support staff (if applicable)
 - qualified First Aiders
 - staff directly involved with child
 - headteacher or person delegated by head (e.g. Inclusions Officer)
 - member of school health services

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