

Westbury / Woodlands Federation

Medications and Medical Welfare Policy DRAFT

The safeguarding of pupils and staff within our schools is of paramount importance.

This policy has been created in line with guidance from the DfE to ensure that best practice is adhered to in the management of medicines and in supporting the health care needs of our pupils.

Through appropriate care and support we endeavour to enable all pupils to have full access to their educational entitlement, engage equally and to attend regularly regardless of any medical and/or health care needs they may have.

The staff team have a common law duty of care to act as any reasonably prudent parent would to make sure that pupils are healthy and safe on school premises and this may extend to administering medicine and /or taking action in an emergency. This duty also extends to off - site educational visits.

First Aiders

School will ensure that all Teaching Assistants and Teachers who teach practical subjects will be First Aid trained and will have the opportunity to renew their qualification on a cyclical basis. Thereby qualified first aiders will be in post during school hours and beyond in the case of pupils staying for detentions, after school clubs and activities. A qualified first aider will also attend all off site and residential visits.

Administering prescription medication

Ideally pupils requiring medication should be given this during time at home, however, where it is not possible for a variety of reasons, named, school trained staff may agree to take responsibility for this in line with their training and DfE policy guidance.

Medication trained staff are only able to administer medication prescribed by a doctor. In order for them to be able to carry out this duty the following procedure, which is communicated to parents and carers at admission meetings, must be followed:

- Medication should only be brought into school when absolutely essential in order to support pupils with existing and prevailing medical conditions.
- Medication can only be administered if:
 - It is in original container with the chemist original label, clear and intact, attached. (The school is unable to administer medication for which there is no label present on the container or which has a label that is defaced or altered.)
 - The label must include:
 - name of child
 - name of medicine
 - size of medicine
 - dosage to be administered (the law states that in the case of children the dosage of medication can only be varied by a doctor)
 - date

- Any medication to be administered by school should be brought into school and must be given to one of the designated staff authorised to manage and administer medication for pupils. Currently this is only Sharon Wilkins, Beth Gibbons and Rebecca Ramage.
- Parents must complete a '**Parental consent for school to administer medicine**'. Completion of this form can be undertaken
 - Within the EHCP process
 - within the initial admissions meeting with Head Teacher
 - at the annual Parent / Carer meeting which take place each September
 - at the time of delivering the medication to school following doctor's diagnosis and prescribing
- All Staff authorised to administer medicines will
 - Ensure there is a correctly completed '**Parental consent for school to administer medicine**' form
 - Only use medicine if it is within its 'use-by-date'
 - Ensure medication is stored correctly as stated on label
 - Ensure medication is stored in the agreed secure location
 - Complete the medication logging sheet kept with the medication on each occasion medicine is administered

These trained staff are able to support the administering of prescription medicines for short term illnesses or conditions eg: a course of antibiotics which need to be taken at midday. However the above procedure **must** be followed before the medication is administered.

Supporting pupils with specific medical conditions

- The school will adhere to the recommendations within each pupil's EHCP to supporting them with medical conditions
- The school will work cooperatively with linked medical services in order to support individual pupils
- The school will liaise with parents/carers as required
- The school will facilitate meetings between linked medical agencies and individual pupils as required eg school dentist, nurse.
- If individual pupils require time off from school to attend medical appointments this will be facilitated in line with the school's attendance policy but must be supported by correspondence from the medical practitioner.

Non prescription Medication. T

Pupils under 8 years old

The school **is unable** to administer over the counter non- prescription medication eg cough syrup, paracetamol, hay fever remedies, etc to any pupil who is **under the age of 8 years**.

Any pupil under 8 years old who requires this type of medication will need to receive it at home or a parent or carer will have to come to school to administer the medication.

Paracetamol- Pupils aged over 8 years.

- The school may administer Paracetamol medication in line with instructions on the product to pupils over the age of 8 years.
- Parent / carer signature of agreement to administer this must be obtained during the referral process or at admission to school in September.
- Paracetamol will be kept securely.
- The consent list for pupils is kept with the Paracetamol and must be checked before administering.
- The Paracetamol log book must be completed. If in doubt a phone call home will be made by the school to clarify.

Please note: The school is not able to administer Aspirin or medicine containing Aspirin to any pupil unless this is prescribed by a doctor

Systems and procedures:

Pupils self - administering of medication

- Depending on the age and history of the pupil, it may be appropriate for a pupil to self-administer some medications (asthma pumps /insulin etc) but this would need to be incorporated into the pupil's EHCP following a risk assessment and consultation with parents and carers and reviewed on an Annual basis.

Pupil's refusing prescribed medication

- An agreed procedure to cover this issue should be included in the pupil's EHCP or IHCP.
- Staff will not at any time attempt to force a pupil to take medication.
- Staff must be aware that the checking of a pupil's mouth after taking medication can be classified as abuse unless this is stated as an agreed procedure within that pupil's EHCP or IHCP.
- Parent/carers must be informed as soon as possible by telephone if a pupil refuses to take school administered medication. Failing this a letter must be sent home with the pupil that day with a copy in the post.

Safety storage access

Medicines can be harmful and the school recognise it is our duty to ensure that all risks to the health are properly controlled.

- Medication kept in school will be stored in a locked cupboard/wall mounted safe in Room 4 Staff Work Room. The only exception to this is for asthma pumps, blood glucose testing meters and emergency medication (pepi pen).
- Any medication requiring refrigeration ie antibiotic eye drops, antibiotic medicine, must be stored in a separate fridge and not in communal areas ie food tech room or staffroom fridge.
- Large volumes of medication must not be stored.
- Pupils will know where their medication is stored particularly in regard of asthma medication or emergency medication.

Medical Welfare

Accidents and Emergencies

- A list of qualified first aiders is published each academic year in the staff handbooks. This list is updated annually in September.
- Each teaching area is equipped with an in date First Aid Kit which is replenished on a minimum of a termly basis.
- A first aider will make an initial assessment of the person's condition following an accident or injury or when someone is taken ill unexpectedly. They will then make a decision about the seriousness of the situation and may refer to the emergency services.
- In the case of a pupil's injury or ill health requiring hospital attention but without the need for ambulance support, the pupil can be taken to hospital in an appropriately insured staff member's car, ideally with a second adult accompanying.
- The pupil's parents /carers will be informed as soon as possible that the pupil has been taken to hospital and asked to join the pupil at the hospital.
- Staff will remain at the hospital until the pupil's parent/guardian has arrived
- All accidents are logged in the school's accident book

Head injuries

Any pupil sustaining a head injury or head bump, however minor, must be seen by a qualified first aider to assess if attention is required from medical services.

- The school recognise that even minor head injuries can be dangerous and will therefore respond with caution over such incidents.
- An accident form must be completed in line with local authority requirements and the parents/ carers notified by phone. A 'head bump letter' will also be sent home with the pupil.
- All head injury incidents must be logged in the First Aid Incidents book kept in the main office.

Hygiene

- All staff must be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures.
- Hand sanitising Units are placed in all teaching areas and toilets. Staff and pupils are encouraged to use them, particularly following a visit to the toilet.
- Staff will have access to protective disposable gloves and care will be taken when dealing with spillages of blood and other body fluids and disposing of dressings and equipment which will be placed in the hygiene bins in the female toilets.

Off site trips

The school will endeavour to enable all pupils an equal access to out of school experiences regardless of their medical /health needs. The school will ensure that-

- The appropriate local authority risk assessment procedures are undertaken prior to all off site trips
- Staff members accompanying pupils on trips away from school must make themselves aware of any medical needs and relevant emergency procedures for pupils

- A qualified first aider and person trained to administer medication will attend all off- site trips
- All medication will be kept in a secure, labelled container
- Medication administered to pupils must be logged
- Staff will take pupil emergency contact documents with them for each pupil attending the visit / experience

Contagious/ infectious illnesses

- Exclusion times for any infectious or contagious illness will be in accordance with guidelines issued by Nottingham City Area Health Authority and displayed in Room 4.
- Additionally school may seek clarification and guidance through the school nursing services.

School Procedures:

Unused meds

- Parents/carers are responsible for collecting any unused or expired medication from school.
- The school can however dispose of this through a local chemist or school nursing services. In this case written proof of the medication being disposed of must be retained by school.

Record keeping

- All injuries or medical incidents must be logged in the first aid incident book which is kept in the main office
- An accident form must be completed for injuries to staff and pupils and submitted to the office staff as soon as possible following an incident
- The administering of all medication within school and during trips must be logged in the appropriate format following DfE guidelines
- Parental/carer consent forms to administer medicine must be completed for pupils with this requirement, a copy to be retained in the pupil's EHCP and a copy to be retained with the medication

Confidentiality

- All medical/health care needs will be treated with confidentiality.
- Paperwork pertaining to medical/ health care needs will be kept securely and confidentially.
- Staff supporting pupil's medical/health care needs will behave in a manner which protects the pupil's dignity at all times.

Produced by Sharon Wilkins and Debbie Ramage
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