



ST. GREGORY'S R.C. JMI

GOVERNORS STATUTORY POLICY



MEDICINES IN SCHOOL POLICY

NOVEMBER 2016

Definition

Pupil medical need may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

Rationale

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these pupils may need. (See Medical Needs Policy.)

There is **no legal or contractual duty on teachers to administer medicines or supervise pupils taking medicines, nevertheless we would wish to support our pupils where we can. Pupils with special medical needs have the same right of admission to school as other children and are not refused admission or excluded from school on medical grounds.** However teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school policy is understood and accepted by staff and is communicated to parents and staff through the school prospectus, staff handbook. etc. Self-administration of medication is encouraged when possible and appropriate.

Aims

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of medical needs;
- arrange training for volunteer staff to administer medicine;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education if possible.
- monitor and keep appropriate records.

Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

Expectations

It is expected that:

parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will be asked to be involved as appropriate;

where parents have asked the school to administer the medication for their child they must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. Parents are informed that ONLY prescribed medication will be administered in school. Any medications not presented properly will not be accepted by school staff.

employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.

Children and adults that need access to medication frequently or quickly (eg. For treatment of asthma) will have their medication stored in their classroom or on their person if they are old enough to self administer. A spare inhaler will be kept in the HT's cupboard. Staff will support children in accessing this.

Pupils and adults with identified medical need will have their own care plan which will be shared with professional partners as appropriate. Children with food and other allergies will be made known to staff through photographs displayed in appropriate areas (eg. Staff room, Kitchen) to alert ALL staff, including those new to the school, of a child's specific need.

When the medical condition of a child gives cause for concern to staff and/or when medication does not give expected response parents and carers will be notified and if necessary medical advice will be sought. Emergency services will be called if deemed necessary by headteacher, deputy headteacher or first-aid staff.

Procedures

Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have training and guidance and should check the following: -

1. The pupil's name
 2. Written instructions provided by parents or doctor
 3. Prescribed dose and frequency
 4. Expiry date
- He or she should be aware of possible side effects of the medication and what to do if they occur
 - School staff should generally not give any non-prescribed medication to pupils i.e. aspirins, paracetamol. **A child under 12 should never be given aspirin, unless prescribed by a doctor.** If a pupil suffers from acute pain i.e. Migraine, the parents should authorise and supply appropriate painkillers, with written instructions about when the child should take the medication. A member of staff should supervise the pupil taking the medication and notify the parents, in writing, on the day painkillers are taken
 - No pupil will be given medication without his/her parents written consent
 - It is good practice to allow pupils who can be trusted to manage their own medication from a relatively early age (parents should state this on health care plan). If doing so, staff will supervise them at all times
 - If a pupil refuses to take medication, staff should not force them to do so. The school should inform the parent as a matter of urgency, and if necessary call the emergency services
 - Some medicine needs to be refrigerated and will be stored in the designated fridge in the school kitchen.
 - Medicines will be stored in the school office or the HT's room.
 - Parents should deliver and collect medicines held at school and are responsible for the disposal of date expired medication. If a child brings any medication into school this will be taken from the child and locked in a cupboard in the administration office. Parents will be contacted immediately and advised that they must collect the medication.
 - Inhalers are kept in classrooms and are offered freely to children as they identify need. Children who are able to self-administer store and use inhalers as outlined in their care plan. Spare inhalers are kept in the HT room.

- The school has “spare” salbutamol inhalers which will be used, subject to parental consent, in the unlikely emergency event that a child’s own prescribed inhaler is unavailable or out of date. These inhalers will be stored in the school office.
- Children with severe allergies are identified in the classroom, school office, kitchen and staff room with photographic notices. Epipens are stored in the first-aid cabinet in the administration office and they are taken out with the children for off-site activities.

Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Signed on behalf of the Governing Body:-

Signed: _____ (Head Teacher) Date: _____

Signed: _____ (Chair of Governors) Date: _____

To be reviewed November 2017.