

St Mary Magdalen's Catholic Primary School



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Centred on Christ to create
Inquisitive individuals
Who feel empowered to
Engage in the world in which they live*



Medical Needs and Medication in School POLICY

Date of Implementation: Autumn 2023
Date of Review: Autumn 2025

Signed Medication Lead: Mrs. C. Frost

RATIONALE:

The family of St. Mary Magdalen's is centred on Christ to create inquisitive individuals who feel empowered to engage in the world in which they live. Some of our pupils are likely to have medical needs which mean that additional measures are required to ensure that they are enabled to have full access to the curriculum, that the impact of their medical difficulties upon their life in school is minimised as far as possible, and that all staff who work with the pupil understand the nature of their difficulties and how best to help them.

While there is no legal or contractual duty on teachers to administer medicines or supervise pupils taking their 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 cannot be excluded from school on medical grounds alone.

Teachers and support staff are in *loco parentis* and may need to take swift action in an emergency, both in school and off site, for example during school trips.

The prime responsibility for a pupil's health lies with the parent or carer who is responsible for the pupil's medication and should supply the school with any relevant information.

AIMS

Our school aims to:

- assist parents in providing medical care for their children.
- educate staff and pupils in respect of special medical needs.
- adopt and implement any national or L.E.A. policies in relation to medication in schools.
- arrange training for staff who volunteer to support individual pupils with special medical needs.
- liaise as necessary with medical services in support of the pupil.
- ensure that pupils with special educational need are enabled to access the full life of the school where possible.
- maintain appropriate records, e.g. staff training, pupils' medication, key contacts.
- maintain appropriate confidentiality regarding medical knowledge of the child.
- support as appropriate the developing responsibility of the child with regard to his/her medical (needs) condition.

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 achieve full attendance and receive necessary proper care and support.

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

- choosing whether or not to become involved.
- receiving appropriate training.
- work to clear guidelines.
- have concerns about legal liability.

- bring any concerns they have about supporting pupils with medical needs to the management.
- entitlement of appropriate confidentiality from the school regarding the medical knowledge of the child.

EXPECTATIONS

We do not expect parents to ask staff to administer medication unless it is absolutely essential and prescribed by a G.P. When needed, staff can administer liquid paracetamol after checking with parents by phone call.

Parents must complete the necessary consent form before leaving any medication in school. Where parents have asked school to administer the medication for their child we expect them to ask the pharmacist, if possible, 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. Any medications not presented properly will not be accepted by school staff.

The school will liaise with the School Health Service for advice and information about a pupil's special medical needs, and will seek support from this authority, where necessary, and in the interests of the pupil.

We do not expect children to bring medication to school or keep medication in their school bags; the exception to this being inhalers, and such information to be shared with the designated person and class teachers.

PRACTICE

When a parent requests that we administer medication in school we will:

- ask the school's identified person to consider whether or not they are prepared to administer the medication.
- if they are in agreement we will undertake a risk assessment to consider the viability of administering the medication in school. School can only administer medicine if it prescribed by a doctor and requires administration "four times a day". School does not need to be involved with "three times a day" medication, unless children are accessing extended hours in school with wrap around care.
- if required, work with the parent and School Health personnel to set up a care plan for the pupil if it is viable for the school to administer specialised medication.
- ensure that the medication is kept in a secure place during the school day, that it is only accessed by the identified person, and the school's Medication Record is completed each time the medication is administered.
- ensure that any left-over medication is handed back to the parent/carer by the identified person at the end of the school day, or at the end of each week, or at the end of term (whichever is appropriate).
- hand in to a pharmacist or destroy medication, using approved methods, if medication not collected by parent/carer; this will be recorded accordingly in the medication register.
- accept medication handed in only by the carer or nominated person of the carer.
- maintain dignity and confidentiality of the child.
- accept medication only if the parents monitor the supply of medication and keep this up-to-date. Where applicable, record 'treatment completed' on the pupil's care plan when the pupil

comes to the end of his/her course of treatment, and retain the record for future reference if needed.

- keep the Medication Record in the school's secure archives so that any future queries can be resolved.

The school will also maintain a register of all pupils who have special medical needs. This will indicate whether or not there is a care plan in place for the pupil and is a register that can be accessed by all members of staff if they wish to seek clarification about a pupil's needs.

WHAT MUST SCHOOLS CONSIDER?

Schools cannot be compelled to administer medication to pupils; it is a purely voluntary activity. However, Local Education Authorities take the view that the interests of the pupil are paramount and that on occasion it is not unreasonable to expect schools to support a pupil's medical treatment.

Where schools agree to do this they should:

1. have a clearly written policy outlining the role of teachers, support staff and governors in dealing with medication in schools,
2. have an identified person within school who will administer medication and who has agreed to maintain the records required,
3. have a second key person who will take over in the event of the identified person being off the school premises at any time,
4. ensure that their policies and practices take account of issues like school trips, when the pupil might not be on the premises to receive medication,
5. should advise any member of staff who is considering becoming an identified person for the administration of medication in school to discuss the issue with their professional organisation,
6. be aware that some medical conditions, particularly those that are chronic or highly complex, might need support from a qualified person, or staff working with the pupil are likely to need ongoing advice from such a person,
7. members of staff must be indemnified against possible insurance claims,
8. disruption to the school day and normal school routines must be kept to a minimum,
9. a risk assessment should be undertaken in each case before agreeing to administer medication in school, i.e.,
 - (a) is the administration of the medication crucial to the pupil's welfare?
 - (b) how much technical/medical knowledge/expertise is going to be needed?
 - (c) is intimate contact going to be needed?

FIRST AID

1. All appointed persons should have an up to date First Aid certification. The appointed First Aiders are:

First Aid at Work

Mrs Frost
Mrs Graham
Mrs Thomas
Miss Jones

Emergency First Aid

Mrs Frost
Mrs Graham
Mrs Thomas
Miss Jones
Miss Hall
Mrs Spence
Miss Oliver
Miss Gray
Miss Cooper
Miss Punshon
Mr Herring
Mrs Thompson
Mrs Clark
Miss Guy

Paediatric First Aid

Mrs Woods
Miss Monkhouse
Miss Hall
Mrs Spence
Mrs Thomas

2. Every class is provided with a First Aid box. It is the responsibility of the appointed First Aiders to check that these boxes are regularly inspected to ensure the appropriate materials are in the box.
3. All minor injuries are dealt with within the First Aid area. Letters notifying the parents of any injury and treatment will be written out and sent home, these letters are recorded in school. If an injury occurs at lunchtime, the First Aiders will alert the class teacher to the injury.
4. If the injury warrants further attention parents will be contacted immediately. In the event of an emergency one of the appointed persons will be called to assist the injured person and if necessary the emergency service will be called and parents notified.

ASTHMA and EMERGENCY INHALER

The school adheres to County Durham guidelines relating to asthma and the use of emergency inhalers. Our asthma policy covers key areas outlined in the Department of Health - 'Guidance on the use of emergency salbutamol inhalers in schools' – September 2014.

Inhalers will be kept in classroom cupboards or child's tray and not locked away.

ADRENALINE PENS

Staff are aware of children at risk and can easily access pens if required. We have an emergency pen located in school.

HAND HYGIENE

Emollients (moisturisers), when used for dry, irritated skin on hands due to enhanced hand hygiene measures do not need to be prescribed by a doctor/General Practice. Emollients are readily available, to purchase, in supermarkets and community pharmacies.

Parents/guardians should purchase a small tube of suitable emollient, 50g-150g in size. Pots and tubs are not suitable for school due to the risk of contamination.

Parents/guardians should advise the child of the quantity of emollient to apply. The emollient should be applied as often as possible after handwashing. Children should apply their own emollient, where possible. Children in Year 1 and Reception may need supervision in applying but still should be expected to apply themselves. If a child is unable to apply the emollient themselves, due to additional needs, this should be noted in their healthcare plan.

A consent form will need to be completed and emollient brought to the school office.

Parental agreement for school to administer medicine

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

--

Medical condition or illness

--

Medicine

Name/type of medicine
(as described on the container)

--

Expiry date

--

Dosage and method

--

Timing

--

Special precautions/other instructions

--

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

--

Self-administration – y/n

--

Procedures to take in an emergency

--

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



St Mary Magdalen's RC Primary School

Consent Form for Use of Non-Prescribed Hand Cream/Hand Sanitisers/
Hand Soap in School



This form must be completed by the parent before the request can be considered

Name of Provision

.....

Child's/Young Person's Details

Name.....
..... DoB.....

Address.....
.....

Parent/guardian name and
contact.....
.....

Details of Hand Cream/Hand Sanitisers/Hand Soap

Name and tubesize/quantity
.....
.....

Extra Support

My child will need extra support from staff in applying the cream, sanitiser or soap – please tick
Yes <input type="checkbox"/> No <input type="checkbox"/>

Parental Request and Statement of Agreement

I (printed name of parent/guardian)
.....

- Consent for my child to bring in a hand cream, hand sanitiser or hand soap to school to use when at school
- Agree to consent for my child to apply the hand cream, hand sanitiser or hand soap, as frequently as possible
- Agree to send a suitable product, in a tube of 50g-150g in size, in line with parent/guardian information leaflet
- Agree to label the product with my child's name
- Agree to teach my child how to use the product appropriately and sensibly

Signature of parent/guardian.....

Date.....

By signing this form, you agree to all of the above statements regarding hand cream, hand sanitiser or hand soap use in school for your child

(Name of Provision).....agrees to allow

(Name of child/young person)

.....to use the above product in school

Name of Headteacher (please print)

.....

Signature of Headteacher

.....

Date.....