



Holy Trinity CE (VA) Primary School

Policy name: **Managing Medication Policy**

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Governor committee: **Resources**

Approved by: **Resources Committee**

Date Approved: **06.10.2022**

Review date: **01.10.2024**

INTRODUCTION

Holy Trinity School is a fully inclusive school and welcomes and supports pupils with medical conditions. We are fully committed to providing all pupils with medical conditions the same opportunities as others at the school in line with the statutory guidance " *Supporting pupils at school with medical conditions*", December 2015 and ' *Children and Families Act 2014*'.

Every pupil with a medical condition who attends Holy Trinity will be supported to fully access education, educational trips and physical education enabling them to play a full and active role in school life and remain safe and healthy.

We will ensure this by educating all staff about the medical conditions that affect our pupils and ensuring staff receive the appropriate training.

This policy is to be applied in conjunction with our *First Aid Policy*.

ROLES & RESPONSIBILITIES

Governing Body

The Governing Body must ensure this policy is relevant, is reviewed at least every 2 years and is adhered to by all staff.

Headteacher

The Headteacher must ensure that all staff have a good understanding of this policy, adhere to it and have appropriate training with regards to managing medication.

Staff

All staff have a duty of care to act like any reasonably prudent adult which extends to administering medication and/or taking emergency action.

A teacher who has a pupil with medical needs in his/her class should understand the nature of the child's condition and when and where that pupil requires additional attention.

First Aid Team

The school first aid team keep an up to date register of all pupils with medical needs and a register of those who require medication on Integris. This is shared with all staff prior to the new academic year.

ADMINISTERING MEDICATION

Prescribed Medication

If a child has a short term prescription which requires 4 daily doses then our office staff will administer it where possible, or Foundation staff in the case of Foundation Stage pupils, however schools have no obligation to administer such medication. A record will be kept detailing date, time and dosage of medication administered.

In such circumstances, parents must notify school and complete a Medication Permission form, appendix B.

The medication will be kept securely in the office or in the Foundation Stage staffroom. All medicines must be in the original container as dispensed by a pharmacist and be clearly labelled with the child's name and prescribed dosage.

Non Prescription Medication

School will only administer non prescription medications when a child has a recognised condition and written proof has been received from a doctor or in exceptional circumstances as agreed with the headteacher.

A Non Prescription Medication Permission form, appendix C must be completed by the parents and in the event of a child needing their medication during the school day, a phone call to parent must be made to check the child hasn't already had a dose before school. A record will be kept detailing date, time and dosage of medication administered.

Inhalers

Parents must complete a Medication Permission form, appendix B, if they wish their child to bring an inhaler to school. Where possible parents should provide a copy of the asthma IHP from their GP. All medicines must be in the original container as dispensed by a pharmacist and be clearly labelled with the child's name and prescribed dosage

Inhalers should be kept in the class red bags and only used when necessary. They should be taken home at the end of every term and replaced by the parent when they have expired. Children must inform a member of staff before using their inhaler, although we do encourage independence and will not supervise them taking it unless informed otherwise by parents. In Foundation Stage a written record will be kept of when children use their inhalers and this will be reported on a daily basis on the same day.

The school office holds a supply of emergency inhalers and spacers should a pupil's inhaler be unavailable. In this circumstance parents will be informed so that a

replacement inhaler can be acquired. A member of our first aid team, Judith Crowther, will check these are in date and good condition at the start of each term.

Epipens

Parents must complete a Medication Permission letter if they wish their child to bring an epipen to school. Epipens should be kept in the class red bags and only used when necessary. They should be taken home at the end of every term and replaced by the parent when they have expired. A spare epipen should be provided by parents to be kept in the school office.

We have an emergency epipen in school, which must only be used by children that have an IHP detailing that they have been medically approved to use an epipen. This is located in the dining hall. A member of our first aid team, Judith Crowther, will check that these are in date and good condition at the start of each term.

Refusal to take Medication

No person can be forced to take medicine should they refuse.

If a pupil refuses to take their medication their parents will be contacted immediately.

Disposal of Medication

Class teachers will send home all medication in their red bag at the end of each term. A member of our first aid team, Judith Crowther, will send home any medication held in the office and Foundation Unit at the end of each term.

Parents are responsible for ensuring that date-expired medicines are returned to a pharmacist for safe disposal and that in-date medication is provided to school at the start of the new term.

GENERAL PROCEDURE AND PRACTICE

Red Bags

Every class has a red medical bag which should contain long term medications for pupils in that class such as inhalers and epipens. The bag should hang next to the main door to the classroom. If a class is doing PE/Games or is on an educational visit, the bag should accompany them. Red bags should be taken out in the event of an evacuation where possible.

Educational Visits

Arrangements for taking any necessary medicines will need to be taken into consideration. Staff supervising visits must be aware of any medical needs and relevant procedures. A copy of Healthcare Plans should also be taken where necessary.

Individual Healthcare Plans

Some pupils with more serious medical needs or whose conditions fluctuate may need an Individual Healthcare Plan (see Appendix A). The purpose of these plans is to provide the school with detailed information regarding the pupil's medical needs and how to respond in an emergency situation. Individual Healthcare Plans will be devised alongside the pupil, parents, health professionals and school SENCO and they will be reviewed at least annually at the start of the new academic year.

These plans must be taken on all school trips.

Pupils who have an EHCP do not need a separate Individual Healthcare Plan.

Training

Annual training takes place for all staff on the use of epipens and related symptoms as well as asthma awareness training.

Other condition-specific training will be given to staff as the need arises.

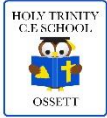
See our *First Aid Policy* for details about our general first aid training.

Reviewed by D Smales 28.09.2022

This policy will be reviewed at least every two years.

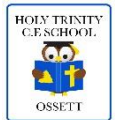
Approved: 6th October 2022

Review Date: September 2024



Appendix A

INDIVIDUAL HEALTHCARE PLAN



1. Pupil's Information

Name:

DOB:

NHS Number:

Photo of pupil

2. Details of Medical Condition

Condition:

Signs & Symptoms:

3. Routine Healthcare Requirements

(eg. dietary, therapy, nursing needs)

4. What To Do In An Emergency

5. Medication Taken During School Hours

6. Emergency Medication

7. Specialist Education Arrangements/Other Information

(eg activities to be avoided, special educational needs)

Parental and Pupil Agreement

- I agree to the medication being administered by a member of staff (section 5)
- I agree to emergency medication being administered by a member of staff (section 6)
- I agree that the medical information in this plan may be shared with individuals involved in my child's care (including emergency services)
- I understand that I must notify the school of any changes
- I agree to supply my child's medication to school and will ensure it is in date

Signed:

Print name:

Relationship to Pupil:

Date:

Healthcare Professional Agreement

- I agree that the information is accurate and up to date

Signed:

Print name:

Job title:

Date:

School Agreement

- I agree that the pupil named on the plan will receive any regular medication listed in section 5
- I agree that the pupil named on the plan will receive any emergency medication listed in section 6

Signed:

Print name:

Job title:

Date:

