



Where Children Come First'

Administering Medicines in School and Nursery

CHILDREN WITH MEDICAL NEEDS

Children with medical needs have the same rights of admission to school as other children. Most children will at some time have short term medical needs, e.g. completing a course of antibiotics. Others may have longer term medical needs e.g. children with epilepsy or cystic fibrosis.

Children may need medicines in particular circumstances e.g. children with inhalers for asthma or children with severe allergies e.g. nut allergies who may need an adrenaline injection.

Most children with medical needs are able to attend school regularly and can take part in normal activities.

All children with medical needs will be identified on the medical register. Children with specific or more serious medical needs will be identified and information will be kept in class registers and clearly displayed in the main office and a written Medical Protocol agreed.

SUPPORT FOR CHILDREN WITH MEDICAL NEEDS

Parents have the prime responsibility for their child's health and should provide school and nursery with information about their child's medical condition. Medical forms are sent home in order to update school records. The school nurse, doctor or health visitor may be able to provide additional information for staff.

All staff managing the administration of medicines and those who administer medicines will receive regular training and support from health professionals.

SCHOOL POLICY

All school children's inhalers and Asthma Management Plans are kept in the child's classroom in an easily accessible and clearly marked box labelled 'Inhalers'.

All nursery children's inhalers and Asthma Management Plans are kept in the Milk Kitchen in an at height cupboard, in an easily accessible and clearly marked box labelled 'Inhalers'.

Children who are taking prescription medicines such as antibiotics should have these administered by a parent/ guardian unless permission has been agreed by the Headteacher. Parents should administer doses of medicine in frequencies which enable them to be taken outside schools hours where ever possible.

Children with long term medical needs may have these medicines administered by a member of staff as identified on their written Medical Protocol.

Qualified First Aiders on site may administer medicines in their absence, if they have clear guidance and have had training in the administration. These members of staff are:

- Louise Leadbeater
- Janet Harwood
- Misha Hunt
- Teresa Smith
- Derryn Davies
- Aleisha Baker
- Maddie Hill
- Sophie Buck

In their absence advice should be sought from the Headteacher or the SENCO.
All medicines in school, apart from epi-pens and inhalers, should be kept in the main office.
All medicines in Nursery, including epi pens and inhalers should be kept in the Milk Kitchen in an at height cupboard.

When children with long term medical needs such as diabetes attend a school trip one of the named First Aiders must attend, or the child's parent. No child will be excluded from a school visit due to medical problems.

All parents have a duty to inform school of their child's medical needs. Written permission must be given prior to any medicines being given to a child. [see appendix]

Children with medical complications or severe medical conditions must have a clear Medical Protocol including risk assessments written between the parent and the SENCO prior to any medicines being administered in school. Until such time parents will be expected to administer medicines themselves.

In the unlikely event that all appointed members of staff are absent the parent will be informed and requested to administer medicines to their own child.

Medicines should only be taken in school when essential and so children may not take non-prescription medicines in school.

Non-prescription Medication in the Nursery

If a child is unwell and requires calpol or other non-prescription medication they should not come to nursery. These medications can hide other symptoms and potentially spread any viruses they may have.

If a baby is teething and in pain, the Nursery will administer pain relief brought in by parents and checked by Nursery staff. Parents must complete the required paperwork to give permission for staff to give the medication.

All staff administering medicines will receive regular training.

All medicines administered should be recorded; a written record must be kept.

GUIDANCE

School should never accept medicines that have been taken out of the container as originally dispensed nor make changes to the dosage on parental instructions. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions.

Staff administering medicines should do so in accordance with the prescriber's instructions and ensure that the medicine has been prescribed for the child in question.

All controlled drugs must be kept locked in the main office in the medical storage or in the fridge in the staffroom or Milk Kitchen, and only named First Aiders can have access. A record must be kept for audit purpose.

All unused medicines should be returned to the parent when no longer required or out of date.

Using any medication for another child is an offence.

Children under 16 must never be given aspirin containing medicine unless prescribed by a doctor.

A written record must be kept each time medicines are administered in school. Staff should complete and sign a record sheet each time they give medicine to a child. Parents should sign the record to acknowledge entry.

Children should know where their own medicines are stored and which member of staff has access to this and can support them. All emergency medication such as inhalers and epi-pens should be available to children at all times and must not be locked away.

Staff should not dispose of medicines, this is the parent's responsibility. All medicines should be collected by parents at the end of each term.

EMERGENCY AID

As part of the risk assessment for each case staff and peers of the pupil should be aware of the arrangements in the protocol for dealing with emergencies.

Staff should never take children to hospital in their own car; it is safer to call an ambulance.

CONFIDENTIALITY

All medical information must be treated with confidentiality. Generally all staff will need to be aware of the medical situation but this must be with the agreement of the parent.

Parental Agreement to Administer Medicine

The school will not give your child medicine unless you complete and sign this form.

Name of child

Date of birth

Class

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?

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

Ms Hayne

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

Signature(s) _____

Date _____

The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education's statutory guidance on supporting pupils at school with medical conditions.

Do	Do not
<p>✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so</p> <p>✓ Check the maximum dosage and when the previous dosage was taken before administering medicine</p> <p>✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it</p> <p>✓ Inform parents if their child has received medicine or been unwell at school</p> <p>✓ Store medicine safely</p> <p>✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately</p>	<p>✗ Give prescription medicines or undertake healthcare procedures without appropriate training</p> <p>✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions</p> <p>✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances</p> <p>✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor</p> <p>✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers</p> <p>✗ Force a child to take his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents</p>