

Parkstone Grammar School



ADMINISTRATION OF MEDICINES POLICY

DATE APPROVED	December 2017
APPROVED BY	Curriculum & Student Matters Committee
NEXT REVIEW	2020-21
TYPE OF POLICY	Statutory

ADMINISTRATION OF MEDICINES POLICY

WHAT AREAS ARE COVERED IN THIS POLICY

This policy outlines the procedures for administration of medicines for students whilst in school or involved in school activities

LINKED POLICIES

Child Protection and Safeguarding Policy

Offsite Activities

SEN

SAFEGUARDING

The school is committed to safeguarding students in the administration of medicines so that all students and staff are kept safe through our procedures.

EQUAL OPPORTUNITIES

The school is committed to equal opportunities for all and to ensure that the need for medical treatment is no barrier to school attendance and the opportunity to fulfil a student's potential.

WHAT KEY ACTIONS IS THE SCHOOL TAKING TO ENFORCE THIS POLICY?

The policy will be reviewed regularly by the school and the governing body to ensure that it is adapted in the light of any new legislation and to ensure it is up to date with best practice as advised by DfE or medical practitioners.

The policy will be publicised on the school website

AIM

Parkstone Grammar School is committed to reducing the barriers to sharing in school life and learning for all its students. This policy aims to ensure that any students who have medical needs which require administering of medicines receive proper care and support in school.

INTRODUCTION

The school follows the DfE's "Supporting pupils at school with medical conditions" (December 2015) which provides guidance in supporting students with medical needs.

There is no legal duty that requires school staff to administer medicines. However schools need to make reasonable adjustments for disabled students, including students with medical needs. Furthermore, in an emergency, all teachers and other staff in charge of students have a common law duty to act for the health and safety of a child in their care – this may mean giving medicine or medical care. The school ensures that there are sufficient members of support staff who are appropriately trained to manage medicines as part of their duties, as described in 'Staff Training' below.

The school will aim to support students' welfare by working in partnership with parents/carers to ensure that medicines are administered in accordance with the students' needs and the parents'/carers' wishes and each is clear about their role and if necessary a 'Health Plan' drawn up. However, it must be emphasised that primary responsibility for a child's health rests with the parents/carers.

EXCHANGE OF INFORMATION

Parents, as a child's main carer, have a responsibility to provide the school with sufficient information about their child's medical condition, treatment and/or special care needed at the school. This should be done prior to entry to school. If medical treatment becomes necessary after admission, parents must inform the school immediately. If a student is on an individual Health Care Plan they must also notify the school of any changes to medication. The school will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but may be available to school inside an insulin pen or a pump, rather than its original container.

All medicine handed into school must be accompanied by a completed Parental Consent for Medication Held in School form (Appendix 1).

Parents must inform the school of any medicines which students are allergic to and a contact person in case of emergencies.

INFORMATION SHARING WITHIN SCHOOL

Photographs of students with specific conditions i.e. allergy, asthma, specific medical conditions are displayed in the staffroom. A list showing all students with medical needs is circulated to Key Stage Managers and Heads of Year and Heads of Department at the beginning of each Year, along with photographs of those students with serious allergies and illnesses. Brief notes are also added to our SIMs system.

MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY

It is recognised that students themselves have a role to play in managing prescribed medicines. In all cases, it is appropriate for them to be involved in taking responsibility for their own health care and dispensing their own medicines as and when appropriate. The only exception may be where it is explicitly specified in an individual Health Care Plan that assistance is required in dispensing medicine.

Inhalers

Students with asthma must carry their own inhaler. This ensures it is readily available for use prior to exercise or at the onset of an attack. The school also holds an emergency Salbutamol inhaler and spacers. These can be used in an emergency situation but only if written consent has been given by a parent (Appendix 2).

Epipens

There is an increasing number of students who have severe allergies. Epipens should be carried by students and spares retained in the school office. These must be provided by parents/carers and regularly updated. They must be in a clearly labelled container, including a photograph of the student.

Diabetics

It is good practice to keep an 'emergency kit' for diabetic students in addition to what they carry themselves. This should be provided by parents/carers to the main office in a container, clearly labelled with the name of the student and she should know where it is stored.

MANAGING NON-PRESCRIPTION MEDICINES

Staff will never administer non-prescription drugs, including paracetamol.

ASSISTING STUDENTS WITH LONG-TERM OR COMPLEX MEDICAL NEEDS

Where there are long-term medical needs for a student, including administration of medicine a Health Care Plan should be completed, using Form 2 (Appendix 3), involving both parents/carers and relevant health professionals.

A Health Care Plan clarifies for staff, parents/carers and the student the support that can be provided. It is important for staff to be guided by the school nurse or the student's GP or paediatrician.

The school will agree with parents/carers how frequently they should jointly review the health care plan. It is sensible to do this at least once a year, but much will depend on the nature of the young person's particular needs.

The school will judge each student's needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition. Plans will also take into account a student's age and need to take personal responsibility.

Developing a health care plan should not be onerous, although each plan will contain different levels of detail according to the needs of the individual student.

RECORDING OF MEDICINES

A note of any student and their symptoms admitted to the Medical room will be logged in the Daily Medical Log Book. This also applies to any First Aid administered around the school. Any medicines dispensed as part of a students' Health Care Plan must also be logged in the Daily Medical Log Book. Independently

SAFETY AND STORAGE

Medicines will be kept in the main office. A fridge is provided for the storage of any medication that requires refrigeration i.e. antibiotics which must be clearly labelled.

All medication is kept in either a labelled bag or box for each student that requires it.

Any out of date/discontinued medicines will be returned to parents/carers. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes will be arranged.

STAFF TRAINING

The school ensures that staff who administer medicine as part of a Care Plan or under emergency circumstances are fully briefed in general procedures in medicines and that they receive appropriate training to administer specific medicine e.g. Epipens. Training in the administration of specific medicines is arranged via the Primary Care Trust School Nurse. Records are maintained of all training completed by staff, on the central staff training (CPD) spreadsheet.

The school also ensures that there are a sufficient number of staff qualified as First Aid trained. They receive a First Aid at Work qualification via St Johns Ambulance. In a medical emergency, First Aid is given and an ambulance is called if necessary and parents/carers are notified. If the student has a health plan this is given to the ambulance crew.

EDUCATIONAL VISITS

The school will always encourage students with medical needs to participate in safely managed visits and will make reasonable adjustments to ensure students with medical conditions are not excluded, as far as possible. Planning arrangements and the risk assessment will include the necessary health and safety steps to ensure those students with medical needs participate along with other students.

On occasions, additional safety measures may be required. It may be that an additional supervisor, parent or another volunteer might be needed to accompany a student with medical needs.

Parents/carers have a responsibility to inform staff supervising the visit of any medical needs, emergency procedures or medication required for their daughter. An up to date copy of the student's Health Care Plan must be taken on visits, where this is appropriate, to ensure all available information is to hand in an emergency.

WORK EXPERIENCE

Parents/carers must include details of any medical needs on any Work Experience forms where they are asked to do so. The Work Experience Co-ordinator will liaise with the external provider/employer and parents/carers as appropriate to ensure there are safe arrangements to meet the needs of any student during the placement. An up to date Health care Plan would need to be shared with an external provider/employer where appropriate.



Parkstone Grammar School for Girls

PARENTAL CONSENT FOR MEDICATION HELD IN SCHOOL

Student's Details:

Surname:	Forename:	Tutor Group:

My daughter has been diagnosed with the following medical condition:

.....

.....

.....

I agree to members of staff administering the following medication to my daughter as directed below:

Name of Medicine	Dose	Frequency

Signature Date



PARKSTONE GRAMMAR SCHOOL

CONSENT FOR
USE OF EMERGENCY SALBUTAMOL INHALER*

Student's Name : Tutor Group:

Child showing symptoms of asthma / having asthma attack (*delete as appropriate*)

- 1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler (*delete as appropriate*).
- 2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
- 3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed : Date:
Parent/Carer

Name (please print)

*Only to be used if the student's **prescribed inhaler** is not available (eg, because it is broken or empty).

IMPORTANT NOTE: IF ANY OF THE ABOVE INFORMATION CHANGES, PLEASE ADVISE THE SCHOOL IN WRITING IMMEDIATELY