

WESTBOURNE PRIMARY SCHOOL

MEDICINES POLICY

INTRODUCTION

The Disability and Discrimination Act 1995, the Special Educational Needs and Disability Act 2001, the Medicines Act 1968, the Health and Safety at work Act 1974 and the Education Act 1996 are all very relevant to Westbourne's medicine policy. We follow the guidance provided by the DFES – *"Managing Medicines in Schools and Early Years Settings."* (March 2005)

The acts require schools to ensure that discrimination does not take place despite medical needs.

The following documentation has been devised in full consultation with teaching and support staff and the Trust Board. This policy will be reviewed and updated when necessary.

AIMS

It is our aim at Westbourne to support any child who has medical needs in our care. Children with medical needs have the same rights of admission to school as other children.

GENERAL PRINCIPLES

- Advice the school has received is that parents should seek to obtain medication to be administered outside school hours. Medication should normally be given to children at home. Children should not normally return to school whilst on medication. If it is essential that the medication be administered during school hours, we will ask the parent to come in at lunchtime to administer the medication.
- The exception to the above is for children with specific long-term medical needs, which have been assessed by an appropriate authority. In this case we will work within a pre-agreed health plan.
- Pupils must not be in the possession of any medication during the school day, with the exception of asthmatic inhalers. Staff will support younger children.
- All medication (including asthmatic inhalers) must be in date and clearly labelled with the child's name, dosage, frequency, mode of administration, name of medication and must remain in the *original packaging with manufactures inserts*.
- The school will ensure that the emergency inhalers are kept within date and clearly labelled as emergency use only. The school will ensure that the emergency inhalers are kept clean, and in the original packaging with the manufacturer's insert.
- The emergency inhalers will only be used in emergency situations and for children who have been prescribed inhalers and whose inhalers are not available.

- The school will seek advice from the school health service to provide support for staff as required.
- Parents must complete a request form for the self-administration of inhalers at school.

STORAGE

- If it has been agreed that the school will store medication, it will need to be clearly labelled with the child's name, dosage, frequency, mode of administration, name of medication, any side effects and must remain in the original packaging with manufactures instructions
- With the exception of EpiPens (kept out of the reach of children on top of the medicine cabinet) and inhalers (carried by child), all medication should be stored in a securely locked medicine cabinet situated in the Medical Room. Only named staff to have access to this.
- We do not have the facilities to store large quantities of medicine. Parents should be prepared to bring in smaller quantities as required.
- Any medication that is no longer required or is out of date should be returned to the parent for safe disposal.
- Pupils should have access to their inhalers at all times. These are stored in re topped boxes in classrooms, for ease of carrying outside for PE sessions. In the case of younger children, support will be given to encourage their use.
- The emergency inhalers (4) will normally be kept locked in the medicine cupboard in the school office and will only be used by first aiders nominated by the school.
- 2 emergency inhalers will be taken by staff on school trips for use off site if required.

ROLES OF PARENTS

- Parents have prime responsibility for their child's health.
- It is the responsibility of the parents or legal guardians to inform and update the school concerning a child's medical needs and to maintain an in-date supply of medication where necessary.
- Parents must complete the relevant form when requesting that a child uses an inhaler at school.
- Parents will be asked to sign a consent form indicating their permission to use the inhaler in exceptional emergency situations where their own prescribed inhaler is not available.
- In exceptional medical circumstances parents will be required to complete a request for an agreed person(s) to administer medication.
- It is the responsibility of parents and carers to ensure that inhalers and epipens kept at school are within their use by date and are labelled with the pupil's name.

ROLES OF STAFF

- Staff will be kept informed of the relevant medical conditions of pupils at the beginning of the school year and updated accordingly.
- Where individual inhalers for pupils are stored in classrooms, if a student requires support in using the inhaler, a qualified First Aider will be called to assist the pupil.
- In exceptional circumstances the school may vary its policy on a case-by-case basis. Any such decisions will be made in consultation with the school health service.
- Children will have easy access to inhalers at all times.
- Staff adhere to *The Educational Visits Policy* during off-site activities.

EMERGENCY TREATMENT

- In the case of a refusal to take medication, which results in emergency treatment being required or an adverse reaction to a particular medicine, emergency procedures will be followed as set out in the individual health care plan.
- EpiPens are kept in the Medical Room and Nursery.
- All staff should act in loco parentis regarding the use of EpiPens. All relevant staff have undertaken training in administration by completing the e-learning Allergy Wise training course
- The school will keep on site a spare epi-pens for use should a pupil's own named epi-pen fail. This would also be available for use as additional dosage only on the instruction from a 999 call handler or other medical authority. The parents will be informed if the emergency epi-pen is used.
- Epi-pens and spares are also taken with pupils offsite for trips.
- Children will have easy access to their own inhalers at all times.
- In the event that the child's own prescribed individual inhaler is unavailable the school has access to emergency salbutamol inhalers. These shall be used along the lines of the child's own prescribed inhalers. The parents will be informed if these emergency inhalers are used in medical conditions.
- Refer to the Educational Visits Policy for off-site procedure.

Next review Summer 2027

APPENDIX 1

AN EXAMPLE OF LONG TERM SPECIFIC HEALTH CARE PROCEDURE

- Where a child is suffering from a significant medical condition that could affect his/her ability to access a full curriculum, the school will follow agreed **PROCEDURE:**
 - Parents and/or doctors must provide details of the condition that requires medication or attention. They must inform the school of any changes in medical requirements.
 - If medication is required during the day, the parents must complete a request form for the *administration of medication* – either *self-administration or school administration*.
 - In the event of the child's own prescribed inhaler being unavailable, due to being out of date or empty, the school's own emergency inhalers will be used. These will be used along the lines of the child's own prescription. Parents will be informed of the emergency first aid.
 - The head teacher will consider the request and, depending upon the type of medication, will agree to the request.
 - In the case of the *school agreeing to administer medication*, a named person(s) will agree to administer the medication, follow administration instructions as prescribed on packaging, record details and will receive training where relevant.
 - Back up procedures should be in place in the absence of named staff to administer medication.
 - If the illness is long term, the parents, the SENCo, and the school nurse will draw up a health care plan. This will then be implemented and stored in the staff room and the school office. It will be readily available in an emergency to pass on to paramedics. The health care plan will be reviewed annually. This will not happen for asthmatic inhalers, which will be carried by the child itself.
 - The medicine must be handed to the school office by the parents once permission to administer medication has been granted. The child must not bring it into the school. All medicines must be returned to parents at the end of the school year or if it is no longer required.