



## Highfields Independent School and Day Nursery

### Medicine Policy

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|------------------------|---------------------|--------------|----------|
| Last Reviewed:         | June 2017           | Approved on: | 7.06.17  |
| Committee Responsible: | Pupil and Personnel | Next Review: | 30.06.19 |
| Approved by:           | Full Govs           |              |          |

The aim of this policy is to provide a clear policy and set procedures which will be understood and accepted by staff, parents and pupils, and which provide a sound basis for ensuring pupils with medical needs receive proper care and support at the school to enable pupils to achieve regular attendance.

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, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

Where a child has a long term medical need a written Individual Health Care / Education Plan will ideally be drawn up, following review, with the parents and health professionals.

### **Legal Situation**

School staff have no legal nor contractual duty to administer medicines to pupils, or to supervise them taking medication. **(Access to Education for Children and Young People, DfES 0732/2001)**

**It is possible for staff to volunteer to supervise the older children in the taking of prescribed medicines. However, with regard to the EYFS, a member of staff may volunteer to administer prescribed medication whilst in the presence of another adult only with the written permission of the parents or carer for that particular medicine with directions.**

### **Responsibilities**

The Governing Body recognises that many pupils will at some time need to take medication at School. While parents retain responsibility for their child's medication, the School has a duty of care to the pupils while at School, and the Governing Body wishes to do all that is reasonably practicable to safeguard and promote children's welfare.

### **Parents/guardians**

Parents are responsible for making sure their child is well enough to attend school  
The Governing Body takes responsibility for the policy relating to the administration of medicines during school time in accordance with the Government's and teaching union policies and guidelines.

Normally any prescribed medication should be administered at home. The school accepts, however, it may be necessary for some medication to be administered during school hours.

Parents must inform the School, including such provision as After School Club, Holiday Club and Before School Club, about any particular needs before a child is admitted or when a child first develops a medical need. The School may, at their discretion request notification in writing.

Parents are responsible for ensuring that these details are up to date.

Parents are responsible for ensuring that any medicines that need to be administered during the school day are prescribed by a qualified medical practitioner and have the details of the medication and the administration of it clearly set out on the bottle/packet.

Where appropriate parents should be involved in drawing up a healthcare plan for their child.

### **The School**

No members of staff are obliged to give, or oversee the giving of, medication to pupils.

The school will only oversee the administration of medicines prescribed by a qualified medical practitioner.

The school and Nursery is responsible for requesting information concerning details of all pupil's medical conditions and treatment/care.

The school and Nursery will ensure an up-to-date list of all children with medical needs is kept in the Office and is distributed to all staff.

The school and Nursery will make its own arrangements for administering medication in line with the government guidance in Managing Medicine in School and Early years Settings.

The school and Nursery will keep a written record each time a prescribed medicine is administered to a child and inform the parents and or carers on the same day or as soon as reasonably practicable. The EYFS will require a parent signature.

### **The Headmaster**

The headmaster is responsible for:

- Ensuring that appropriate procedures are in place
- Ensuring the formation of individual healthcare plans where necessary
- In consultation with the school doctor, for drawing up and implementing emergency medical procedures and first aid arrangements
- Ensuring that staff who agree to accept responsibility for administering prescribed medication to a pupil, have proper training and guidance organized by an appropriate medical practitioner.
- Ensuring that all parents are aware of the school's policy and procedures for dealing with medical needs
- Ensuring that a system is in place for keeping staff up-to-date with information and names of pupils who need access to medication
- Ensuring that arrangements are in place for requesting and receiving information from parents.

### **All Staff**

All staff are expected to maintain professional standards of care, but have no contractual or legal duty to administer medication. They are responsible for:

- Knowing the arrangements and following correct procedures.
- Knowing how to call for help in an emergency
- Reporting any problems to the person appointed to oversee the administration of medication.

## **Staff Indemnity**

The Governing Body fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following Governing Body guidelines as outlined below.

## **SUPPORT FOR CHILDREN WITH MEDICAL NEEDS**

Parents have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition. Parents should obtain details from their child's General Practitioner (GP) or paediatrician, if needed.

### **Short-Term Medical Needs**

Many children will need to take medicines during the day at some time during their time in School. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken to School where it would be detrimental to a child's health if it were not administered during the day. School will only accept medicines that have been prescribed and are in their original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

### **Long-Term Medical Needs**

The Governing Body and the Headmaster will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in most cases the family doctor. The Governing Body also reserves the right to discuss the matter with the Governing Body's medical adviser.

It is important to have sufficient information about the medical condition of any child with a long-term medical need. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of School. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state.

Some medicines may also affect learning leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family.

The Headmaster and staff need to know about any particular needs before a child is admitted as a pupil, or when a current pupil first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is helpful to develop a written health care plan for such children, involving the parents and relevant health professionals.

This can include:

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- any side effects of the medicines

- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

## **GUIDANCE FOR STAFF AND PARENTS**

**To be read in conjunction with the Appendix to this policy.**

### **Pupils' Confidential Records**

On admission of the pupil to the school, all parents will be required to provide information giving full details of:

- medical conditions;
- allergies;
- regular medication;
- emergency contact numbers;
- name of family doctor/consultants;
- special requirements (e.g. dietary).

At the beginning of each academic year all parents will be reminded and required to up-date the medical form.

### **ADMINISTRATION OF MEDICATION**

#### **Short-term prescribed medicines**

During a normal School day, staff will not be required to take responsibility for the administration of short-term prescribed medicines, such as antibiotics. Parents must consider if their child's illness is of such a nature that prohibits their child being in School.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside School hours. Parents should be encouraged to ask the prescriber about this.

If a short-term prescribed medicine **must** be taken during the School day, the School may require the parent to come into School to administer the required medicine. If a child is not old enough to administer their own medicine **and** a parent is not available to come into School at the appropriate time, the School may require the parent to keep their child at home until the medication is no longer needed.

Medicines should only be taken to School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the School day.

### **Long-term prescribed medicines**

This includes conditions such as asthma and the need for an Epi-pen in School.

Some pupils will have medical conditions that require support so that they can attend School regularly and take part in School activities.

### **Self-Management**

Children are encouraged to take responsibility for their own medicine from an early age. A good example of this is children keeping their own asthma reliever.

### **Non-prescribed medicines**

Staff should **never** give a non-prescribed medicine to a child.

The School will not allow in any circumstances the self-administration or otherwise of non-prescription medicines in school. This includes cough sweets and lozenges, and painkillers.

### **EDUCATIONIAL VISITS**

It is good practice for schools to encourage children with medical needs to participate in safely managed visits. The Headmaster and Visit Leader will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning

arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If a member of staff is concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should seek guidance from the Headmaster parental views and medical advice from the Governing Body's medical adviser.

### **Residential visits**

Parents will be expected to notify any requests for the administration of medicines at the earliest opportunity and to discuss with the Headmaster and the Form Teacher / teacher leading the residential visit how medicines may be administered, before the Headmaster makes a decision. (See the Government guidance 'Supporting Pupils with Medical Needs').

The Headmaster (or person authorized by the Headmaster) will decide whether the pupil is capable of self-administration of the medication in consultation with the child's parent(s).

The medication must be in a container as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration printed clearly on the label.

The School will not deal with any requests to renew the supply of the medication. This is entirely a matter for the parents.

If the pupil is required and able to administer his/her own medicine (e.g. inhaler for asthma) the Residential Visit Leader will check that the pupil fully understands what has to be done, and will supervise the administration.

Normally medication will be kept under the control of the Residential Visit Leader unless other arrangements are made with the parent.

### **Intimate or Invasive Treatment**

The School will not normally allow these to take place in school, but in exceptional circumstances, following advice from the Governing Body's medical adviser, the Headmaster is authorized to agree to it on condition appropriate training is provided. Two adults, where possible, must be present when the treatment takes place, at least one of whom should be of the same gender as the pupil.

### **Access to Medicines**

Children need to have immediate access to their medicines when required. The School will make special access arrangements for emergency medicines that it keeps, such as asthma inhalers and EpiPens. However, it is also important to make sure that medicines are only accessible to those for whom they are prescribed.

The School does not accept responsibility for emergency medicines that are out of date or the renewal of such items.

### **Training**

The Governing Body is committed to providing appropriate training for staff that volunteer to participate in the supervision of the administration of medicines, for example, epi-pen, asthma relievers and anti-histamine.

### **Monitoring and Review**

The Headmaster will be responsible for monitoring the implementation of the policy, and reporting annually to a prescribed committee of the Governing Body. (Currently the Pupils and Personnel Committee)

### **References**

DFES document 1448-2005DCL-EN "Managing Medicines in Schools and Early Years Settings." 2007

National Service Framework for Children and Young People and Maternity Services: Medicines for Children and Young People (Department of Health/DfES, 2004)

Headmaster's signature: