



# CAM WOODFIELD JUNIOR SCHOOL

HEADTEACHER Mrs Louise Bennett

## Medical Policy 2020-22

Policy to be reviewed May 2022

*Ratified 21/9/20*

## MEDICAL POLICY

# 2020-21

*Ratified 21/9/20*

## Table of Contents

1	PURPOSE AND SCOPE	3
2	GENERAL PRINCIPLES	3
3	SUPPORTING CHILDREN WITH MEDICAL NEEDS	3
4	ADMINISTERING MEDICATION	3
5	SELF MANAGEMENT	4
6	LONG TERM MEDICAL NEEDS	4
7	REFUSING MEDICATION	4
8	STORAGE OF MEDICINES	5
9	SCHOOL TRIPS	5
10	EMERGENCY PROCEDURES	5
11	RECORD KEEPING	5
12	FIRST AID	5
13	FIRST AID KITS	5
14	EMERGENCY PROCEDURES	6
15	TRAINING	6
16	RISK ASSESSMENTS	6
17	PARENTAL RESPONSIBILITY	6
18	RIGHTS RESPECTING SCHOOL	6

## 1 Purpose and scope

This policy has been drawn up with guidance from and meets the requirements of:

- Department of Health – Managing medication in Schools Guidelines
- Health and safety at Work
- Equality Act
- Misuse of Drugs Act

The Policy covers guidance on First Aid and supporting pupils with medical needs together with details for administration and storage of medication.

## 2 General Principles

- The school will provide the facility to store, administer and record individually prescribed medication
- The school will assist children with long-term medical conditions by drawing up personal plans for the administration of medication
- The school will endeavour to notify all staff of pupil medical alerts and treatment regimes
- The school will train and monitor staff who are used in the process of assisting with the administration of medication
- The school will review and update this policy bi-annually
- The school will notify parents/guardians, if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious diseases and the recommended treatment of head lice will be available on request
- In the event that a child refuses to take prescribed medication (e.g. Ritalin) the school will advise the parent and destroy the drug as per the guidelines
- Medications handed in that are not in their original dispensing containers could be rejected and the parent informed. This may result in a child being unable to remain in school
- Parents are advised that the school does not allow pupils to carry/ administer their own medication apart from inhalers
- Staff dealing with medication and personal care of pupils with medical needs will be informed of their roles and possible implications and full training will be given
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply

## 3 Supporting Children with Medical Needs

The Head Teacher accepts responsibility, together with appointed First Aider, in principle, for giving or supervising children taking prescribed medication during the school day.

## 4 Administering Medication

### 4.1 Prescribed Medication

Where it has been requested that a child receives prescribed medication during school hours it is necessary for the parent to complete Form A giving their written agreement and clear instructions for its administration.

It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours.

Parents are encouraged to ask the prescribing doctor or dentist about this. Medication should only be brought to school when absolutely essential. Parents will be encouraged to visit the school to administer medication to their own child wherever possible.

No pupil under 16 will be given medication without his or her parent's written consent. Any member of staff giving medicine to a pupil should check:

- the pupil's name
- written instructions provided by parents or doctor
- prescribed dose
- expiry date

A record will be kept for all medication administered at school stating date, time and dosage.

## 4.2 Non-Prescription Medication

It is the school's policy that children should not take non-prescription medication, e.g. painkillers (analgesics), cough medicine, throat sweets and externally applied creams. In certain circumstances (i.e. travel sickness pills), permission may be granted by the Head Teacher. The procedures to be followed in such cases will be the same as for prescribed medicines.

If a pupil suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate pain killers for their child's use, with written instructions about when the child should take the medication. The Head Teacher/First Aider should supervise the pupil taking the medication and notify the parents.

## 5 Self Management

Where it is requested that pupils should carry and take their own prescribed medication e.g. inhalers, it is necessary for the parent to complete Form B giving their permission for this.

Pupils who can be trusted to do so are encouraged to manage their own medication. If pupils are able to take their medicine themselves, staff should supervise this. It is recommended that all medication is kept in a named drawer/first aid box in the classroom to which children are allowed access with the teacher's consent. In each classroom there is a class record giving details of occasions where medicines are self-administered. This will include pupil's name, medication, date and time administered.

## 6 Long Term Medical Needs

The school is concerned to support those children with long term medical needs. If a pupil's medical needs are inadequately supported, this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. In order to do this, the school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary. In these cases the school will draw up a written health care plan involving the parents and relevant health professionals where possible. (Form D) This will include:

- details of a pupil's condition
- special requirements, e.g. dietary needs, pre-activity precautions
- medication and any side effects
- what to do, and who to contact in an emergency
- the role the school can play

The minimum requirement in such a case is the completion of Form D although any further information available should be included. A copy of Form D will be located in the First Aid File in the secretary's office with a copy to the class teacher.

For guidance in dealing with asthma, epilepsy, diabetes and anaphylaxis, please see Appendix I.

## 7 Refusing Medication

If a pupil refuses to take medication, they will not be forced to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services.

## 8 Storage of Medicines

When medicines are brought in to school, they must be labelled with the name of the pupil, the name and dose of the drug and the frequency of administration. Medicines to be administered will be kept in the main reception office in a clearly marked box, although some medicines need to be refrigerated. These will be kept in the refrigerator in the staff room in a clearly labelled airtight container.

The school will not dispose of medicines. All medicines held at school will be returned home at the end of each term. Parents are responsible for the disposal of date expired medicines and for ensuring that their children have fresh medicines.

## 9 School Trips

Trip leaders must ensure that any pupil medication held at school should accompany the child when they are on out of school activities.

## 10 Emergency Procedures

All staff should know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent arrives.

Generally, staff will not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff, where possible, should be accompanied by another adult and have public liability vehicle insurance.

## 11 Record Keeping

There is a main First Aid File which is located in the Secretary's office. All forms other than those directly relating to classroom treatment are to be stored in this file. Copies of health care plans for children with long term medical needs are to be stored in this file. The front of the file will contain a summary of all children with long-term medical needs for mid-day supervisory assistant and other staff to refer to.

Index to Forms:

- A - Request for school to administer medication
- B - Request for pupil to carry own medication
- C - Class record of self-administration
- D - Healthcare Plan

## 12 FIRST AID

Record Keeping Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 some accidents must be reported to the HSE. Any accident considered to be of a reportable nature must be reported to the Head Teacher/First Aider. The accident will be reported to Gloucestershire CC Health & Safety unit via the online reporting system.

A brief note regarding any first aid treatment will be sent home with the pupil. The school will keep a photocopied record of this note which will include:

- date, and place of incident
- name and class of injured person
- details of the injury and what first aid was given
- what happened to the person immediately afterwards e.g. went back to class, sat in entrance hall etc
- name and signature of the first aider or person dealing with the incident

## 13 First Aid Kits

There are first aid kits located in each of the two corridors and in the main reception office. The contents of these are to be checked and restocked regularly. There are also two portable first aid kits to be used when pupils are taken out

of school (e.g. on trips). These are located in the main first aid storage cupboard. The contents of these are to follow current recommendations.

## **14 Emergency Procedures**

In an emergency, the school will contact the pupil's parent/guardian or named contact as soon as possible.

## **15 Training**

The Head Teacher is responsible for ensuring that adequate first aid training is arranged for any member acting as first aider or appointed person.

## **16 Risk Assessments**

Under the Health and Safety policy, risk assessments will be regularly undertaken with regards all aspects of medical treatment.

## **17 Parental Responsibility**

The parent/Guardian is ultimately responsible for the child's medical needs, however, whilst at school every effort will be made, within the guidelines, to ensure that the medical needs are met.

This policy should be read in conjunction with the Safeguarding Policy. Additional advice is available in this policy where circumstances suggest there may be a child protection issue.

## **18 Rights Respecting School**

Cam Woodfield Junior has been awarded the Rights, Respecting School Award which places the United Nations Convention on the Rights of the Child at the heart of its ethos and curriculum. All members of the school community learn what children's rights and responsibilities are according to the Convention and how to use this understanding as a guide to living.