



All Saints Carshalton, Church of England Primary School

Policy for Administering Medicines

Contents

- Introduction
- Legal Position
- Administering Medicine
- Storage of Medicine
- Labelling, transport and renewal of medicine
- Insurance
- Children with Specific Medical Needs
 - asthma
 - epilepsy
 - diabetes
 - anaphylaxis
 - ADHD
- Visits Off Site
- Emergency Procedures
- Hygiene
- Staff Training
- Appendices

Appendix 1	Individual Health Plan
Appendix 2	Parent Request to Administer Medicine
Appendix 3	Record of Medication Administered in School
Appendix 4	First Aid in School
Appendix 4	Epipen Training

Agreed by staff - April 2004 Agreed by Governors - July 2004
Reviewed - May 2006, November 2012, November 2015
Next Review - November 18

Introduction

As a school we have a duty of care to all of our children. Teachers and other school staff in charge of children have a common law duty to act as any reasonable parent would to make sure that children are healthy and safe on school premises. This might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency.

Legal Position

- The Governing Body has a responsibility to ensure that a school policy for Medicines is in place, that all staff know its contents, and that necessary training has taken place
- Parents are responsible for ensuring that their child's medication is brought into school and is kept in date
- The Headteacher is responsible for deciding whether the school can assist a pupil who needs medication
- Although there is no legal duty that requires school staff to administer medication unless this has been written into the terms and conditions of service, there is a common law duty of care placed on school staff
- The individual administering the medicine should check that the medication is in date before using

Administering Medicine

- Parents of children with medical needs must complete a form giving the school appropriate information about the condition and its treatment.
- An Individual Health Plan must be completed in respect of all children with an identified medical need, e.g. Asthma, Epilepsy, Diabetics, Anaphylaxis, ADHD (Appendix 1)
- Healthcare plans and details of medicines required by pupils are uploaded onto SIMS and are accessible by the Headteacher, office staff and teaching staff. It is the relevant staff members' responsibility to ensure they are apprised of these plans
- No staff member has the administration of medicines written into their contract Therefore a volunteer member of staff will be identified and appropriately trained in order that emergency situations can be dealt with quickly and efficiently
- Before medication can be administered, an Individual Health Plan must have been drawn up, or written permission to administer appropriate medicine must have been received from the parents together with appropriate instructions
- Administration of antibiotics to pupils will be considered by the Headteacher and office staff on a case by case basis. The school are prepared to administer antibiotics, following consultation with the parents and the completion of a healthcare plan - Appendix 1 and 2
- Medication eg for pain relief should never be administered without first checking maximum doses and when the previous dose was taken. Parental support should always be sort prior to administration

- Records, using the form in Appendix 3, must be kept to record whenever and to whom medicine is administered. This is for medication that is administered on a regular and on-going basis such as for an inhaler for asthma or Ritalin for ADHD
- Staff in the School Office and the Nursery have agreed to administer medicine according to these guidelines

Storage of Medicine

- It is the responsibility of the Headteacher to ensure medicines are stored safely
- All medicines must be kept in a clear plastic zipped pouch, which must be clearly labelled with the name of the child and contain the completed healthcare plan
- Appropriate medicines may be kept in the refrigerator
- Storage of controlled drugs such as Ritalin must be in a locked cupboard and labelled clearly with the name of the child and clear instructions for use
- Medicines must not be kept in the classrooms or in children's bags

Labelling, transport and renewal of medicine

- All medicines must carry the written message "keep out of reach of children"
- All medicines must be in its original bottle with the dispensing label from the GP or pharmacy - this must contain the child's full name and date of birth
- All medicine must be brought to school by the parents, and not by the child, and similarly collected by them
- It is the responsibility of parents to ensure that medicines do not pass their date of expiry

Insurance

Any member of staff who has administered medication in the course of their employment will be indemnified by the school's liability insurance for any claims made against them, provided that:

- they have received initial training relevant to the medication administered, as defined as appropriate by health professionals
- any necessary refresher training has been undertaken
- any protective equipment provided for that purpose has been used
- the guidance set out in the school, LA and DfE/Department of Health guidance documents has been acted upon at all times in accordance with the Individual Healthcare Plan devised for the child concerned with the approval of and signed by the child's parents or guardians

Children with Specific Medical Needs

Asthma

A description of this condition can be found in the Guidance issued by the local authority.

- All asthma inhalers including inhalers using a volumiser must be stored in the Medical Room, except in the case of nursery children whose inhalers are kept in the nursery
- All inhalers must be clearly labelled with the child's name

- Children who use inhalers can do so independently, although some young children may need help
- Each use of an inhaler by a child must be witnessed and recorded
- Inhalers must be taken when a class goes out on a school outing and when children go off-site for games or for swimming; they will be under the responsibility of the appropriate member of staff who accompanies the children
- It is the parents' responsibility to replace out of date or empty inhalers

Epilepsy

A description of this condition can be found in the Guidance issued by the local authority. If a child has severe epilepsy an Individual Health Plan must be drawn up.

Diabetes

A description of this condition can be found in the Guidance issued by the local authority. If a child suffers from diabetes an Individual Health Plan must be drawn up.

Anaphylaxis

A description of this condition can be found in Guidance issued by the local authority.

- If a child is at risk from anaphylaxis an Individual Health Plan must be drawn up
- Medication for this condition is kept in the medical room. Each child must have their own clearly labelled box, together with a named photograph of the child and clear instructions for administration
- The most common allergy affecting children with this condition is nuts. For this reason the school does not have nuts in school for parties or packed lunches, etc. Parents are asked not to send in Birthday sweets that contain nuts
- All medication and healthcare plans must be taken when the child goes off-site on a class outing or for games or for swimming

Attention Deficit Hyperactivity Disorder (ADHD)

A description of this condition can be found in the Guidance issued by the local authority.

- All children affected by ADHD must have an Individual Health Plan
- Various medications are used to treat this condition, Ritalin being the best known; it is a short acting drug and therefore a further dose usually needs to be taken at lunchtime
- Medication must be kept in the medical room in a high cupboard, clearly labelled with the child's name and instructions for administering
- It is the parent's responsibility to keep this medicine up to date
- When a child takes their medication a record must be kept, using the school form

Visits off Site, including Games and Residential Visits

- Children with most medical conditions are expected to participate in sport. The PE curriculum will be adjusted in case of any specific problems
- When children are off site for sports, school trips or residential visits a first aid kit must be taken and placed in the custody of the teacher in charge

- Appropriate medication, including medication for asthma or anaphylactic shock, for children with known conditions and Individual Health Plans must also be taken and placed in the custody of the teacher in charge
- All medication must be clearly labelled and accompanied by full written instructions from the parents of each child concerned
- If any child on any off-site activity may require the use of an epipen, at least one attendant member of staff must be trained in the administering of an epipen
- The teacher in charge must take a mobile phone in case of emergencies. The number of this phone must be left with the office at school. Emergency numbers for accompanying adults must be left with the office
- Parents of all children going on a residential visit must fill in a medical form as well as a permission slip

Emergency Procedures

- Procedures for contacting an ambulance are displayed in the office and medical room
- In the event of an emergency or in a case where the first aider has serious concerns, an ambulance should be called immediately by the appropriate member of staff
- A child taken to hospital by ambulance should be accompanied by a member of staff who should remain until the child's parent arrives
- If time allows it is preferable to contact the child's parent to take them to hospital
- If a member of staff takes a child to hospital in their own car another adult should accompany them. The member of staff should remain with the child until the child's parent arrives

Hygiene

- Normal precautions must be taken to avoid infection and basic hygiene procedures must always be followed
- Disposable gloves must be available for all staff dealing with first aid and must be used at times for dealing with blood and other bodily fluids. A labelled bin for first aid waste and soiled gloves, aprons etc. must be available

Staff Training

- Appropriate training must be arranged for staff whenever potentially needed and at the earliest opportunity
- A record of all training undertaken must be kept



ALL SAINTS CARSHALTON C OF E PRIMARY SCHOOL
HEALTHCARE PLAN FOR A PUPIL WITH MEDICAL NEEDS

Name: Date of Birth: Class:

Condition:.....
.....
.....

Date: Review Date:

CONTACT INFORMATION

Family Contact 1

Name:.....

Phone No (work):.....

(home):.....

Relationship:.....

Family Contact 2

Name:.....

Phone No (work):.....

(home):.....

Relationship:.....

Clinic/Hospital Contact

Name:.....

Phone No:.....

GP

Name:.....

Phone No:.....

Describe condition and give details of pupil's individual symptoms:

.....
.....
.....

Daily Care requirements (eg before sport, lunchtime):

.....
.....

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

.....
.....

Follow up care:

.....
.....

Who is responsible in an Emergency: (state if different on off-site activities)

.....

Form copied to:

.....



ALL SAINTS CARSHALTON C OF E PRIMARY SCHOOL
REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname:.....Forename(s):.....

M/F:..... Date of Birth..... Class.....

Condition or illness:.....

MEDICATION

Name/Type of Medication (as described on the container):.....

How long will your child take this medication:.....

Date Dispensed: Expiry Date:

Full Directions for Use:

Dosage and method:.....

Timing:.....

Special Precautions:.....

Side Effects:.....

Self Administration:.....

Procedure to take in an emergency:.....

CONTACT DETAILS

Name:..... Daytime Tel No:.....

Relationship to Pupil:.....

Address:.....

I understand that I must deliver the medicine personally to the School Office and accept that this is a service which the School is not obliged to undertake.

Date:..... Signature(s):.....

Relationship to Pupil:.....



ALL SAINTS CARSHALTON, CHURCH OF ENGLAND PRIMARY SCHOOL

First Aid in School - First Aid Boxes

Contents

- Administering First Aid
- More Serious Accidents
- Please Remember
- Hygiene

Agreed by staff: 12 July 2004

Reviewed: At the same time as the Administering Medicines Policy

- First Aid boxes are located in the medical room, the junior playground entrance and the infant playground (between Chaffinches and Woodpeckers classes).
- The Senior Midday Supervisor is responsible for equipping these boxes.

Administering First Aid

- At lunchtime Midday supervisors will deal with minor abrasions, cuts etc by washing with water or an antiseptic wipe. If plasters are used then the allergy list should be checked before applying
- Larger cuts are dealt with by staff in the office
- Bruises are dealt with by applying a cold compress. Ice packs are kept in the refrigerator in the medical room
- All known bumps to the head area will be treated (by cold compress) and reported to the class teacher to ensure continuous observation. A head bump letter is given to the child to give to their parent, and the child is given a sticker, to wear in school
- All children treated for accidents in the medical room must be entered in the First Aid Book, which is signed by the person making the entry
- If further treatment is needed i.e. by doctor or hospital, school staff must fill in an Accident Report form obtained from the Office, which is sent to the Borough

More Serious Accidents

- When an accident is clearly more serious than is described above and requires a parental decision as to further steps, or if it is clear that a child must go to hospital immediately, the office staff will telephone the parents. If the parents cannot be contacted, then the Headteacher or designated person in charge of the school at the time will be consulted

Please Remember

- Check the allergy list before applying a plaster to a child
- We can only wash the cut and cover it - do not apply any creams (there will not be any in the First Aid Kit)
- Do not use any eye lotion; we can only bathe with water
- Do not give any medication for headaches - there is not any in the First Aid Kit
- Only use what is in the First Aid Kit
- Procedures for contacting an ambulance are displayed in the office and medical room
- In the event of an emergency or in a case where the First Aider has serious concerns, an ambulance must be called immediately by the appropriate member of staff
- A child taken to hospital by ambulance must be accompanied by a member of staff who should remain until the child's parent arrives
- If time allows it is preferable to contact the child's parent to take them to hospital.
 - If a member of staff takes a child to hospital in their own car another adult should accompany them. The member of staff should remain with the child until the child's parent arrives

Hygiene

- The normal precautions must be taken to avoid infection and basic hygiene procedures must always be followed
- Disposable gloves are available for all staff dealing with first aid and must be used at all times when dealing with blood and other bodily fluids.

Epipen Training

Allergies

- Peanuts, bee and wasp stings, seafood, eggs, milk, animal hair
- The most common allergy in school is peanuts

Symptoms

- Itching skin with a mild rash
- Lips swell and possibly the tongue
- Mouth and airways swell
- Tightness in the chest
- Hoarse voice or swelling of the throat
- Severe asthma
- Eye Swelling

What to do

- Calm the child
- Sit child down and listen to what they are saying.
- If the child is difficult to calm sit them on your lap to reassure and calm
- One teacher treats the child, another teacher calls the ambulance
- Administer the Epipen and note the time of the injection
- Ring parents
- A second injection may be given after 5 minutes if the ambulance has not arrived and it is needed.

PAM = Pen - Ambulance - Mum

Where to give the injection

- Administer the Epipen into the outer thigh just above the trouser seam, through clothing if necessary.
- Press firmly until a loud click is heard
- Hold for a count of ten
- A child **MUST** go to hospital once an Epipen has been used
- If the member of staff accidentally injects themselves they must also go to hospital
- The used Epipen should accompany the patient to hospital

NB

Never inject a child with another child's Epipen. If an Epipen has not been prescribed for a specific child it should not be used, as it is not always clear whether a child has another condition that may react badly with the effect of an Epipen, eg a slight heart condition.

Storage of Epipens

- Epipens should be stored in a container, eg an empty ice cream carton
- The child's name, and preferably also the child's photograph and the expiry date of the Epipen, should be fixed to the outside of the box
- Each container should contain two Epipens, instructions for use, and a copy of child's health plan

- The child's home contact telephone numbers and GP's telephone number should be fixed to the inside lid of the container
- The container must accompany the child in all off-site visits, including games and swimming