

# St Michael's Primary School

## Administering Medicines



### Rooted in Faith, Growing Together

At St Michael's, we desire to be a community where we inspire and nurture everyone to grow as resilient, empathetic, and courageous individuals. Together, we empower all to thrive academically, personally, professionally, and spiritually, becoming compassionate agents of change who positively impact the world around them.

The seed on good soil stands for those with a noble and good heart, who hear the word, retain it, and by persevering produce a crop." – Luke 8:15



## Introduction

It is intended that this should be a clear policy understood and accepted by staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support at St. Michael's.

The school has the responsibility for devising the policy and it has been developed in consultation with staff and the Governing Body. All policies are reviewed and updated on a regular basis.

It is acknowledged that this policy deals specifically with medicines in school and not with the administration of Personal Care Plans. This is because the school is anxious that it is a working document that meets the current needs of the children in school and does not anticipate generic situations that have not been discussed with staff. If the need for more in depth detail arises, relative to the needs of a particular child then the policy will be reviewed.

## Relationship with Parents

We aim to build good relationships with parents in the area of their children's health. A child that is acutely unwell or infectious should be kept at home. We will telephone home if, in our professional opinion, and through our "Duty of Care", we feel a child is unwell. We ask that all contact details are kept up to date in the office.

We would expect parents to inform us if a child is unwell on the first day of absence. If this does not occur, the school office will make contact to ascertain the child's whereabouts.

The school agrees to administer prescription drugs but only if the appropriate paperwork is completed from the office as set out in the policy below.

## Procedures for managing prescription medicines which need to be taken during the school day

- Medicines should only be taken at school when essential; that is where it would be detrimental to a child's health if the medicine was not administered during the school day. For example, when completing a "4 a day" dose of antibiotics or other course of treatment.
- We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- We ask that parents sign a permission form available from the office.
- Named staff who are available to carry this out are the Head and our office staff.
- Parents are also very welcome to come into the school to administer medicines at lunch/break times.
- Medicines will be stored in the fridge in the staffroom if applicable.
- It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

## **Procedures for managing prescription medicines on trips and outings**

- Arrangements for taking any necessary medicines will also need to be taken into consideration for any school visit.
- Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedure. A copy of any Health Care Plans should be taken on visits in the event of information being needed in an emergency.
- Permission slips, medical forms and contact details will always be carried.
- Children will be responsible for their own asthma inhalers, whilst a named adult will carry the forms and any prescribed medicines needed for the day.

## **Roles and responsibility of staff managing administration**

- Only named staff (at the present time Mrs Perry, Mrs Nugent or Mrs Thubert) may be asked to administer prescribed medicines.
- They will annotate the 'permission form' upon administering medicine.
- Additional training needs that arise will need to be brought to the attention of the Senior Management Team.

## **Parental responsibilities in respect of their child's medical needs**

- There is a need for prior written agreement between parents and school before any medicines shall be administered to a child.

## **Non-prescription medicines**

- Children must not carry cough sweets, aspirin or other medicines in schools

## **Policy on children carrying and taking their medicines themselves**

- Children have free access to their asthma inhalers that are stored in their classrooms.
- Prescription medicines must always be stored in the school office. Where it is appropriate to do so, pupils can administer their own medication under staff supervision.

## **Staff training in dealing with medical needs.**

- Training issues will be brought to the SMT as and when they arise.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service where necessary.

## **Record Keeping**

- A permission form must be completed by parents and annotated by the staff administering medicine.

## **Safe storage of medicines**

- Large amounts of medicine should not be stored and only those pertaining to the individual child kept.
- Medicines will be stored according to product instructions in the school office.
- Paperwork will be kept in the office by the school secretary.

### **Long term medical needs**

- For each pupil with long term or complex medication needs, the SENCO will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professional.
- A child may be on daily medication for a medical condition that requires a dose during the school day. As with other medicines a form should be completed giving clear instructions to school.

### **Access to the school's emergency procedures**

- All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures
- Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

### **Emergency Procedures**

- As part of general risk management processes the school has an arrangement in place for dealing with emergency situations. Children know what to do in the event of an emergency, such as telling a member of staff. All staff know how to call the emergency services.
- All staff also know who is responsible for carrying out emergency procedures in the event of need.
- A member of staff will always accompany a child to hospital by ambulance and will stay until the parent arrives. Health professionals are responsible for any decisions on medical treatments, when parents are not available.
- Staff will never take children to hospital in their own car: an ambulance will be called.

### **Asthma**

Asthma is common and appears to be increasingly prevalent in children and young people. The most common symptoms of asthma are coughing, wheezing or whistling noise in the chest, tight feelings in the chest or getting short of breath. Younger children may verbalise this by saying their tummy hurts or that it feels like someone is sitting on their chest. Not everyone will get all these symptoms and some children may only get symptoms from time to time. Children with significant asthma should have individual health care plans.

### **Medicine and Control**

There are two main types of medicines used to treat asthma, relievers and preventers. Usually a child will only need a reliever during the school day. Relievers (blue inhalers) are medicines taken immediately to relieve asthma symptoms and re taken during an asthma attack. They are sometimes taken before exercise. Preventers (brown, red, orange inhalers, sometimes tablets) are usually out of school hours.

Children with asthma have immediate access to their reliever inhalers when they need them. Inhaler devices usually deliver asthma medicines. A spacer device is used with most inhalers and the child may need some help to do this. It is good practice to support children with asthma to take charge of and use their inhaler from an early age and many do. The children's asthma pumps are kept in the school office. Inhalers are always available during physical education sports activities and educational visits. For a child with severe asthma the health care professional may prescribe a spare inhaler to be kept in the school or setting.

The signs of an asthma attack include

- Coughing
- Being short of breath
- Wheezy breathing
- Feeling of tight chest
- Being unusually quiet

When a child has an attack they should be treated according to their individual health care plan or asthma card as previously agreed. An ambulance should be called if:

- The symptoms do not improve sufficiently in 5-10 minutes
- The child is too breathless to speak
- The child is becoming exhausted
- The child looks blue.

It is important to agree with parents of children with asthma how to recognise when their child's asthma gets worse and what action will be taken. A child should have regular asthma reviews with their GP or other relevant health care professional. Parents should arrange a review and make sure that a copy of their child's management plan is available to school. Children should always have an up to date reliever inhaler with them when they are in school.

Children with asthma are expected to participate in all aspects of the school day including physical activities. They need to take their reliever inhaler with them on all off site activities. Physical activity benefits children with asthma in the same way as other children. Swimming is particularly beneficial, although endurance work should be avoided. Some children may need to take their reliever asthma medicine before any physical exertion. Warm up activities are essential before any sudden activity especially in cold weather. Particular care may be necessary in cold or wet weather

### **Unusual Medications**

In the case of unusual prescribed medicines such as the use of an EpiPen, this will be at the discretion of the Headteacher and Governors. In all cases proper training will be provided by the Child Health service and parents will need to complete a medication form accepting responsibility.

### **Suntan Cream**

Children are allowed suntan cream in school but it is for their sole use. They must self-administer this as staff are unable to help with the application.