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Review Date of Policy	Sep 22

MEDICINE POLICY

Policy Statement

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from the DfE notes "Managing Medicines in School and Early Years settings" from March 2005.

Regular school attendance is vital for every child and Westbourne School does all that it can to maintain high attendance figures. Nevertheless from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete. There are, however, a few exceptions:

- If a child requires regular medication or for a short term, such as antibiotics, the parents are requested to complete a form giving the member of staff permission to administer prescription medication. The member of staff is not responsible for reminding the pupil to take their medication. If a child requires non-prescription medication then a different form is completed to allow the member of staff to administer this.
- Where a child suffers from asthma (or any other associated ailment) and may need to use an inhaler.

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. This is purely a voluntary code. Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the child

- Where there are potentially serious consequences if medication or treatment is missed;
- Or where a degree of technical or medical knowledge is needed.

Under no circumstances must any medication, even non-prescription drugs such as paracetamol, be administered without parental approval.

Parental Responsibility

Parents / carers have the prime responsibility for their child's health and should provide Westbourne with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.

Where a child has a long term medical need then a health plan (Form 1) must be provided by the parents / carers and health professionals. This must be updated annually.

Prescribed Drugs

We will only administer prescribed drugs where parents have brought in the medicine and signed a consent form (Form 2).

- Medicines should only be taken to school where it would be detrimental to a child's health if the medicine were not administered during the school day. Westbourne can 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.
- Medicines will be stored in a secure cabinet during the day or a secure fridge where necessary.
- A record will be made of when the medicine was dispensed.
- Parents/carers should make arrangements to collect the medicine from the school office at the end of the day unless alternative arrangements are made with the school staff. Medicines will not be handed to a child to bring home unless agreed.

Non Prescribed Drugs

We will only administer non-prescribed drugs (e.g. calpol) where parents have brought in the medicine and signed a consent form (Form 3). The school is unable to administer any medicines that contain Aspirin.

The school will have a supply of Paracetamol which will be kept secure and if necessary made available to pupils subject to parents having signed a consent form. All paracetamol issued will be recorded showing the date and time dispensed.

Refusal of Medicine

If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

Self Management

Older children with a long term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicine varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

Parents/carers will be required to complete a 'Request for Child to carry own medicine' form (Form 4) which will detail where the medicines are to be stored during the school day.

Record Keeping

The date, name and class of the child, the type and dose of the medicine and the time of administration of the medicine, will be recorded in the Record Book together with the initials of the administrator.

A Record Book will be kept in the Junior School and Senior School offices by each secretary.

Long Term or Complex Medical Needs

Consultation with the parent/carer will need to take place prior to the administration of long term or complex medical needs. Specialist nurses will be consulted where necessary.

Written description of the medical condition and needs will be obtained by the school from the parent/carer at the start of the school year. Details will be recorded in the PASS pupil record, the form teacher will be made fully aware and a summary displayed in all staff rooms.

A central register will be placed in each staff room to ensure that all teaching staff, lunchtime supervisors and support staff have access to the information.

When supply staff are asked to cover a classroom, it will be the responsibility of the member of staff organising the cover to show the teacher where the list is held.

Emergency Procedures

An ambulance will be called in all emergency situations. A child should not be taken to hospital in a staff car except in very exceptional circumstances. In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Residential Holidays

Where children are staying away from home on a residential holiday organised by the school, parents will be asked to sign a form giving permission for mild medication such as paracetamol, antiseptic cream or lip salve, to be administered by staff if deemed necessary.

Training

Any staff required to administer prescribed medicines will receive training to do so.

All staff will receive refresher training on the common conditions of asthma, epilepsy, diabetes and anaphylaxis.

Asthma Procedures

A Healthcare Plan (Form 1) must be provided by Parents / Carers for all pupils who suffer from asthma. Most asthma sufferers carry some form of inhaler. For those pupils in Junior School, inhalers should be kept with the class teacher up to year 4 and from year 5 pupils carry their inhalers with them at all times. For those pupils in Senior School, pupils should carry their inhalers with them at all times. Information relating to pupils with asthma should be passed on to all staff who have dealings with the pupil.

Curriculum areas and specific activities which could trigger asthma attacks include PE/Games; Art and Technology; Science.

In the event of an attack, a teacher should:

- Help the pupil to take their relieving medication, such as Atrovent, Bricanyl or Ventolin. This will be in aerosol, puffer or dry-powder inhaler form. Medication which is to prevent asthma attacks, such as Intal, Becotide or Pulmicort, also taken in the same way, is of no use during an attack.
- Stay calm and offer reassurance. Listen to what the pupil is saying and to what he/she wants. Do not try to comfort the child by putting a hand around the shoulder as this can restrict breathing.
- Encourage slow and deep breathing. Encourage the child to loosen tight clothes and help the child to sit upright.
- If the relieving medicine has had no effect, if the child is distressed or exhausted, or if you have any doubts about the child's condition, call an ambulance.

Epipen Procedures

EYFS

- Epipens are kept in an unlocked cupboard – out of the reach of children but in an easily accessible and identified location for all adults to access if required.

Y1-Y6

- Epipens are kept in a red bag in a labelled cabinet drawer in the JS office. The drawer is not locked, allowing access at any time for any member of staff.
- Children are responsible for collecting them before going off site (games/ fixture/trips etc) and should return them to the office after use.
- Games/Forest School staff/Form Tutors collect pupil specific medication when they go off site/ to the Dell and are returned daily. The specific pupil's medication is signed in and out of the Junior School office by a member of staff.

Y7 - 11

- Epipens are either
 - kept in the First Aid bag in the Senior School office allowing access at any time for any member of staff. Children are responsible for collecting them before going off site

(games/fixture/trips etc) and should return them to the office after use; OR
- kept by the child in their own bag, as many senior school pupils travel to and from school without parents, this ensures they have their own epipen outside of school as well.

- Children with epipen requirements have 1 or two epipens in school.
- For all years, staff taking children off site are responsible for checking that each child has the appropriate medication with them.

Appendices

Form 1	Healthcare Plan for a Pupil with Medical Needs
Form 2	Parental agreement for school to administer prescription medicine
Form 3	Parental agreement for school to administer non-prescription medicine
Form 4	Request for pupil to carry his/her own medicine

Form 1 Healthcare Plan for a Pupil with Medical Needs

Name

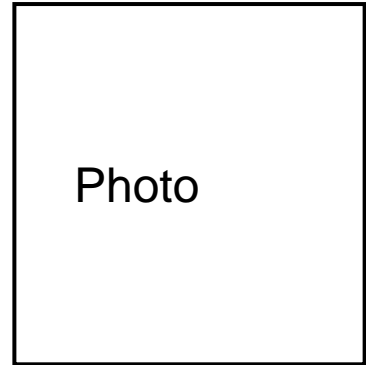
Date of Birth.....

Condition.....

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Class/Form.....



Date.....

Review Date.....

Contact Information

Family Contact 1

Family Contact 2

Name.....

Name.....

Phone No
Work.....

Phone No
Work.....

Home.....

Home.....

Relationship.....

Relationship.....

Clinic/Hospital Contact

GP

Name.....

Name.....

Phone No.....

Phone No.....

Describe condition and give pupil's individual symptoms:

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Form 1 continued

Daily care requirements (e.g. before sport/at 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:

Form 2 Parental Agreement for school to administer prescription medicine

The school will not give your child medication unless you complete and sign this form and a named member of staff has agreed to oversee the taking of the medicine.

Pupil's Name:	
Form:	
Condition/illness:	

Medication	
Name/type of medication:	
To be taken each day it is brought to school from (date):	
Until:	
Dosage:	
Timing:	
Any special precautions/side effects:	

I understand that I must provide the school with up-to-date stock of the above medication and accept that this is a service which the school is not obliged to undertake.

Date:	
Signature: (Parent/guardian)	

Member of staff willing to supervise the taking of this medication:	
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Form 3 Parental agreement for school to administer non-prescription medicine

The school will not give your child non-prescription medication unless you complete and sign this form and a named member of staff has agreed to oversee the taking of the medicine.

Pupil's Name:	
Form:	
Condition/illness:	

Medication	
Name/type of medication:	
Dosage:	
Timing:	
Any special precautions:	

I understand that I must provide the school with up-to-date stock of the above medication and accept that this is a service which the school is not obliged to undertake.

Date:	
Signature: (Parent/guardian)	

Member of staff willing to supervise the taking of this medication:	
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Form 4 Request for pupil to carry his/her medication

In the interest of many issues of health and safety for all pupils in the school, pupils may not carry medication of any sort unless a parent or guardian has completed this request form.

Pupil's Name:	
Form:	
Condition/illness:	
Name/type of medication (as described on its container)	
Signs and symptoms of an emergency	
Procedure to be taken in an emergency	

Contact Information	
Name	
Daytime telephone number	
I would like my son/daughter to keep his/her medication on him/her for use as necessary	
Signed:	Date:
Relationship to child:	
Signature of Head of Junior School or Headteacher:	