

DRIFFIELD NORTHFIELD INFANT SCHOOL

Management of Medicines and Medical Conditions in School

Guidelines and Procedures for the management of medicines and medical conditions

The school supports pupils who have medical conditions to ensure that they are able, as far as possible, to attend school regularly and with the minimum of disruption to their education. The school will endeavor to support this as much as possible but, in all instances, encourages parents/carers to administer medicines outside the school day.

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures. The school has a number of fully trained first aiders employed in school (see appendix 1)

Introduction

- 1. It is the responsibility of the parent/carer to inform the school if a pupil has a medical condition.**
2. The school supports the pupils who require medication, in order to ensure they are able to attend school regularly and with the minimum of disruption to their education.
3. The school will ensure that medication is kept safe in school.
4. A record of all pupils with medical conditions is maintained in the school and updated annually or as required.
5. The school will make safe provisions for the supervision and administration of medication in school time. However, this may not always be possible and the Headteacher will discuss individual cases with parents/carers if administration of medication is not able to be administered in school by school staff.
6. Medication will be administered at lunchtime, unless a specific medical need requires administration at other times where a Health Care Plan will be drawn up.

Strategies

Parents must contact the school prior to pupils bringing the medication into school to allow for the appropriate arrangements to be made.

- Only medication prescribed by a doctor, or authorised health care worker, will be administered in school
- The school will not administer any invasive medication including eye drops, creams, ointments or sprays.
- Medicines should be provided in the original container as dispensed by a pharmacist and should include the prescribed instructions.
- Medicines should be clearly labelled with the pupil's name.
- A Parental Consent Form (see appendix 1) should be completed and returned to the school.
- Parents/carers must sign the consent form (appendix 1) when medication is handed into the school office and collected at the end of the day.

- In order to avoid the storage of excess amounts of medicines, the quantity stored will be agreed between the school and the parent.
- The administration of the medicine will be recorded by the designated member of staff at lunch time.
- The medicine will be administered by a designated member of staff. The designated members of staff are:-
 - Mrs. S. Woolhouse and Mrs. C. Theakston. Other First Aid trained staff who are willing may also administer medicine in line with this policy.
- The administration of medicine must be witnessed by another member of the school staff who will sign the Parents consent form (Appendix 1)
- The designated member of staff giving medicines to a child should check:-
 1. The child's name
 2. Prescribed dose
 3. Expiry date
 4. written instructions provided by the prescriber on the label or container
- If in doubt staff should not administer the medicine but check with parent/carer or health professional before taking further action.
- In the event of a pupil refusing to take prescribed medication as requested by parents, school staff will not force them to do so. The refusal will be documented and the parent informed.
- Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator the headteacher will decide how it is to be stored.
- Prescribed medicines should be collected by the parent when no longer required or when the expiry date has been reached in order for them to arrange for safe disposal.
- When pupils needing medication are on visits away from school, the school will do its best to see that, as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany them on such visits and outings.

Long Term Medical Needs

- Pupils with long term medical needs will be supported in school.
- Where necessary, an individual health care plan will be written, involving parents/carers and health professionals. The care plan is then disseminated to all relevant staff in the appropriate manner.
- Training will be provided for staff as required and the school will ensure that staff are confident to administer medication

Emergency Medication

Asthma

- **It is the parent's responsibility to inform the school if the pupil has asthma.**
- A record of all pupils suffering from asthma is kept in school and is updated annually or as required.
- Inhalers for pupils suffering from asthma will be securely kept in their classroom.
- The inhaler should be clearly labelled with the pupil's name and date of birth.
- An Asthma Emergency Information sheet (see appendix 8) should be completed and returned to the school.
- For those pupils with significant asthma, a healthcare plan should be provided by a health care professional; this should be stored with the inhaler.
- A record of when an inhaler has been given will be kept.

- **It is the responsibility of the parent to check inhaler expiry dates and replace as necessary.**

Epilepsy

- **It is the parent's responsibility to inform the school if the pupil has epilepsy.**
- A record of pupils suffering from epilepsy is kept in school and is updated as required.
- All pupils with epilepsy should have a healthcare plan provided by a health care professional; this should be stored with any medication.
- Any emergency medication required, e.g. rectal diazepam, must be clearly labeled and include full instructions for its use from the prescribing doctor. It should be readily available to those staff who have received the appropriate training in its use.
- A Parental Consent Form (see appendix 2) should be completed and returned to the school.
- The administration of any medicines will be recorded by the designated member of staff.
- All staff should be made aware of any pupils that suffer from Epilepsy
- **It is the responsibility of the parent to check the expiry dates of any medicines stored in school and replace as necessary.**

Anaphylaxis

- **Where there is a potential/known allergic reaction it is the parent's responsibility to inform the school if the pupil suffers from anaphylaxis**
- A record of pupils suffering from anaphylaxis is kept in school and is updated as required
- Any emergency medication, e.g. Epipen, should be kept in school.
- All medicines should be clearly labelled with the pupil's name and date of birth.
- All pupils suffering from anaphylaxis should have a healthcare plan provided by a health care professional; this should be stored with any medication.
- All staff should be made aware of any pupils that suffer from anaphylaxis.
- A Parental Consent Form (see appendix 2) should be completed and returned to the school.
- The administration of any medicines will be recorded by the designated member of staff.
- **It is the responsibility of the parent to check the expiry dates of any medicines stored in school and replace as necessary.**

Diabetes

- **It is parent's responsibility to inform the school if the pupil suffers from diabetes.**
- A record of pupils suffering from diabetes is kept in school and is updated as required
- Any emergency medication, e.g. glucose tablets, should be kept in the classroom.
- All medicines should be clearly labelled with the pupil's name and date of birth.
- All pupils suffering from diabetes should have a healthcare plan provided by a Health care professional; this should be stored with any medication.
- All staff should be made aware of any pupils that suffer from Diabetes.
- A Parental Consent Form (see appendix 2) should be completed and returned to the school.
- The administration of any medicines will be recorded by the designated member of staff.
- **It is the responsibility of the parent to check the expiry dates of any medicines stored in school and replace as necessary.**

Emergency Procedures

- First Aid cover is available at all times.
- Ambulances can be requested at the office via 999.

- Parents/Carers are informed immediately an ambulance has been called and unless the parent gives alternative instruction the child will be accompanied to hospital by a designated member of staff.
- If it is necessary for school staff to transport the pupil, it is advisable, if this undertaken in private vehicles, that at least one adult additional to the driver is present as an escort. Staff should ensure the pupils behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

Educational Visits

- The school encourages and supports children with medical needs who wish to take part in educational visits.
- Parental views and medical advice will be sought prior to the visit and if necessary a risk assessment for the individual pupil will be completed.
- A named person will be responsible for the pupil and if necessary the safe storage of any medicines.
- Any healthcare plans will be taken on visits.
- A Parental Consent Form (see appendix 2) should be completed if medication is required and taken on the visit.
- The administration of any medicines will be recorded by the named person.

Hygiene and Infection Control

- All staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- Staff have access to protective disposable gloves. These should be kept in all First Aid Boxes.
- Any soiled material will be disposed of in yellow clinical waste bags.
- Any affected areas will be cleaned using approved products.
- The school provides a medical room with access to running water.

Disposal

- Parents are responsible for ensuring that date-expired medicines or medicines that are no longer required are returned to a pharmacy for safe disposal.

Record Keeping

- A Parental Consent Form must be completed when requesting the school administer medicines (Appendix 2).
- The administration of any medicines will be recorded (Appendix 3).

Confidentiality

- All staff should treat medical information confidentially.
- The Headteacher will agree with the parent who else should have access to medical information.

Staff Training

- A health care plan may reveal the need for staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies. Staff should not give medicines without appropriate training from health professionals.
- The headteacher will arrange appropriate training in collaboration with local health services and ensure that training is regularly updated. Local health services/school nurse will also be able to advise on further training needs (Appendix 3).

Safeguarding

- Some pupils may need medication during school hours. In circumstances where children need medication regularly a health care plan should be drawn up to ensure the safety and protection of pupils and staff. With the permission of parents, children should be encouraged to self administer medication or treatment including, for example any ointment, sun cream or use of inhalers.
- If a member of staff is concerned or uncertain about the amount or type of medication being given to a pupil, this should be discussed with the appropriate senior colleague at the earliest opportunity.
- The designated members of staff responsible for administering medication has access to whole school Safeguarding training every 3 years and has also completed the core ERSCP on-line CP training.

Appendix 1

DRIFFIELD NORTHFIELD INFANT SCHOOL

Parental Consent for Medication to be given in school

Name of Student: _____ Class: _____

Home Address: _____

Date of Birth: _____

Name and address of GP: _____

Name of medication to be given: _____

Dose of medication: _____

Time to be given: _____

For the treatment of: _____

Prescription/course end date: _____

Expiry date (if to be stored in school long term): _____

I agree to undertake the following:

1. All medication will be in original packaging wherever possible.
2. All medication will have a pharmacy label stating name, date of birth, type and dose of medication to be given.
3. I will regularly check that there is enough medication in school and replace it when necessary.
4. Medication will be signed in and out of school each day.
4. I will inform school of any changes to my child's medication. I understand that the medication must be delivered personally to the office and accept that this is a service that the school is not obliged to undertake.

Signed: _____ Parent/Guardian

Date: _____

NOTE: Medication will not be accepted in school unless this letter is completed and signed by the legal parent/guardian of the child and administration of the medicine is agreed by the head teacher. The head teacher reserves the right to withdraw this service.

Medication will be administered at lunchtime.

Record of Administration

- Check name
- Check expiry
- Check prescribed dose

Date	Signed In	Administered by	Time Administered	Witnessed by	Signed out

Appendix 2

DRIFFIELD NORTHFIELD INFANT SCHOOL

**RECORD OF ADMINISTRATION
REGULAR MEDICATION**

Pupil's Name:

Class:

Date medication provided by parent:

NOTE: ONE SHEET PER ITEM OF MEDICATION

MEDICATION NAME:	DOSE AND FREQUENCY OF MEDICINE:
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Date										
Time										
Dose given										
Name of staff member										
Signature										

Date										
Time										
Dose given										
Name of staff member										
Signature										

CHECK BOTTLES/CONTAINERS FOR EXPIRY DATES

Appendix 3

DRIFFIELD NORTHFIELD INFANT SCHOOL

Staff training record – administration of medicines

Name of staff member _____

Type of training received _____

Date of training completed _____

Training provided by Profession and title _____

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated/reviewed (please state how often) _____

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Appendix 4

Request for Ambulance

Speak clearly and slowly; be ready to repeat any information if asked.

Dial 999 and ask for ambulance

Have the following information ready:

1. The telephone number of the school: 01377 257487

2. Location of the school and postal address:

**Driffield Northfield Infant School
Southfield Close
Driffield
YO25 5YN**

3. Give exact location of incident within the school

4. Give your full name

5. Give the name and age (if known) of the casualty

6. Include the following details:

a. Is the casualty breathing

b. Are they conscious

c. Are they bleeding

d. Any known illness, e.g. diabetes, asthma, anaphylaxis

e. Any medication that has been administered, e.g. EpiPen

7. Inform Ambulance Control of the best entrance and ensure crew are met and taken to the location

8. Ensure you inform the Lead First Aider that the ambulance is on its way

Appendix 5

MANAGEMENT OF AN EPILEPTIC SEIZURE

Tonic Clonic Seizures

The person loses consciousness; the body stiffens then falls to the floor. This is followed by jerking movements. A blue tinge may develop around the mouth, due to an irregular breathing pattern. Loss of bladder/bowel control may occur.

After 1-2 minutes the movements should stop and consciousness will slowly return.

DO

- Stay calm and note the time
- ☐ Prevent others from crowding
- ☐ Call for first aider
- ☐ Protect person from injury, remove chairs etc and if possible cushion their head
- ☐ Place in recovery position once seizure has finished
- ☐ Stay with them until fully recovered

DO NOT

- Restrain the person during the seizure
- Put anything in the mouth
- Move, unless in danger
- Give them anything to eat or drink until fully recovered

It is a MEDICAL EMERGENCY and you should call 999 immediately if:

- The person has injured themselves badly during the seizure
- It is the person's first seizure
- ☐ The seizure is continuing after 5 minutes
- ☐ One seizure immediately follows another with no recovery time: this is known as **STATUS**

EPILEPTICUS

If in doubt always seek assistance

Appendix 6

MANAGEMENT OF AN ANAPHYLACTIC REACTION

What to do in an attack – when should each treatment be used?

Anyone known to suffer from anaphylaxis should carry an emergency kit with them at all times and only those trained to do so should administer medication.

Ask the casualty to remain still and calm.

If the casualty has eaten a known allergen immediately ask them to spit out any remaining food stuffs and rinse mouth thoroughly with water.

For itching, rash or other mild symptoms, give a dose of an Antihistamine tablet.

For symptoms affecting the throat or breathing using Adrenaline inhaler (Primatene).
Give 2 puffs immediately. If needed take another 2 puffs after 1 minute and repeat until symptoms are controlled. Up to 20 puffs can be given.

Call 999 and state ANAPHYLAXIS

For severe symptoms, collapse or failure of the above treatments, give adrenaline via the EpiPen.

Remember to remove the grey safety cap, press firmly against the outer thigh and hold the pen in place for 10 seconds.

Lie the casualty down with legs elevated for 30 minutes. This may need to be modified if they are having difficulty breathing.

Appendix 7

PRIMATENE INHALER

- Pupil to use Primatene inhaler for symptoms affecting the mouth or throat
- Prepare inhaler by placing short end of mouthpiece on bottle
- Use two puffs of Primatene immediately
- If needed, take another 2 puffs after 1 minute and repeat until symptoms are controlled. Up to a maximum of 20 puffs.
- In the event of the pupil using the Primatene inhaler

Call 999 and state ANAPHYLAXIS

- Lie the casualty down with legs elevated for 30 minutes or until ambulance arrives.

Appendix 8



ASTHMA EMERGENCY INFORMATION

This plan should be produced by parents, school and the specialist/school nurse and if necessary a copy sent to the child's plan.

Child's name		Child's Photo
Class/form		
Date of Birth		
School Year		
Parent/Carer Name(s)		
Home Contact Number		
Mobile Contact Number		
GP/Medical Centre Number		
School Nurse Number		
Type of Inhaler		
Known triggers		

Location of medication in school	Classroom cupboard
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Designated school health official	Mrs. Woolhouse/Mrs. Theakston
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Expiry date for reliever inhaler (please enter the date below. Parents/Carers are responsible for ensuring inhaler remains in date).

I give permission for school personnel to share this information with all school staff, follow this plan and administer medication.

If necessary, I also give permission for the school to contact our GP/School Nurse and in the case of an emergency, this plan may be passed to medical professionals.

I assume full responsibility for providing the school with prescribed medication and delivery devices. I approve this Asthma Care Plan for my child.

Parent/s signature	Date
Headteacher's signature	Date