

HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE



Medicines Policy

Our Vision Statement

'Our vision is to create a school community where everyone feels valued, has the opportunity to explore and develop their strengths and is able to participate in new experiences. We aim to become an inspirational school to produce good citizens for the future in an atmosphere that promotes confidence, high academic achievement, physical health and emotional well being.'

Document Control

Change Record

Date	Author	Version	Change Reference
Sept 2012	K Walker	001.D	Additional document.
June 2013	A Wells	002.D	Disposal of Medication
Jan 2020		Reviewed by RC	
Mar 2021		Reviewed by RC	Procedural updates

Distribution

Reviewers	Approvers	Distribution
Resources Committee	Full Governing Body	All staff

If a child attending Hitherfield Primary School requires medication of any kind, either as a permanent arrangement or in specific circumstances, their parent or carer must complete the relevant documents as detailed below, *in advance* of their child coming to Hitherfield.

Staff at school will not administer any medication without such prior written consent.

Procedure for collection and dissemination of medical information

When a child first enrolls at Hitherfield Primary School the child's medical needs (including allergies) will be recorded by a member of the office admin team. The enroller will ensure the parent / carer provides copies of records or written evidence from the doctor or hospital describing the medical need and the treatment. This also includes providing documentation for any allergies. The enroller will then immediately communicate this information to the SEN team (Lucy or Liz or Heulwen or Katherine)

Procedure for Administration of Standard Medication

In cases which require the administration of standard medications (such as creams and inhalers) a member of the **office Admin team** will contact the parent / carer to complete a ***Permission to Administer Medication Form*** with them. The parent must sign this form. The form will be photocopied and stored with the child's medication.

Hitherfield Primary School can only administer medication that has been prescribed by a doctor. To ensure that this is the case, all medication provided must have the prescription sticker attached which includes the child's name, the date, the type of medicine and the dosage.

When medication has been administered to the child, the person administering the medication must record the date, time and dosage of medication on the ***Administration of Medication Record Sheet***. The child's parent or carer should sign the form to acknowledge that the medication has been given.

If a child refuses to take their medication, staff will not attempt to force them to do so. The Head teacher and the child's parent or carer will be notified, and the incident recorded on the **Record of Medication Given**

Care Plans

Children with **high risk conditions (such as Diabetes, Epilepsy, Severe Allergies or chronic Asthma) that require emergency arrangements to be in place**, must have a **Care Plan** that is produced with the advice of the School Nurse.

The enroller will notify the Inclusion Team if any child joining Hitherfield has a **high risk condition** and therefore needs a **Care Plan**. The Inclusion Team will arrange a meeting with the child's parents, the School Nurse and the appropriate SENCo, in order to complete the Care Plan.

All Care Plans will clearly state:

- the type of need/condition
- the name, type and dosage of medication
- the system for administration of the medication
- emergency procedures and contact information
- the expiry date of the medication

The Care Plan will specify 4 members of staff who are trained and willing to administer the medication (such as epipens).

Copies of this care plan will be held:

- With the child's medication
- With the Inclusion team – Lucy will keep this file up to date, based on the information we receive from the Admin Team.

Sharing additional information arising from Care Plan Meetings

The Inclusion Team will notify the Admin Team and relevant SLT when the Care Plan has been completed. Admin will then add this additional information to SIMS stating what form of medication the child requires i.e. epipen, antihistamine etc.

A **Medical Information Sharing** form will be completed by Lucy.

This form will be displayed:

- * in the Staffroom
- * in the Class Register
- * in the Class Essential file
- * in the Class Inclusion file

This will ensure that all members of staff are aware of high risk children.

Staff Training for administering Specialized Medications

Certain medications require specialist training before use, e.g. Epipens. If a child requires such medication the Head teacher will arrange appropriate training as soon as possible. It may be necessary for the child to stay off school or have parent/carer present until such training has been undertaken. Where specialist training is required, only appropriately trained staff may administer the medication. Specialist Medications must be administered by a qualified First Aider.

Procedures for Emergency Medical Situations

In any emergency situation requiring medication to be administered by a named, trained first aider, a second medical administrator should be present to witness the medication being given. The person administering the medication must record the date, time and dosage of medication on the

Administration of Medication Record Sheet.

If an ambulance is called, a record must be kept of the time the 999 call is made and by whom. The Care Plan must be then given to the Paramedics when they arrive. The Admin team must update SIMS when an ambulance has been required.

Updating and Reviewing Medical Information

The Admin Team will send out letters to all Hitherfield parents and carers once a year, requesting up to date medical information. On receipt of this

information, the Admin Team will up-date SIMS and notify the Inclusion Team if there has been a change to a child's condition and they now require a care plan for high risk conditions.

All Care Plans will be reviewed at least annually. The Inclusion Team will invite the parents of all children with Care Plans to a meeting with the School Nurse, Lucy and SENCo to review the existing Care Plan. A new Care Plan will be written if needed. This will be photocopied and stored with the child's medication.

Storage of Medicines

Signed parent consent forms should be kept with the child's medicine. The medication should be stored with the information sheet with the child's information, dosage and photo.

Older children who are deemed responsible enough to self minister their medication may keep asthma inhalers and eczema creams in their classroom in an accessible location so that they can easily get their medication should they need to. The inhaler or cream must be clearly labeled with the child's name and photo, and should be kept with the information sheet showing the child's information, dosage and photo.

DISPOSAL/RETURN OF MEDICATION

Parents/carers are responsible for ensuring that any medication no longer required is returned to a pharmacy for safe disposal.

At the end of every term the administrator will check all medication storage areas.

Medications should be returned to the child's parent/carer:

- when the course of treatment is complete
- when labels become detached or unreadable
- when instructions are changed
- when the expiry date has been reached
- at the end of each term (or half term if necessary)

The administrator will contact parents to inform them that medicines are no longer in date or required for treatment. Parents will be asked to collect the medication for transfer to a community pharmacist for safe disposal. Any medication which has not been collected by parents/carers and is

no longer required will be taken to the local community pharmacy by the Premises Officer for safe disposal.

All medication returned or disposed of, even empty bottles should be recorded.

No medication should be disposed of into the sewage system or into the refuse. Current waste disposal regulations make this practice illegal.

Sharps boxes should always be used for the disposal of needles or glass ampoules. Sharps boxes can be obtained by parent/carer on prescription from the child's GP or Consultant. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.