

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	
Mar 24	CAJ and RC	Reviewed by RC	

Distribution

Reviewers	Approvers	Distribution
Pupils, Parents and Community	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/ carer must complete the relevant documents as detailed below, *in advance* of their child starting at Hitherfield.

Staff at school will not administer medication without such prior written consent. The school does have asthma inhalers (Salbutamol) and child pain relief (Calpol) and can administer with parental permission*

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 or our Senior Teaching and Learning Assistant. 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 if medication is required at any time. The enroller will then immediately communicate this information to the SEND team.

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. Without this form being completed the school cannot record the need for medication. The parent/carer must sign this form before medication can be administered. 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***.

If a child refuses to take their medication, staff will not force them to do so. The Executive Headteacher and the child's parent /carer will be notified, and the incident recorded on the ***Administration of Medication Record Sheet***.

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. This is usually provided by the NHS and given to the parent/carers, who should then provide the school with a copy.

The enroller will notify the Senior Team if any child joining Hitherfield has a ***high risk condition*** and therefore needs a ***Care Plan***. The Senior Team will arrange a meeting with the child's parent/carers and the School Nurse (or specialist, eg diabetes nurse) 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 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 – the designated Teaching & Learning Assistant 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 Admin Team and/or Senior Teaching and Learning Assistant will inform the relevant Senior Team when the Care Plan has been completed. This additional information will be added to our management information system, SIMS, stating what form of medication the child requires i.e. epipen, antihistamine etc.

A **Medical Information Sharing** form will be completed by the Senior Teaching and Learning Assistant. All information pertaining to the children with high profile medical needs is kept in a file in the main school office, on the High Needs Medical Board in the staffroom and in the Medical File on the school's goodle drive.

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 for a child with a high profile medical need, a record must be kept of the time the 999 call is made and by whom on an Incident/Accident form. The Care Plan must be then given to the Paramedics when they arrive.

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 which coincides with the updating of the High Profile Medical Board. If required, the Senior Teaching and Learning Assistant will invite the parent/carer of children with Care Plans

to a meeting 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 and dosage.

Older children who are deemed responsible enough, by their parent/carer and school staff, 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 should be kept with the information sheet showing the child's information and dosage.

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 admin team 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 academic year

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.

Safeguarding

Staff monitor the use of medicines and report to the Safeguarding Team (via CPOMS) if they are concerned by over use, over prescription or medical needs not being met.