

Medication Policy

Mission Statement

Jesus light our way on our faith journey.
Be our guide, our joy and our hope, as we learn, live, love and pray together

Introduction

This document is a statement of the aims and objectives for the administration of prescribed medicines at St Joseph's Catholic Primary School. It was developed through a process of consultation with staff and Governors.

This policy is written in compliance with and should be read in conjunction with:

- Medication Guidance for Birmingham Schools 2012.
- Birmingham Community Healthcare NHS Trust Asthma Guidance for Staff Working in Birmingham Schools, Early Years settings and Play Service 2014
- St Joseph's Catholic Primary School Asthma Policy 2014
- Managing Medicines in School and Early Years Settings, DfES/DH, March 2005 (Revised Nov 2007) available from www.education.gov.uk/schoolspupilsupport/pastoralcare/b0013771managing-medicines-in-school
- Schools Policy Guidelines, Asthma UK, 2006
- DfE Supporting Pupils at School with Medical Conditions 2014

It will be reviewed regularly according to the schools rolling programme for policy review.

Aims

The aims of this document are as follows:

- Pupils at St Joseph's School with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- To fully consult with staff to ensure that a policy is in place for the appropriate care of children, that is practical, and gives reassurance to staff carrying out these duties
- To develop a policy that is available to governors and all staff.
- The school governing body must ensure that arrangements are in place within school to support pupils with medical conditions.
- The governing body should ensure that senior school management consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- To provide information about the administration and management of medicines in our school
- To have due regard for the individual needs of the pupil
- To ensure that the Local authority's inclusion policies and procedures are met.
- To have due regard for any consequential risks to staff or pupils when developing ICP for individual pupils.

Policy Statement

We would ask parents/carers to ask their doctor wherever possible to prescribe medication, which can be taken outside the school day.

However we recognise that there are times when it may be necessary for a pupil to take medication during the school day. In this situation, we ask parents to come into school to administer the medication to their child. We only administer emergency medication that is listed on a care plan.

Children with Special Education/Medical Needs

On occasions St Joseph's School is asked to admit children with special medical needs. As a school we will work in partnership with parents, health professionals and agencies including the Central Birmingham School Nursing Team to discuss the individual needs of the child.

The school recognises that children with medical needs can have special educational needs due to their condition (Special Educational Needs Codes of Practice.)

Where children have special educational needs due to a health condition, an initial meeting will take place with parents. Teaching staff will be asked to ensure the pupil is not falling behind in lessons. If this is highlighted the teacher will initially discuss the situation with parents/carer. If there is no improvement then discussions will be held with the Special Educational Needs Co-ordinator (SENCO), Senior Leaders, and School Nurse. If necessary, an Individual Target Plan (ITP) will be created and if the Senior Leaders think it is appropriate the child may undergo an assessment by an Educational Psychologist to decide what actions are appropriate.

On Admission to School

All parents/carers will be asked to complete an admissions form giving full details of medical conditions, regular medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements etc.

Please see Appendix 1 (Admission Form)

Administration of Medication in School

Apart from emergency medication, should a pupil need to receive prescribed medication during the school day, parents/carers will be asked to come into school personally and administer the medication personally.

Any emergency medication that is required to be kept in school should be in the container as prescribed by the dispensed by the pharmacist, with the child's name and instructions for administration printed clearly on the label. As well as a clearly dated expiry date.

The form "School Medicine Record" should be completed by the parent/carer. This will be kept by senior leader.

Please see Appendix 2.

St. Joseph's Catholic Primary School – Medication Policy

A record of the administration of each dose will be kept and signed on the "Record of Medication Form". This form will normally be kept with the medication.

Please see Appendix 3.

If medication needs to be changed or discontinued before the completion of the course or if the dosage changes, the school should be notified in person. This must be done in by the parent/carer.

Storage and Disposal of Medication

All emergency medication kept in school will be kept in a clearly labelled box with the child's name on it. It is kept in a central place where it is quickly and easily accessible to all staff,

A regular check will be made of medication every term and parents will be asked to collect any medication which is not complete, out of date or not clearly labelled. If parents/carers do not collect any medication it will be taken to the local pharmacy for safe disposal.

Out of School Activities

Before pupils take part in out of school activities a full risk assessment is undertaken in respect of the possible administration of medicines and medical treatment to pupils.

The Head Teacher will ensure that appropriate arrangements are made to take account of the administration of medicines to any pupils who are involved in an educational visit. The staff members involved in the activity are responsible for ensuring they are aware of the need for medication and what they should do should a medical emergency arise. The staff involved in the activity must consider the accessibility of medication, particularly for use in an emergency.

Roles and Responsibilities

At St Joseph's School we believe that there must be a partnership between parents/carers and the school, for the administration of prescribed medicines to work effectively. This partnership will place responsibilities not only on the parents/carers but also in some circumstances the pupil.

Head Teacher/Governors

The Head Teacher/ Governors are responsible for ensuring that:

- An agreed administration of prescribed Medicine Policy is in place
- The policy is discussed, agreed and formally adopted by the governing body
- The policy is regularly reviewed in line with the school's rolling programme for policy review
- All staff are fully aware of the school's policy
- Training relating to emergency medication and management of relevant medical conditions is given as appropriate
- Parents/carers are made aware of the school's policy on medicines and a written copy is available on request.

St. Joseph's Catholic Primary School – Medication Policy

- At St Joseph's School the administering of emergency medication is usually undertaken by the lead First Aider, or another member of staff who has received the correct training in administering emergency medication. (The school has separate guidelines for the administration of medication for asthma and eczema).

Parents/Carers

It is the responsibility of parents/carers to ensure that they:

- Fully co-operate with the school to ensure the safety and well-being of their child
- Complete a consent form, which is signed and dated. Verbal instructions will not be accepted
- Complete a new consent form whenever there are any changes to the administration instructions
- Ensure that there is sufficient medicine to be administered and that it is within the expiry date.
- Ensure that medicine is provided to the school in the original container from the pharmacy and clearly labelled with:
 - The child's name
 - Name of medicine
 - How much to give i.e. dosage
 - When it is to be given
 - Expiry date
 - Any other instructions

Infectious Diseases

As already stated the aim of this policy is to keep ill children in school but in the following cases where the conditions are infectious the Head teacher has to enforce exclusions on the following medical criteria:

Ringworm-scalp

Child to be excluded until oral treatment and shampoo treatment commences. Where shampoo treatment is not recommended by the GP the child is to be excluded for 14 days from commencement of oral treatment.

Ringworm-body

Child to be excluded until treatment commences. Child not to be included in P.E. or swimming sessions until affected area has healed. Affected areas to be covered by dry dressing at all times.

Conjunctivitis

Child to be excluded until treatment commences.

Measles

Child to be excluded for 5 day period from onset of rash

Chickenpox

Child to be excluded until scabs have formed on all spots

Mumps

Child to be excluded for 9 days from onset of swelling

Whooping cough

Child to be excluded until they have received antibiotics for a 5 day period.

Rubella

Child to be excluded for at least 4 days from onset of rash

Scabies

Child to be excluded for 24 hours once treatment commences

Impetigo

Child to be excluded for 48 hours once treatment commences. All sores on exposed areas must be covered. If sores cannot be covered child to remain at home

Meningitis

Child to remain away from school until pronounced medically fit to return. Head Teacher to inform the Health Protection Agency (HPA) and work alongside them and the Local Authority

Head Lice

Whilst child cannot be excluded, school to issue standard letter and advice to parents that an unnamed child in the class has head lice.

Management of the Unwell Child

While symptoms vary according to the nature of illness there are certain symptoms that should always give rise to suspicion that a person is suffering from an infectious disease. These include diarrhoea and/or vomiting, fever (high temperature, shivering, shaking) and rash or skin spots.

- Segregate the child, as far as possible from others in the class, but do not leave the child unattended. Contact the parent/carer where possible.
- Seek advice from the School Nurse if required
- Ask the child to cover their nose and mouth when coughing.
- Cover skin lesions which are discharging with a waterproof dressing.
- Adults and children should wash their hands after touching the ill child.

Birmingham Local Authority

The Birmingham Local Authority indemnifies its staff against claims of alleged negligence when administering prescribed medicines provided that they are acting in a reasonable manner and in the best interests of the pupils and they have received training where appropriate.

Any claims for alleged negligence would be directed against Birmingham Local Authority and not the individual concerned.

A full extract of the Birmingham Local Indemnity is in Appendix 4 of this document.

Appendices

APPENDIX 1: Admission Form

APPENDIX 2: School Medicine Record

APPENDIX 3: Record of Medication Form

Date: January 2016

Signed: Chair of Health, Safety and Welfare Committee