

# HESSLE MOUNT SCHOOL

## Medicines in School Policy

### **Introduction**

This policy is a statement of the aims, principles and strategies for dealing with children with medical needs who require medication to be administered while at school or for children who require medication for short periods of time.

Hessle Mount School is committed to reducing barriers to sharing school life and learning for all pupils. The policy sets out the steps we will take to ensure full access to learning and school life for all our children that require medication.

### **Medication**

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child going home during the lunch break or by the parent visiting the school. However, this might not be practicable and in such cases parents may make a written request for medication to be administered to the child at school.

### **Legal Obligation to Administer Medicines**

There is no legal obligation that requires school staff to administer medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

### **Prescribed Medicines**

If medication needs to be administered at set times during the school day the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility:-

- The parent/guardian must write a letter giving all the relevant details of the administration of the medication in full. I.e. The name of the child for the medication to be administered to, name of medication, dosage and any other relevant information. In so doing, the parent/guardian consents to the school administering medication to his/her child(ren) for the duration of the course of medication. A copy of the letter will be kept in the school office.
- Medication will be administered by Mr Cutting/Miss Cutting or another member of staff with Paediatric First Aid training. The log book must be completed having administered medicine to the child. The log book is kept in the fridge with the medicine.
- Class teachers must inform the school office of any medication to be administered to one of their children. Children will be taken to the school office by their class teacher for administering of the medication
- For children requiring regular doses of medicine on a long-term basis the parent will be asked to discuss the implications of the illness with Miss Cutting and the designated teacher and a decision will be made as to the arrangements necessary to administer the medication and support the child.

- Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. Hesse Mount School will not accept medicines that have been taken out of the containers or make changes to dosages on parental instruction.
- Some children with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases a letter containing clear instructions, must be written by the parent/guardian and given to the class teacher, a copy will be kept in the office. The teacher will keep the class copy in the register so that the information is available to any other teacher taking the class.

### **Non-Prescribed Medicines**

**The school will not administer any medicines that have not been prescribed by a doctor, nurse or pharmacist.**

### **Refusing Medication**

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.

### **Pain Killers**

Pain killers such as "Paracetamol", "Aspirin", or "Calpol" will not be administered and must not be brought to school by pupils. **Do not send sachets of "Calpol" to school in lunch boxes for your child to self medicate.**

### **Sun cream**

See Sun Awareness Policy

### **Safe Storage of Medicines**

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instruction: this includes medicines that need to be refrigerated

All emergency medicines, such as asthma inhalers will be readily available to children and adrenaline pens (epi-pens); will be readily available to class teachers. It is the responsibility of the class teacher to ensure they know the procedures required by their children.

### **Receiving/Returning Medicines**

Medicines will be received at the start of the school day via the school office, with the accompanying letter of consent.

Medicines will be returned to the parent/guardian at the end of the school day via the school office. **Medicines must not be brought in or collected by pupils themselves other than inhalers.**

### **Emergency Medicines**

If a pupil requires emergency medicines (inhalers, epi-pens etc) the parents/carers must inform the school by letter and an inhaler must be in school at all times. **It is the responsibility of the parent/guardian to ensure that the medicine is not out of date.** Pupils who require emergency medication will not participate in school trips if they do not have medication in school to take with them. Parents/carers need to inform the school by letter if the pupil no longer requires their emergency medication.

### **Training**

Any specific training required by staff on the administration of medication (e.g. adrenaline via an epi-pen) will be provided by or through the school nurse (Jean Deakin).

Staff will not administer such medicines until they have had training.

### **Offsite visits**

It is good practise for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment will be carried out. A member of staff with 12 Hour Paediatric First Aid Training will accompany all trips.

### **Evaluating the Policy**

This policy was written in June 2009 and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated yearly.

Review date – June 2010 - 2011