



St. Michael & St. John's RC Primary School

Medical Care Policy

Mission Statement

Following the example of Jesus, together we learn, love and respect one another to be the best that we can be.

Reviewed:	October 2017
To be reviewed:	October 2020

Rationale and Aims

St. Michael & St. John's RC School aims to have a clear policy that is understood and accepted by all staff, parents/carers and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy includes:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering prescription medicines
- A clear statement of parental responsibilities in respect of prescription medicines
- Written permissions from parents for prescription medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

In all instances the school will do all it can to persuade the parent/carer to come into school to administer PRESCRIBED medicines.

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents/carers to discuss this with the prescriber.

- **Controlled drugs** should never be administered unless cleared by the Head.
- **Non-Prescription Drugs:** Staff should **never** give non-prescribed drugs to a child unless there is specific written permission from the parent/carer. This will be an exceptional situation rather than the norm.
- **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Short Term Medical Needs

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined.

Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. The school will then devise care plans in consultation with the appropriate health practitioners.

Administering Medicines

- No child will be given medicines without written parent consent. Form 1 (for long term conditions) must be completed by the parent/carer giving permission for medicine to be administered by staff. An Essential Medication form must be completed by the parent/carer in order for school staff to give medication for short term illness, e.g. cough or cold.
- Members of staff giving medicines should check:
 - The child's name
 - Prescribed dose
 - Expiry date
 - Written instructions on the packaging

Members of staff giving medicines will be teaching members of staff, school office staff or support staff who are:

- Willing to perform such tasks
- Trained where necessary for the task
- If in doubt then do not administer medicines without checking with the school office staff who will then contact parents/carers or the medical practitioner.

A record must be kept in a written form (Form 2) each time medicines are given.

- Medicines will be kept in the office fridge (if required) or in the first aid cabinet in the office
- Asthma inhalers will be stored by teachers in a safe place in classrooms
- Eczema creams will be kept in the relevant child's classroom
- Epipens/ Insulin will be stored in a clearly labelled box with the child's name on in the child's class with spares in the office. Epipens will be taken onto the field or playground by a responsible adult during playtimes
- All medications will accompany the child on school visits

Any problems or issues arising shall be initially referenced to **Managing Medicines in Schools and Early Years Settings 2005, and DfES and Statutory Framework for Early Years Foundation Stage March 2017.**

Self-Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relieve treatments for asthma/eczema.

Emergency Procedures

If there is a medical emergency, a member of staff will call 999 and following this will telephone the parent/carer of the child. School staff will remain with the child and follow the instructions of the 999 operator, until the Paramedics arrive. If it is necessary to go to hospital, a member of school staff will accompany the child, unless a parent/carer is available.

Some children in school have Care Plans. Emergency procedures for these children should be followed as stated on the Care Plan.

Risk Assessments are carried out by school party leaders for day or residential trips away from school and include emergency procedures.

Record Keeping

Parents/carers should inform the school of the medicines their child needs. The medicine needs to be in its original container and the dispenser's instructions clear.

Parents/carers will complete consent FORM 1 and a copy will be kept in the first aid folder in the office then once finished in the child's folder in the Head Teacher's office.

Educational Visits

- All medicines required by children on such undertakings will be part of the overall risk assessment for the visit.
- All medicines not self-managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry out this responsibility.
- Accompanying staff will be aware of any medical needs and relevant emergency procedures.
- Complex medical needs of a pupil may necessitate a Health Care Plan for the visit, a copy of which will be taken on all visits as well as emergency medication that may be required.

If any member of staff is concerned they should seek advice from the Educational Visits Coordinator (EVC).

Sporting Activities

- Teachers have risk assessments in place for all children with Medical needs.
- Teachers or children (where they are old enough) should take their asthma relievers with them during PE sessions. If a child needs to return indoors, then EYFS/KS1 return with an adult and KS2 are accompanied by another child.

The Governing Body

The governing body will be made aware of this policy. A statement about medical care will be noted on the School's Prospectus.

The Head Teacher

- The Head Teacher will ensure that all staff receive appropriate support and training and are aware of this policy
- Likewise the Head Teacher will inform the parents/carers of the policy and its implications for them
- In all complex cases the Head Teacher will liaise with the parents/carers and where their expectation is deemed unreasonable then the Head will seek the advice of the school nurse or an appropriate medical advisor

Teachers and Other Staff

- All staff should be aware of the possible medical risks attached to certain pupils
- They should be aware of possible emergency action and emergency contacts

Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation. This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.

Key Points

- The school will not normally and regularly administer medicines to children unless the above policy applies
- No teaching staff or support staff will administer medicines or supervise children self-administering medicines without Form 1 being signed by the pupil's parent/carer
- Any staff member administering medicines will do so willingly and with appropriate training
- All medicines will be notified to the Office Manager
- The Office will keep a record of where these medicines are in school

- The asthma register will be updated annually or when new children are identified as needing inhalers in school

Staff Indemnity

Staff are covered by the LA's indemnity policy within the stated conditions.

If a member of staff administers medication to a child or young person, or undertakes a medical procedure to support that child or young person and, as a result expenses, liability, loss, claim or proceedings arise, the County Council as employer will indemnify the member of staff provided the following conditions apply.

The member of staff is an employee of Lancashire County Council.

- The medication/procedure are administered by the member of staff in the course of or ancillary to their employment with Lancashire County Council.

- The member of staff follows:

- (i) these procedures;
- (ii) the setting's policy;
- (iii) the procedure outlined in the individual child or young person's Health Care Plan and directions received through training in the appropriate procedures.

- The expenses, liability, loss, claim or proceedings are not directly or indirectly caused by and do not arise from fraud, dishonesty or a criminal offence committed by the member of staff.

NOTES: This indemnity is to be read together with the indemnity given to members and officers which was approved by Lancashire Full Council on 26 May 2005.

Exceptionally, this indemnity has been extended by the County Council to apply to members of staff in all schools maintained by the County Council including those who are employees of the governing body of the school rather than the County Council.

Monitoring and Evaluation of the Policy

The policy will be reviewed every three years.

Reviewed:

Signature of Chair of Governors:	M Nolan	Date:
Signature of Headteacher:	Z Mabbott	Date:
Date of next Review:	October 2020	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Relationship to the child: _____

Record of Medicine Administered to an individual child – Form 2

Name of child	
Date medicine provided by parent	
Year Group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of Medicine Administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

