



Ormskirk Church of England Primary School

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MANAGING MEDICINES POLICY

AIMS OF THE POLICY

The aim of this policy is to enable regular attendance at school. The systems which will be put into place, in respect of administering medicines, have been developed in line with advice from the LEA. These systems will support the policy.

Although the word 'parent' will be used throughout this policy, this also refers to 'carer' where appropriate.

WHEN A CHILD IS PHYSICALLY SICK AND/ OR HAS DIARRHOEA?

Please be aware that if a child has been physically sick and/or has diarrhoea, in line with NHS Guidelines, he/she must not return to school for 48 Hours. The previously adhered to absence of 24 hours is not considered long enough to stop the virus spreading.

MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY

Medicines should only be brought into school when it is essential. That is, it would be life threatening not to, it would be needed for an ongoing condition such as diabetes or asthma or antibiotics which have been prescribed 3x or 4x daily (see below*). Therefore, medicines should only be brought to school when it would be detrimental to a child's health if the medicine was not administered during the school day. Prescribed medicines such as antibiotics can be administered by a parent or other nominated adult where possible.

Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime. *When an antibiotic is prescribed by a doctor 3x or 4x daily, dose can be administered by school if necessary in order that the doses can be evenly spaced. This may be necessary for children who attend After School Club.

General medicines such as Calpol will not be administered during the school day.

At Ormskirk C.E. Primary School, when it is considered necessary to administer medicines in school, following the regulations from the DfES, we will only be able to accept medicines which have been prescribed by the doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will need to be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and the child's name. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away and taken on trips.

SUBSEQUENTLY , WE WILL NOT BE ABLE TO ACCEPT MEDICINES WHICH HAVE BEEN TAKEN OUT OF THE CONTAINER AS ORIGINALLY DISPENSED NOR MAKE CHANGES TO DOSAGES ON PARENTAL INSTRUCTIONS.

MANAGING PRESCRIPTION MEDICINES ON TRIPS AND OUTINGS

Since we would always wish our pupils with medical needs to participate in visits whenever possible, we need to consider for each visit what reasonable adjustments will have to be made to enable the children with medical needs to take part in safely managed visits. The risk assessment form which is completed prior to the visit will need to include the necessary steps to include children with medical needs, together with any particular risk assessments for those children. It may be necessary for additional safety measures to be taken for outside visits. Arrangements for taking any necessary medicines will also need to be taken into consideration.

Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedures if appropriate.

A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. It will be the responsibility of the parents to ensure that any medication children take with them on trips and outings is available and in date.

On Residential visits Parents have the option to sign to allow the administration of Calpol. All individual circumstances are taken into consideration after liaison with parents.

Sporting activities

At Ormskirk C.E. School, most children with medical conditions can, and indeed are positively encouraged to, participate in physical activities and extra-curricular sport. However, any restrictions on a child's ability to participate in P.E. should be recorded in their individual health care plan.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Health care plans are completed and updated regularly for children who have conditions such as asthma, epilepsy, diabetes or anaphylaxis.

ROLES AND RESPONSIBILITIES OF STAFF MANAGING THE ADMINISTRATION OF MEDICINES AND FOR ADMINISTERING OR SUPERVISING THE ADMINISTRATION OF MEDICINES

No child under 16 should be given medicines without their parent's written consent.

Any member of staff giving medicines to a child should check:

- ✓ the child's name
- ✓ the prescribed dose
- ✓ the expiry date
- ✓ The written instructions provided by the prescriber on the label or container.

* If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action.

However in the event of an emergency, and particularly for those pupils who have a care plan, the procedure outlined in the care plan will be followed.

Each time a medicine is given to a child, the member of staff administering the medicine must complete and record it. The forms for this purpose are held in files – one in the Main School Office and one in the Pupil Office. By completing these forms, we are demonstrating that we have exercised a duty of care.

Medicine will be administered by a member of the office staff team. Children from YR and Y1 will go to Pupil Office to receive their medicine and children from Y2, 3, 4, 5 and 6 will go to the Main Office to receive their medicine. If administration is needed at After School Club this will be administered by a member of the After School team.

All medicines, apart from asthma inhalers and other medicines which have been identified as being necessary for the pupil to have with them at all times, will be handed in to the Main School Office or the Pupil Office. It may then be necessary to refrigerate the medicine, or lock it away in a medicine cupboard. Medicines which need to be refrigerated will be kept in the refrigerator. There will be restricted access to this refrigerator. The medicines in here will need to be stored in their original containers and clearly labelled.

*** The parent of the child taking the medicine will be asked to complete a parental consent form in order for the medicine to be taken at school.** Parents should tell us about the medicines that their children need to take and provide details of any changes to the prescription or the support required.

SELF MANAGEMENT OF MEDICINES

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and we encourage this.

Older children, with long - term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Under these circumstances, it will be important for the parent to liaise with school to provide information regarding any changes in the medical condition or the medication itself.

Refusing medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. **Parents should be informed of the refusal on the same day. If refusal to take medicines results in an emergency, the school's emergency procedures should be followed.**

PARENTAL RESPONSIBILITIES IN RESPECT OF THEIR CHILD'S MEDICAL NEEDS

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff will also need to make sure that this information is the same as that provided by the prescriber and are consistent with the instructions on the container. Parents will also need to provide school with any information relating to predisposed conditions which we need to be made aware of.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- ✓ child's name
- ✓ name of the medicine
- ✓ dose
- ✓ method of administration
- ✓ time/frequency of administration
- ✓ any possible side effects
- ✓ expiry date

SITUATIONS IN WHICH CHILDREN MAY TAKE ANY NON-PRESCRIPTIVE MEDICINES

Non-prescribed medicines will not be administered to pupils at Ormskirk C.E. School. If a child is suffering regularly from frequent or acute pain, the parents should be encouraged to refer the matter to the child's GP.

A CHILD UNDER 16 SHOULD NEVER BE GIVEN ASPIRIN OR MEDICINES CONTAINING IBUPROFEN UNLESS PRESCRIBED BY A DOCTOR. THEREFORE, WE WILL NOT BE ABLE TO ADMINISTER THESE MEDICINES WITHOUT A DOCTOR'S PRESCRIPTION.

LONG TERM MEDICAL NEEDS

It is important to have sufficient information about the medical condition of any child with long-term medical needs. A health care plan for these children, involving the parents and the relevant health professionals, will enable the appropriate support to be provided.

The health care plan will include:

- ✓ details of the child's condition
- ✓ any special requirement e.g. dietary needs, pre-activity precautions
- ✓ any side-effects of the medicines
- ✓ what constitutes an emergency
- ✓ what action to take in an emergency
- ✓ what not to do in the event of an emergency
- ✓ who to contact in an emergency
- ✓ the role the staff can play.

STAFF TRAINING

Staff regularly have training in a variety of health issues, including the use of epipens, the treatment of general injuries, diabetes awareness etc. First Aid training is also available to staff. Staff are also aware of the procedure for cleaning a wound, the type of dressing to apply and understand the need to contact parents in an emergency.

FIRST AID KITS

These are checked and updated regularly and are in clearly marked positions around school.

Emergency **Inhalers** are kept in the following First Aid Kits:

KS1

KS2

Main School Office

Swimming Pool

NB: Mrs. Winstanley oversees all kits termly.

Storage of supplies:

Safe Cupboard off Games Room

Defibrillators are situated in the following places:

Main reception to the left of KS2 Hall: Adult and Children Pads

Outside the Gym: Children Pads

Swimming Pool: Near the Girls' Toilets

Batteries are renewed every two years.