

ROSEACRE PRIMARY ACADEMY



Ethos Statement

This policy reflects our school ethos, which recognises, celebrates and welcomes diversity. We believe that each and every one of us brings something valuable to our school community. We aim to develop children's personal qualities and achievements and are committed to giving all of our children every opportunity to achieve the highest standards.

This policy helps to ensure that this happens for all children in our academy, regardless of age, disability, religion, gender, ethnicity, attainment or background.

Rationale

Children's health needs may require supervision of the administration of medicines during the school day. Consequently, a policy setting out clear guidelines is essential for the well-being of children and peace of mind for parents and staff.

Indemnity Statement

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it, except where it has been agreed as part of the contractual obligation of an appointment made specifically for this purpose. At Roseacre Primary Academy, all staff caring for children have a common-law duty of care to act like any reasonably prudent parent. Our staff make sure that children are healthy and safe; the duty of care extends to taking action in an emergency.

Identified staff at Roseacre Primary Academy will **supervise** children taking a required dosage of medication but will **not** administer medicines. Only in exceptional circumstances, where a Health Care Plan has identified a need, and where prior specific training has been received, will staff undertake a medical procedure in supporting a child.

Aims

To ensure that procedures and practice concerning the supervision of the administration of medicines at school are clear and those involved know and comply with them.

Objectives

- To classify the circumstances in which the administration of medicines would be acceptable at Roseacre.
- To indicate the means by which the need for medicines to be administered will be communicated to the academy.
- To clarify where medicines will be kept safely.
- To inform staff of children who have medical conditions that may require urgent action.
- To identify who will administer medicines.
- To ensure all parties involved are informed of the policy.

Procedures and Practice

The supervision of medicines is acceptable at Roseacre for cases of:

- Long-term illness, such as asthma;
- Emergency treatment, such as severe allergies;
- Where children are recovering from a short-term illness and are fit enough to return to school but still taking antibiotics **four times a day**.

Medicines will only be allowed in school when we have been given information about the child's medical needs and specific guidance about the administration of the medicine. The medicine must be in its original container, as dispensed by a pharmacist, doctor, dentist, nurse or prescriber. In addition, medicines must be pre-measured in a syringe.

Roseacre Primary Academy will **not** administer analgesics (paracetamol, ibuprofen etc.) to children, and will only supervise children self-administering analgesics where this is part of a Health Care Plan. Where this is the case, a measured dose should be delivered into school, daily.

Where immediate self-administration of a medicine is advisable, such as with an asthma inhaler, it will be kept in the child's classroom and taken off-site when educational or other visits take place. All other medicines, in the smallest amount practical, should be handed into the office by the parent and collected at the end of each school day.

Generally, medicines will be kept in a safe place in the office or classroom. The exception to this is 'controlled medication' (see relevant section).

Non-prescribed medication, e.g. cough linctus, travel sickness tablets, paracetamol **will never be accepted in school**. Children who require non-prescription medicines must take these at home before and after school. Alternatively, a parent or carer may administer non-prescription medicine, by prior arrangement, at lunchtime.

Administering Medicine

Please note: Teachers are not contractually obliged to give medication to or supervise a pupil taking it; it is, therefore, a voluntary activity

No child under 16 should be given medicines without parent/carers written consent. Any member of staff supervising the administration of medicines to a child should ensure that any prescription medication must be:

- In its original container and displaying the dispensing pharmacy label.
- Clearly labelled with the name of the child, contents and prescribed dosage.
- Within its expiry date.
- If a medicine, pre-filled in a syringe.

All medicines should be self-administered and supervised by a designated member of staff. Parents requesting supervision of administration of medicines at school will be asked to complete a 'Request Form for Medication in School'. No medicine will be accepted by the office unless this form has been completed in full.

Medical Needs Policy & Supervision of Medicines 2020

If in doubt about any procedure staff should check with the Headteacher before taking further action. Senior members of staff should check with parents/carers if there is any doubt at all about the medicine or the procedure.

The member of staff supervising the administration of medicine must complete the medicine log.

When organising educational visits for children with medical needs, Roseacre Primary Academy will take the necessary precautions, such as the presence of staff who are able to supervise medication and/or inclusion of the child's parent. Any Health Care Plans will accompany the child on any visit away from the school premises.

Storing Medicines

A few medicines need to be refrigerated. They will be kept in the refrigerator in the headteacher's office.

Controlled Medicines

Some prescription medicines contain drugs that are controlled under the 'Misuse of Drugs' legislation. These medicines are called controlled medicines. Controlled medicines are classified (by law) based on their benefit when used in medical treatment and their harm if misused. For this reason, controlled medicines will be stored in the Headteacher's office.

Emergency Procedures

Should an emergency arise, staff will inform a member of the office team, who will phone for an ambulance and alert the Headteacher (or a member of the leadership team in the absence of the Headteacher). The office team will ensure that any existing Health Care Plan will accompany the child to hospital.

Children should not be taken to hospital in staff cars unless they are accompanied by a parent or have the explicit consent of the parent. If in doubt, staff should call for an ambulance.

Special Circumstances

Roseacre Primary Academy will not routinely accept responsibility for the administration of the following types of medicine:

- Those where the timing or nature of administration is critical.
- Those requiring technical or medical knowledge or expertise.
- Those requiring intimate contact.

However, every case will be considered individually.

Long Term Conditions and Medications

Details of long-term conditions and medications should be recorded on the academy's 'Request Form for Medication in School' and a Health Care Plan should be drawn up.

All staff will be informed of life-threatening conditions through staff meetings and team briefings. Training to manage these conditions in school will be given, where appropriate.

Medical Needs Policy & Supervision of Medicines 2020

Health Care Plans for children with known health needs are drawn up with parents and shared with staff. Filed copies are kept:

- By the Headteacher
- In a central file in the school office
- In class registers
- By the Inclusion & Safeguarding Team

Success Criteria

The evaluation of this policy is based on all children's health needs being met, staff being fully informed and both parents and staff being fully compliant.

This policy will be kept electronically on the 'Shared Drive'. A paper master copy will be held by the Headteacher. Parents will be informed of the policy on occasional newsletters and on the school web site.

This policy will be reviewed in autumn term 2018 by the Safeguarding Team of Roseacre Primary Academy

Signed: *A.M. Walker*

Staff: Miss Walker Role: Inclusion & Safeguarding Manager

Signed:  Headteacher

Reviewed by: Mrs Carroll, Miss Walker, Mrs Carr & Mrs Tattersall

Date adopted: November 2016