

Willows Academy

Medication Policy

This policy was formally adopted by the Willows Academy on:

The renewal date for this policy is:

Staff should not administer any medication unless it has been authorised by the Head of Academy.

THERE IS NO LEGAL OR CONTRACTUAL OBLIGATION FOR TEACHERS TO GIVE MEDICATION TO PUPILS

Medication should not be given to any pupils under the age of 16 unless there is written consent by the parents. Staff who volunteer to administer medication to a pupil need to check; the name of the pupil, written instructions provided by the GP or parent, the prescribed dose, and the expiry date of the medication. If the member of staff is in any doubt regarding any of the procedures, then advice should be sought from the child's parents.

Administration of Medication

Parents should be encouraged to ask their GP if it is possible for the timing of doses of any medication are set for outside normal school hours. Wherever possible, the parents of pupils requiring medication during school hours should attend the school to administer the medication to their children.

The Head of Academy, with the support of the school Governing Body, agrees to the administration of medicines in school.

- 1 Any member of staff who agrees to administer medication to pupils does so on a voluntary basis.

- 2 Staff who volunteer to administer medication must receive correct training before being allowed to administer medication to any pupil.
- 3 The school must receive a letter from the pupil's parent requesting the school to administer medication during school hours.
- 4 It is necessary for the Head of Academy to formally agree to the request before any medication is administered.
- 5 Staff who administers medication to pupils must record all details on the school's 'Administration of Medication' form.
- 6 Any adverse effects experienced by the pupil following the administration must be reported to the parent (either immediately or at the end of the school day depending on severity).
- 7 If the pupil refuses to take his/her medication, then they should not be forced to do so. Parents must be informed if a pupil refuses medication. NB If a pupil refuses medication in an emergency situation (For example: adrenaline injection in the case of anaphylaxis), then professional medical help must be requested and the parents informed immediately.
- 8 Staff should ensure that the privacy and dignity of the pupil is maintained as best as possible, even in an emergency situation.
- 9 If a pupil requires intimate or invasive treatment, there should be two members of staff present, one must be the same sex as the pupil.

Authorised Medication

If the Head of Academy has agreed with a parent that medication can be administered within school and a staff member agrees to volunteer to administer the medication the following procedures must be followed:

- When administering medication to a pupil, staff must check the pupil's name, dose, frequency of dose, expiry date of the medication, and any written instructions provided by the GP. Wherever possible ask a colleague to double check with you.
- With older pupils, staff may only need to witness the pupils taking his/her own medication.
- Where possible, parents should be asked to attend the school to administer their child's medication themselves.
- The volunteer who agrees to administer the medication must keep a record of the dose administered to any pupil including the date and time.

Storage of Medication

- Only small quantities of medication can be stored in schools. Wherever possible the parent or pupil should be asked to bring in the required dose each day.
- Any medication brought to or stored in school, should, wherever possible, be in its original container.
- The container must be clearly labelled with the pupil's name, the name and dose of the medication, and the frequency of administration.
- If a pupil requires more than one prescribed medication, each one must be stored in a separate container, and be clearly labelled.
- It is the Head of Academy's responsibility to ensure that medicines are stored safely.
- It is important that pupils need to know exactly where their medication is stored, and who holds the key.
- Medicines should not be disposed of by school staff. It is the responsibility of the parent to collect any medication held in the school at the end of each term and to dispose of any date expired items.
- If the parents are unable to attend the school, then the school nurse will be able to assist with the disposal of unused medication left in school. Parents are responsible for replenishing any medication which has run out or expired

PARACETAMOL/ASPIRIN

Pupils may sometimes ask for pain killers, but school staff **MUST NOT** give non prescribed medication to pupils.

Asthma Inhalers

Named inhalers are stored in a secured cupboard and must only be administered by the child to whom the inhaler belongs in the presence of an authorised member of staff..

The school will store spare inhalers at the request of parents, but the parent is responsible for making arrangements for the school to hold a spare. It is the parent's responsibility to manage and monitor any spare medication. The school will request that out of date medication is collected and disposed of by the parent.

The Educational Visits policy details use of inhalers off-site – see section 18 of the policy.

Individual Pupil Needs

Where a pupil has individual medical needs it is the responsibility of the parent to inform the school. The school will work with the parent to gain a clear understanding of the pupils' needs and share appropriate information with the child's teachers. The parent is responsible for updating the school if the medical needs of the child changes so that the school can support individual pupils in the most appropriate way.

Emergencies and Medical Issues.

Areas that are covered by this procedure are varied but may include minor occurrences such as a child vomiting in the classroom to a major significant injury or incident such as broken limbs, head injuries or attack by a third party.

Action is as follows:

Assess the situation and extent of the problem.

- If the incident is very serious and there is potential loss of life then emergency services should be called directly giving clear instructions.
- Contact the school office and notify them of the incident. Notification can be by telephone, or a child or other adult going from the classroom.

- A child should not be instructed to summon assistance if there is any risk to them as an individual in doing so.
- The adult in charge of the classroom should not leave the room at any point.
- If emergency services have been summoned at this point the office should provide a person to greet the service and direct them to the incident.
- The office will send first aid and/or site staff as required and inform senior staff in the case of major incidents.
- The first aid person will call for medical assistance from the emergency services if required. If there is any doubt the service should be called.
- When services are called senior staff must be informed and a person from the office team must be available to greet the service and direct them to the incident.
- The parents/carers of the child should be contacted at the earliest opportunity with the details of the situation.
- If a child is sent to hospital they should be accompanied by a member of staff if parents haven't arrived at the school prior to the departure of the ambulance
- If parents cannot be contacted the member of staff should stay with the child until another responsible adult relieves them.
- All serious incidents must be recorded on the appropriate forms and reported to the Health & Safety executive as required by current legislation. www.hse.gov.uk/riddor/

For minor ailments and injuries:

- Teacher sends message to the main office
 - First aider assesses situation and administers appropriate first aid.
 - First aider informs parent and completes first aid log
 - Arrangements are made for pupil to be collected, sent home or return to class as appropriate
- Sending a pupil home:
- The first aider should contact the main office to confirm whether the child is sent home or remains in school

Parent must be contacted and give permission for the child to leave the premises

It is important that a child is collected by a parent/carer rather than being sent to walk home alone.

If a parent asks that the child is sent to walk home alone it should be recorded that this request is the parent's responsibility

Note:

Children should not be sent out of classrooms unaccompanied when they are ill.

Children should not be allowed to sit in unsupervised areas.

Wherever possible a member of staff should contact the main office to request first aid support - they must not leave their classrooms

