



JAMES BATEMAN JUNIOR HIGH SCHOOL POLICY FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL

To be used in conjunction with the Staffordshire County Council Policy Guidelines and Code of Practice for Administration of Medicines in Schools; James Bateman Junior High School Asthma Policy; Epilepsy Policy and Procedures for Students with Allergies.

Mrs C Picken

REVIEWED: May 2014

REVIEW DATE: May 2015

It is important for all staff and parents to recognise that the administration of medicine is the responsibility of parents/carers. School staff have a professional and legal duty to safeguard the health and safety of students. We do all that we can to enable children to gain the maximum benefit from their education and to participate as fully as possible in school life. Children have a right to be educated and should not be excluded purely as a result of requiring medication.

Staff at James Bateman Junior High School do not have a duty to administer medication. Participation in the administration of medicines is on a voluntary basis. Individual decisions on involvement must be respected.

INFORMATION TO PARENTS/GUARDIAN

Parents/Guardians are advised, in the school prospectus that sometimes illness or other serious reasons make it impossible for students to come to school. However, we recognise that many students need to attend school while taking prescribed medicines either because they are:

- I. suffering from chronic illness or allergy
- II. recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines

If any other circumstances, students are not allowed to bring medication into school.

Parents/Guardians and Doctors should decide how best to meet each student's requirements. Carefully designed prescribing can sometimes reduce the need for medicine to be taken during school hours.

To help avoid unnecessary taking of medicines at school, parents/guardians should:

- I. be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime
- II. Ask the family doctor if it is possible to adjust the medication to avoid school time doses.

Where occasionally this cannot be arranged, parents/guardians are encouraged to note that if a student cannot self-administer and needs a dose of medicine at lunchtime, the student should return home for this, or the parent/guardian should come to school to administer the medicine. Students who are able to self-administer and whose medication is stored in school will contact Reception when necessary, parents must send written consent into school before any medicine can be administered and recorded on the Medicine Record. All medicines coming into school must be handed in at reception at the beginning of each school day and collected at the end of each school day.

Young people may consult the doctor and receive medication without the parents/guardian's permission/knowledge when the doctor considers they have sufficient age and understanding. There is no fixed age for this (often it is over 16) in this case the school will not deal with medication directly with students unless we have received parental consent.

PROCEDURE FOR ADMINISTRATION OF MEDICINES IN SCHOOL

(See Flow Chart - Appendix 1)

Most students in this school have the ability to self administer their own medication - see Appendix 1.

On the few occasions when medicines have to be brought in, the original duplicate container, complete with the original dispensing label should be used. If a child is on regular medication, the dispensing chemist may, at his own

discretion, agree to supply two filled containers. The duplicate bottle for school should contain no more than one day's supply and the dispensing chemist may request that the GP writes two prescriptions; one for home the other for school use. The label should clearly state:

- I. Name of student
- II. Date of dispensing
- III. Dose and dose frequency (This may read 'as directed' or 'as before' if this is what is on the prescription. In this case the form Appendix 1 must give clear instructions)
- IV. Cautionary advice/special storage instructions
- V. Name of medicine
- VI. Expiry date - where applicable
- VII. Storage

Medication must at all times be stored in containers as indicated above, (this will assist the school in addressing any problems with substance abuse or loss of medicines). Medicines must be handed in at reception at the start of each school day and collected at the end of each school day.

INDIVIDUAL CARE PLANS

For all students who may require individual specialised treatment, a clear Individual Healthcare Plan (IHCP) must be in place. An IHCP may be initiated by a member of school staff, school nurse or other healthcare professional involved in providing care to the child. See Individual Healthcare Plan and Action Flowchart in Appendix 4 for procedure.

Treatment plans should be prepared by the doctor responsible for the management and prescription of treatment and should be shared with parents/guardians and child's GP. The School Health Service should provide a support role in ensuring an IHCP is understood and carried out in the school. Any care plans must be provided to the school and be fully agreed before any medical treatment will be carried out. The plan will be reviewed annually. The review process should always include an appropriate school representative.

In some circumstances students may have complex medical needs. In these instances school nurses may have a specific responsibility for an individual student's medical management in the school.

Where the student has a special educational need the IHCP should be linked to their Education Health & Care Plan (EHCP), where they have one.

If a student transfers to another school a copy of the IHCP will be provided for the new school.

EDUCATIONAL VISITS AND OTHER SCHOOL JOURNEYS

The administration of medicines during educational visits, including visits abroad and residential visits, and other out-of-school activities requires special attention and pre-planning. Educational visits abroad or residential visits will, where necessary, require a Health and Care Plan Meeting with the school nurse and member of staff, including liaison with the student and parent/guardian. It is expected that parents and the student take responsibility for their well-being on visits. This includes carrying required medication such as inhalers/Epi-Pens with them at all times. Medical consent forms will be sent home before any visit and staff members will be alerted to specific issues. However, this does not mean that staff are responsible for ensuring that students carry any medication with them. This is the responsibility of the parents and the student.

The above also applies to extra-curricular clubs and activities.

MEDICAL CONFIDENTIALITY

Staff in schools have no automatic right to be informed of any medical condition suffered by any student. However, in order that students can receive the best possible care, parents/guardians should advise the school of any conditions that may require intervention during the school day. Any medical or related information provided to the school either by parents/guardians or healthcare professionals will always be treated in the strictest of confidence. Information will only ever be shared with those members of staff whose role may lead to them providing support or other intervention as agreed with parents.

EMERGENCY AID

Where children have conditions which may require rapid intervention parents must notify the Headteacher of the condition, symptoms and appropriate action

following onset. The Headteacher may wish to discuss this with the School Health Service.

The Headteacher will make all staff aware of any student whose medical condition may require emergency aid. This will include relevant support and canteen staff.

UNUSUAL OCCURRENCES, SERIOUS ILLNESS OR INJURY

All parents/guardians are informed of the school's policy concerning students who become unwell while at school, or on authorised educational visits, trips etc. This is contained within the school's Information to Parents booklet (Prospectus).

All students' home telephone numbers and parents/guardians' daytime numbers and other emergency numbers such as those of relatives are kept in order to make contact. If parents and relatives are not available when a student becomes seriously unwell or injured, the Academy will, if deemed necessary call an ambulance to transport the student to hospital.

THE USE OF NON-PRESCRIPTION DRUGS

The government health guidelines on the use of Aspirin and Paracetamol containing Ibuprofen is that they should never be given to students under 16 unless prescribed by a doctor. If a student requests Paracetamol, it will only be given after parental permission has been granted and the parent will be required to bring medication into school. This usually takes place over the telephone and the school receptionists will make this telephone call.

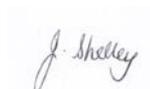
Each request will be logged with name, date/time, dosage, reason, and person handing over the table.

Students over 16 can give their own consent for pain relief.

REVIEWED 21st May 2014

REVIEW DATE May 2015

Chair of Governors
Jackie Shelley



Date 21st May 2014

Headteacher
Tracy Price

A handwritten signature in black ink, appearing to read 'Tracy Price', written in a cursive style.

Date

21st June 2014

APPENDIX 1

USE OF MEDICATION IN SCHOOL

PRESCRIBED MEDICINES
 Medical Practitioner to prescribe medication to be given out of school hours where possible.

DECLARATION
 A member of the admin team will ensure that all medication is checked and no medication to be administered unless accompanied by a completed parental consent form.

STORAGE
 A member of the admin team to ensure that suitable storage facilities are provided by the school where necessary, i.e. where student is not keeping and administering his/her own medicine or where special pharmaceutical conditions need to be met for storage of the medicines.

SELF ADMINISTRATION
 Most students at this school have the ability to self administer their own medication. If a student is to administer their own medication, then the school should be alerted to this on the parental consent form. With the exception of Asthma inhalers the student should not bring in any more than one day's requirement, which should be in an original labelled container.

PARENTAL ADMINISTRATION
 If the student is unable to administer medication him/herself, then the parent, carer should state that they give permission for a member of staff to administer the medication.

SUPERVISION – The Headteacher must ensure that where staff supervise students administering their own medication the following conditions must be met:

- a) There is/are available staff who have volunteered to undertake this duty and have received the necessary training.
- b) An appropriate medicine record form is available and used (Appendix 2).
- c) The medication is properly labelled and accompanied by a parental consent form.
- d) An IHCP is available where appropriate and this and any other specific conditions (e.g. storage) are met.

ADMINISTRATION – Where staff actually administer the medication to students.

This should occur only if a student is unable to self administer the medication and conditions (a), (b), (c), and (d) in the supervision section are met.

SCHOOL MEDICINE RECORD FORM (Appendix 2)

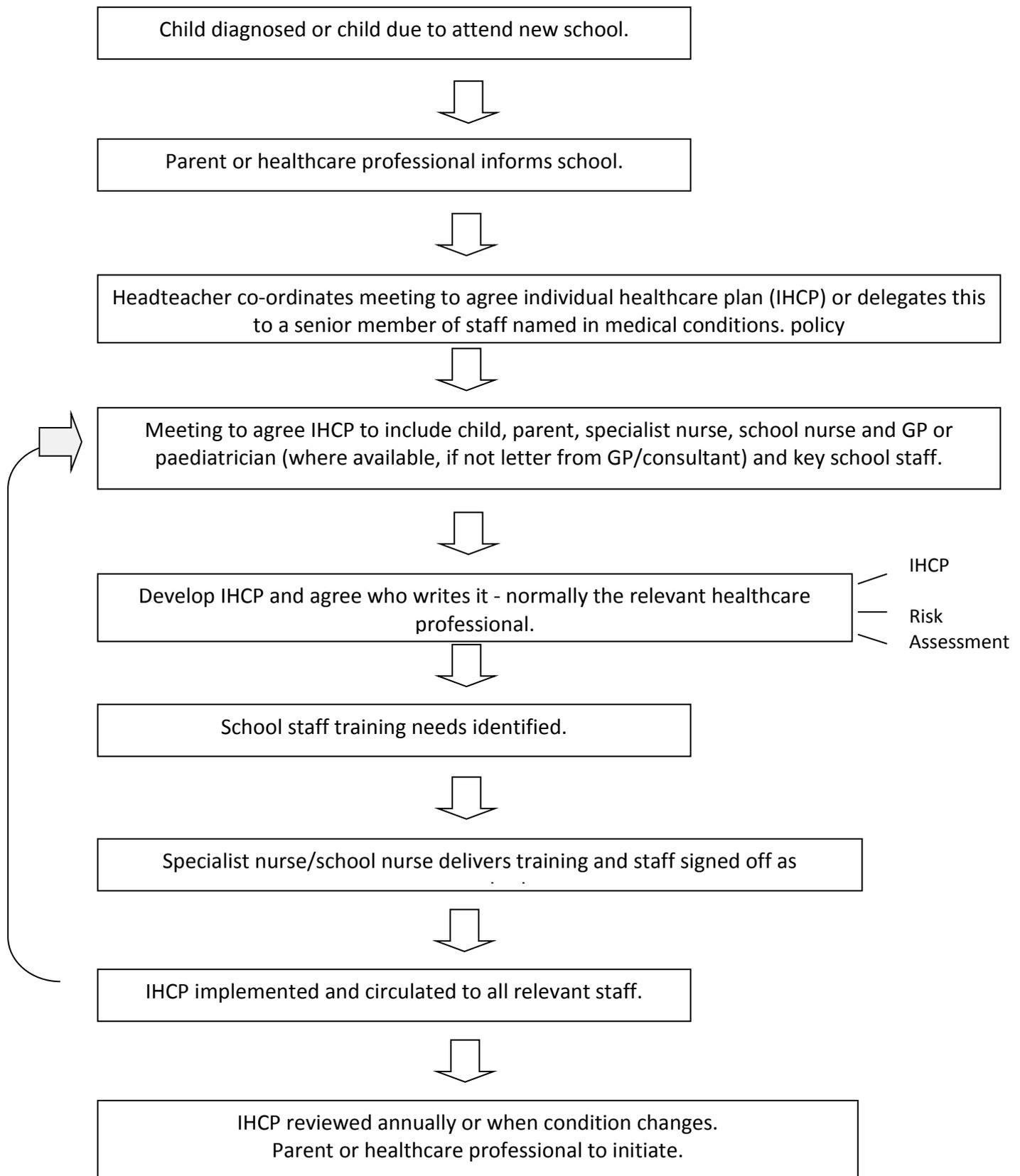
Must be filled in after each administration / supervision.

**APPENDIX 2
 SCHOOL MEDICINE RECORD**

Any Reactions	Staff Initials	Print names
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APPENDIX 3**IHCP Check List****Exemplar**

Name:					
Check List	Y	N	N/A	Action	Person Responsible
Does the child require an IHCP for their medical needs?					
Is medication required?					
Is a risk assessment required?					
Are specific support strategies and intervention required?					
Is the child able to self-administer medication?					
Is specific training required?					
Do school staff need to be made aware of the child's medical condition?					
Consent letter required from parents for the child to self-administer during school hours.					
Are separate arrangements required for school trips or other school activities including outside of the normal timetable?					
Is an emergency plan required, including whom to contact and contingency arrangements?					
Signature of Parent:					
Signature of School Nurse/Healthcare Professional:					
Signature of School Representative:					

APPENDIX 4**Individual Health Care Plan and Action Flowchart**

Those people involved with supporting students in school with medical conditions are:

Immediate support team

Healthcare Professional (School Nurse) – level of medical management, advice and guidance

Learning Manager }
Inclusion Manager } Support, intervention and communication



Business Manager – Risk assessment



Reception Staff – storage of medicines and liaison with parents/students

Form Tutor – where applicable

All Staff – where applicable