



Administration of Prescribed Medications In School Policy

Person responsible	Bursar/Head of Learning Enrichment
Last update	September 2023
Frequency of Review	Annual
Date of next review by Governors	Autumn 2024

This policy applies equally to Preschool and Reception (EYFS) and Years 1 - 6 at St. Christopher's The Hall School.

General

The Governors and staff recognise that many pupils will, at some time, need to take medication at school. While parents retain responsibility for their child's medication, the School has a duty of care to the pupils while at school, and the staff and Governors wish to do all that is reasonably practicable to safeguard and promote children's welfare.

Responsibilities

The Learning Enrichment Department is responsible for overseeing and distributing any medication kept in school. Any medication will be administered by Learning Enrichment, the Class Teacher, Teaching Assistant or Office Staff.

Parents/carers are responsible for providing any prescribed medication their child requires, and for giving written consent for it to be given. Parents/carers are also responsible for picking up any medication which is needed at home at the end of the School day.

Parents/carers are also expected to collect expired medication from the office and it is their responsibility to dispose of medication when it has expired or is no longer needed.

It is the responsibility of the parent to bring medication for their child to the School Office. Under no circumstances should medication of ANY kind be sent to School in a child's school bag.

For children requiring auto-injectors at school, it is the responsibility of parents/carers to provide two for school use. Expired auto injectors should be collected and signed for once new ones have been provided. The School is unable to dispose of them.

Staff Indemnity

The School fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following the School's policy.

Guidelines

On admission of the pupil to the School, all parents will be required to provide information giving full details of:

- medical conditions
- allergies
- regular medication, or occasional medicine
- emergency contact numbers
- name of family doctor/consultants
- special requirements (for example dietary)
- whether they give permission for their child to have an age appropriate dose of Calpol/paracetamol and Piriton, should it be needed.

At the beginning of each academic year all parents will be required to up-date this medical information.

Data Collection Form

Please note that all parents are required to complete a data collection form annually, or when they have been offered a place at the School, **even if the child has no allergies or medical needs.**

It is absolutely vital that the School is informed of any allergies, medical conditions and dietary/faith food requirements, so that we can keep your child safe. This is important even if your child doesn't need any specific treatment for their medical condition or allergy.

Sickness and Ill Health

Any pupil who has a temperature or is not well enough to take part in day to day School activities should be kept at home. For any child exhibiting vomiting or diarrhea, they should not return until 48 hours after the last bout. Children will be expected to go out with their peers during break and lunchtimes. If they are not fit enough to take part in PE, they will still attend their PE class, but to watch. The School has the right to ask a parent/carer to collect their child if they are not deemed to be well enough to be here, and the final decision lies with the School.

Administration of Medication and Recording Procedures

Any medication prescribed from a Doctor must have a clear explanation for use, including creams

and lotions. All medication to be given in school must be in its original packaging, be in date, and clearly labelled with the child's name. If medication is given for pain relief after a minor injury, it will be given for a maximum of 48 hours, unless otherwise indicated by a Doctor.

Medication kept at school must **only** be given to the named child. No medication should be given to another child, even in the event of an emergency - for example, auto injectors.

Administration of medication may be completed by the School Office Staff, Learning Enrichment Department, Class Teacher, or Class Assistant. All administration of medication will be recorded on Medical Tracker.

If the medication is required both at home and School, it is the responsibility of the parent to collect it from School at the end of the day.

Asthma

In the event of a child having an acute asthma attack, the inhaler **must** be given using a spacer device. The School's Emergency Asthma Inhalers must only be given to those children who have been prescribed an inhaler by their family doctor, where parents/carers have given consent for their use. A copy of the School's Asthma Register is in each asthma kit.

Liquid Paracetamol and Antihistamine

The School holds a supply of liquid paracetamol and antihistamine. These will only be given in exceptional circumstances, such as the child sustaining a minor injury, bite or sting. At the start of the year, in the School's Data Collection form, parents are requested to provide their consent via an opt-in clause on the Medical Information Form for both of these.

Opt in - A list containing details of all children whose parents have opted in will be kept in the Office, Pre-Prep Meeting Room and Learning Enrichment Room. This list will be updated throughout the year by the Learning Enrichment Department.

Opt out - If consent has not been given, Office Staff will call the child's parents to obtain verbal consent.

Adrenaline Auto-injectors (epiPens)

Any child who requires an Auto-injector **must** have two in school. Both will be kept in the First Aid drawstring bag in the child's classroom, which will be taken to specialist lessons and play time as per **the UK's Medicines and Healthcare Products Regulatory Agency (MHRA) advise in 2014**. Auto-injectors **must** be taken on all school trips, off-site visits and residential trips.

Expired Auto-injectors will be returned to the child's parents for disposal. These will be picked up by a parent from the School Office.

Storage of Medications

Other than Auto-injectors (plus associated allergy medications) and asthma inhalers, all medication will be stored in the locked Medical Room. Any antibiotics requiring refrigeration will be kept in the Medical Room.

Staff taking medication

If staff are taking medication which might affect their ability to care for children, they should seek medical advice and inform their line manager. Staff medication on the premises must be securely stored, and out of reach of children at all times. Staff who carry medication with them should ensure their bags are locked away /kept safely/ high up, away from children if there is no lockable cupboard.

Staff may obtain generic paracetamol/ibuprofen from the Medical Room accessed by Learning Enrichment or Office Staff if required.

Intimate or Invasive Treatment

Two adults must be present when any intimate or invasive treatment care takes place, at least one of whom must be of the same gender as the pupil. Parents will be notified of this via Medical Tracker.

Long-term Medical Needs

If a parent notifies the School that a pupil has a chronic condition, including asthma, anaphylaxis, epilepsy, diabetes or any other condition which will require greater awareness by the School, then an Individual Healthcare Plan for their child will be created with parental support and input. In addition, if the pupil has a severe allergy the parents will be asked to complete an Allergy Action Plan. The Governors and Head will do all they reasonably can to assist pupils with long-term needs. Each case will be determined after discussion with the parents, and in some cases the family doctor. (See also the Equal Opportunities Policy.)

Each class will be provided with a chart recording the children in their class with any long term needs (including Faith Food requirements). This **must** be displayed prominently in the classroom. Class teachers and TAs should make themselves aware of all children in their class who have medical conditions/allergies, and what their individual needs are.

Procedure for an Individual Healthcare Plan or Allergy Action Pan

When the School is informed that a pupil has a chronic health issue via the data collection sheets, an Individual Healthcare Plan (IHP) will be completed by the Learning Enrichment Department, in conjunction with parents and medical professionals. If the School is informed of a severe allergy, the parents will be sent an Allergy Action Plan to complete and return. A digital copy of these will be kept online, with a copy of the Allergy Action plan kept with each auto injector. The pupil's photo will be visible on the IHP and Allergy Action Plan. The Class Teacher, Learning Enrichment Department and Head Teacher will have a copy of the IHP and/or Allergy Action Plans. All staff will have access to these plans as well.

Any child with a chronic condition such as Diabetes/Epilepsy/ severe Asthma should have a Care Plan written by their Specialist Nursing Team, with the involvement of the School and family as appropriate. This must be shared with the Learning Enrichment Department.

IHPs will be updated and reviewed regularly throughout the year as needed. Allergy Action Plans will be updated at the beginning of each academic year, or as needed.

Training

Staff will regularly undergo First Aid training to remain up to date in their skills. The Learning Enrichment Department will also provide external training in the use of epipens and on other relevant subjects. The Governors are committed to providing appropriate training for staff who volunteer to participate in the administration of medicines.

Monitoring and Review

The Head of Learning Enrichment will be responsible for monitoring the implementation of the policy, and reporting termly to the Governors.