



# Woodford Primary School



## Administration of Medicines Policy

This Policy was adopted and ratified by the Local Advisory Board of Woodford Primary School –November 2020

Signed ..... Dated .....  
Chair of Governors

Signed ..... Dated .....  
Head Teacher



## WOODFORD PRIMARY SCHOOL

### MEDICINES AND MEDICAL NEEDS POLICY

#### STATEMENT

**Woodford Primary School is committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. This policy encompasses all of the statutory guidance contained within 'Supporting Pupils at School with Medical Conditions' and should be read in conjunction with the Intimate Care Policy.**

#### PURPOSE

- To ensure that children with medical needs receive proper care and support in the school setting.
- To ensure that clear procedures are in place for the safe storage, handling and administration of medicines.
- To provide clear guidelines to enable parents and staff to work together so that children with medical needs are effectively supported and have full access to education, including school trips and physical education.

#### SUPPORT AND CARE OF CHILDREN WITH MEDICAL NEEDS

Close co-operation between the school, parents, health professionals and other agencies is essential so that each child can have a successful and fulfilling school experience where they are cared for, stay safe, enjoy and achieve. Children with long term medical needs are clearly identified and known to all staff. All staff will be made aware of their needs and how this may impact on their school life, and what needs to be done for them if they become unwell during the school day. Staff providing support to a pupil with medical needs will receive suitable training.

#### HEALTH CARE PLANS

- All children with a diagnosed medical condition will have a written Individual Health Care Plan involving the parents and relevant health professionals to ensure that staff are aware of their specific needs.
- Individual Health Care Plans will include the following information: the medical condition, its triggers, signs, symptoms and treatments; the pupil's resulting needs including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, dietary requirements and environmental issues; specific support for the child's educational, social and emotional needs; the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies; who will provide support and training; who in school needs to be aware of the child's condition and the support required; arrangements for written permission from parents for medication to be administered, separate arrangements for school trips and activities outside the normal timetable, who is entrusted with confidential information about the child and what to do in an emergency including whom to contact and contingency arrangements.
- Where children have specific needs, training and advice will be arranged with local health professionals. (see Appendix 1)
- Care Plans will be readily accessible to all staff who need to refer to them, while preserving confidentiality. A copy will be held centrally. Health care plans will be reviewed annually or earlier if evidence is presented that the child's needs have changed.
- If a child has an EHC, the care plan will be linked and the Special Educational Need identified within it.



## **PROCEDURES FOR MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY**

Medicines should only be administered in school when it would be detrimental to a child's health not to do so.

### **Storage, administration and handling of Medicines:**

For safety reasons, all medicines with the exception of asthmatic inhalers and eczema creams are stored in medical cabinets in classrooms but are readily available to children and not locked away. Asthma inhalers and eczema creams are stored in the designated filing cabinets in each classroom. Wherever possible, children can self medicate with an appropriate level of adult supervision. If the child needs assistance to apply creams, written permission will be required.

Parents are asked to deliver any medication to school via the school administrator and to collect them at the end of the day in the same way. At no time should children be given medicines to bring in or take home from school. Only medicines that have parental consent, are in date, are appropriately named and in the original dispensed container with instructions for administration are allowed in school. The exception to this is insulin which may be in a pen or pump.

### **Timing of Administration of Prescribed Medicines:**

A designated member of staff for assisting with the administration of medicines will help children to take their medicines as prescribed at the appropriate time. This varies as some need to be taken with food, whilst others have to be taken an hour before food. Children requiring eczema creams, asthma inhalers, epipens, medazepam or diabetic glucose will have these administered as required.

The administration of antibiotics in school will be permitted only if the recommended dosage is four or more times per day, or at the discretion of the Medical Needs Co-ordinator.

Calpol will only be administered in school as a preventative measure if a child has a history of febrile convulsions and this will also be at the discretion of the Medical Needs Co-ordinator. A medicine with a prescribed dosage of 3 times per day will usually be taken at home before school, after school and at bedtime. When no longer required, medications will be returned to the parent for safe disposal.

### **Parental Authorisation Forms:**

Before medication can be given in school, parents must complete the appropriate authorisation for administering medicines in school form or an asthma card, clearly indicating the name of medication and relevant dosage to be taken. They must also complete a Health Care Plan. These forms can be obtained from the School administrator. For children who have extreme eczema, Parents must also write a letter specifically giving their consent for eczema creams to be applied by adults in the school.

### **Non-prescribed Medicines:**

Medicines that have not been prescribed by a doctor or dispensed by a chemist such as cough lozenges, hayfever or travel sickness tablets will not be administered by staff and are not to be brought to school. The Headteacher may decide to allow staff to administer or parents to administer, non prescribed medicines (Does not apply to Aspirin) in exceptional circumstances eg: pain relief for broken limbs.

### **Monitoring of Administration of Medicines:**

When a child receives prescribed medication in school, details of the time and date are to be recorded in the Administration of Medicines log. When a child has received any 'as required' medication held in the classroom, a letter will be sent home informing parents. (Appendix 2)

## **SCHOOL TRIPS AND SPORTING EVENTS**

Pupils with medical needs will be actively supported to fully participate and not be prevented from doing so. Reasonable adjustments will be made to meet individual needs.



### **Administration of medicines on school trips:**

On school outings or residential trips, administration of prescribed medicines will be the responsibility of a designated member of staff. Parents must have completed an authorisation form in advance of the trip and give the medication to the teacher in the original dispensed container, together with any information about administration or possible side effects. (Asthma and eczema creams would be taken from school and already have parental consent). Administration of these would need to be recorded in the Administration of Medicines log.

### **School responsibilities:**

- The school will store medicines safely and supervise appropriate administration in line with the prescriber's instructions and parental consent. If the administration of medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional. Training will depend on individual cases.
- The school will liaise with the school nurse for advice as necessary.
- The school will work in partnership with parents and other health professionals to create individual health care plans for children with specific medical needs.

### **Parental responsibilities:**

- It is the responsibility of parents to ensure that a parental consent form is completed whenever their child requires medication at school.
- Parents must also ensure that asthma inhalers and eczema creams held in school are in date. Parents must also inform the school of any possible side effects from medication that their child is taking.
- Parents must ensure that medicines that are brought into school are in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Parents must ensure that asthma inhalers taken to football matches etc are returned to school.
- Parents must dispose of any out of date medicines.

### **Confidentiality**

All information regarding an adult or child's medical needs and medication will be treated in confidence by the school.

<b>Version &amp; Date</b>		<b>Action/Notes</b>	<b>Review</b>
2.0	Nov 2020	Reviewed by SLT & LAB	



**WOODFORD PRIMARY SCHOOL  
INDIVIDUAL HEALTH CARE PLAN – Appendix 1**

<b>Child's Name</b>	
<b>Date of Birth</b>	
<b>Child's Address</b>	
<b>Medical Diagnosis</b>	
<b>Family contact</b>	<b>Name</b> <b>Relationship</b> <b>Address</b>  <b>Telephone no:</b>
<b>Hospital / Health contact</b>	<b>Name</b> <b>Profession</b> <b>Address</b>  <b>Telephone no:</b>
<b>G.P.</b>	<b>Name</b> <b>Address</b>  <b>Telephone no:</b>
<b>Describe medical needs and give details of child's symptoms</b>	
<b>Daily care requirements</b>	
<b>Describe what constitutes an emergency for child and action to be taken</b>	
<b>Any other information</b>	
<b>Parent / Carer signature</b>	
<b>Todays Date</b>	
<b>Review Date</b>	





**WOODFORD PRIMARY SCHOOL  
ADMINISTRATION OF MEDICINES – Appendix 3**

**Dear Parents,**

**I am writing to inform you that your child.....**

**received .....**

**at .....today.**

**Yours Sincerely**

**Class Teacher**

.....

**WOODFORD PRIMARY SCHOOL  
ADMINISTRATION OF MEDICINES**

**Dear Parents,**

**I am writing to inform you that your child.....**

**received .....**

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**Yours Sincerely**

**Class Teacher**



Dear Parents,

Following a review of the medical information we hold it has been brought to our attention that your child may need a care plan to ensure proper and accurate action is taken should they become unwell during the school day.

If your child has a chronic condition such as Asthma or Eczema for which the school holds prescribed medication such as an inhaler or cream, or if your child has an allergy for which they need medication or an EPIPEN, a care plan now needs to be completed and signed by the child's parent or guardian.

The care plan will provide school with information about your child's condition, when they need medication, how much medicine they need and it will provide us with your signed consent to assist them with administering their medication. This care plan will be kept with each child's medicine and a copy will be held by our medical needs co-ordinator.

Please remember that it is your responsibility to ensure that medicines held in school are in date and have been dispensed by a pharmacist with your child's name and the required dose clearly marked. We are unable to assist any child to take a medicine that is out of date, or has not got this information clearly visible to the adult caring for them.

Yours Sincerely

Mrs K Patrick  
Head Teacher

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My child \_\_\_\_\_ has a need for a medical care plan for  
\_\_\_\_\_ (please state medical condition)

Please delete one of the statements below:

- I have completed and attached a care plan for my child
- My child no longer needs a medical care plan

Please return this reply slip to the School Office.