



Mayville Primary School

Medical Policy

2016 - 2017

Introduction

There are an increasing number of children attending mainstream schools with medical conditions. Schools have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or **prescribed** drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Management and Organisation

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. All medicines should be delivered to a member of staff by the parent/carer. Parents should always complete a form available from the school Welfare Officer giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication must be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the school Medical room for reference by staff involved.

In cases where the child's medical needs may be greater than those of their peers, the Head teacher may request that an individual Healthcare Plan be prepared if applicable by the school Nurse. In such cases, consultations on the Plan will include the school, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school.

The Head teacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines.

Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils i.e. Teaching Assistants, Class Teacher, Office staff, should be advised of the correct procedure for each pupil by Ms Ceyda Irfan, Welfare Officer, who will liaise with Parents / Carers.

It is the responsibility of the Head teacher to ensure that new members of staff receive appropriate training.

Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures.

A record should be kept of all medicines and drugs administered by the members of staff responsible in the Medication Record Book. All medication administered must be recorded and witnessed by; (as listed below)

Members of staff available for administering medicines and drugs:

Ms Ceyda Irfan	Mrs Lisa Buxey
Ms Natasha Brown	Ms Melike Konuk

Members of staff available for first aid in an emergency:

Ms Ceyda Irfan	Mrs Adeola Banjo
Ms Melike Konuk	Mr Joakim Kristiansen
Mr Alex Keefe	Ms Natasha Brown

Members of staff available to administer emergency medication:

Ms Ceyda Irfan	Mrs Adeola Banjo
Ms Melike Konuk	Ms Joakim Kristiansen
Mr Alex Keefe	Ms Natasha Brown

Advice on medication

Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Head teacher can request that parents or carers keep the pupil at home if necessary.

Medicines that need to be taken three times a day should be taken in the morning, after school, and at bed time so they do not need to be administered in school. If the parent or carer requests that the school administer medication (**prescribed only**), the Head teacher will allow this on the condition that the school's Permission to Dispense Medication form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances

a telephone call may be made to the parent/ carer to obtain verbal consent. A record will be kept in the medicine record book. A telephone permission slip will also be completed by the member of staff and to be signed by the parent when they collect their child at the end of that school day.

In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff already named should administer the medication and a record kept.

If a child refuses to take medication, staff will talk to the child and record his/her reason for refusal. The school will then inform the child's parent/carers as soon as possible of the refusal and request that they attend school to deal with the situation.

AED (Defibrillator)

We have an AED (defibrillator machine) within the school. It is situated in the medical room on the wall behind the door. It is checked every month by the Welfare Officer Ms Ceyda Irfan, she is to report any faults to the Business Manager, Mrs Lorraine Klein.

A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. The machine guides you through the use of the defibrillator step by step. There are 8 members of staff that have training on how to use it.

However, in an emergency persons that don't have training can call 999 and be advised on when and how to use it.

Members of staff available to use AED (Defibrillator machine) in an emergency:

Ms Ceyda Irfan	Ms Diamond-Rose Macharia
Ms Melike Konuk	Mr Alex Keefe
Mrs Lisa Buxey	Ms Natasha Brown
Ms Lorraine Klein	Mrs Nicky Sandu

School Trips

It is the part of the Inclusion Policy of the school that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise. It may be necessary to take medication for pupils on a school trip, i.e. Epipen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication must be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the first aider to administer when necessary.

Inhalers for Asthma

Inhalers are kept in a draw in the medical room, labelled, Asthma pumps. They are filed in alphabetical order. If necessary they should be taken to all physical activities. Inhalers must be labelled with the child's name and clear guidelines of administration.

It is the responsibility of the parent/carer to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. Expiry details are entered on to the computer system SIMS. This is to enable us to run reports and keep check on expiry dates.

We hold an Emergency Asthma Inhaler Kit in the school. This can be found on the wall of the medical room behind the door. This Emergency pump may only be administered to children those parents have given written consent to do so and have been diagnosed with Asthma.

The pump must always be used with a spacer from the kit. Once a spacer has been used from the kit, it must be disposed of, and must not be used again for any other child.

Creams for skin conditions

In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this case, the Head teacher is willing for named staff to administer the antibiotics supplied by the parent or carer. A Permission form should always be completed giving full instructions for administration of the medicine. It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

Diabetes

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes must not be left unattended if feeling unwell, or sent to the office unaccompanied.

Sharp boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents/carers from the child's GP or Paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept.

Allergies

Children who have severe allergies (such as nut allergy) and need Epipen medication close to hand at all times. Two Epipens will be stored in an unlocked cupboard in the medical room. All staff will be made aware of the identity of the children who suffer from anaphylaxis and given instructions on how to use the Epipen.

Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation.

Staff should never take children to hospital in their own car-it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Head teacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff is aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the secure medication cupboard in the school office or the office fridge (depending on prescriber's instructions.) The key to the medication cupboard will be kept in the office key cupboard on hook number 40. Epipens and Inhalers should be readily available and not locked away (available in the medical room draw labelled Epipens and asthma pumps.) Some children have Epipen/Inhalers in their classrooms in accordance with the recommendation of their care plan.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal, and they should collect all medication at the end of the school year.