



Medicines and First Aid Policy

issued by the School Committee of Milton Mount Primary School



Effective from: September 2022

Signed by: Lesley King

Next review date: March 2024

The Medicines and First Aid Policy reflects the UN Convention on The Rights of the Child (CRC) by supporting these Articles.

Article 3: The best interests of the child must be a top priority in all things that affect children.

Article 24: Every child has the right to the best possible health.

All staff, governors, parents/carers and members of Milton Mount Primary School community will be made aware of and have access to this policy.

Statement of Intent

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions. The school committee of Milton Mount Primary School will ensure that these arrangements for fill their statutory duties and follow guidance outline in 'Supporting pupils at school with medical conditions' April 2014'.

Establishment staff do not have a statutory duty to give medicines or medical treatment. However, medicines will be administered to enable the inclusion of pupils with medical needs, promote regular attendance and minimize the impact on a pupil's ability to learn. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Organisation

The school committee will develop policies and procedures to ensure the medical needs of pupils at Milton Mount School are managed appropriately. They will be supported with the implementation of these arrangements by Head teacher and school staff.

The lead for the management of medicines at Milton Mount School is Mrs Hammond. In their duties staff will be guided by their training, this policy and related procedures.

Implementation Monitoring and Review

All staff, school committee members, parents/carers and members of the Milton Mount School community will be made aware of and have access to this policy. This policy will be reviewed annually and its implementation reviewed as part of the head teacher's annual report to the school committee.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime. Only antibiotics to be taken four times a day, and which are for a re-occurring illness will be administered in school.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may call into the school and administer medicine to their child, if, a parent or other adult is unavailable they may request that a member of school staff administers the medicine if it is to be administered four times a day. Mrs Hammond, must first agree the administration of the medicine if it is for a re-occurring or long-term illness. The parent or guardian must supply the medicine in the original pharmacist's packaging clearly labelled including details for administration and possible side effects, the inner information leaflet must be provided to the school Medical Room. Parents must complete a 'Parental agreement for setting to administer medicine' form (Appendix B) and a 'Record of medicine administered to an individual child' (Appendix C) must be completed and signed with the member of staff that the medicine is given to. Pupils should stay at home for at least 24 hours after being prescribed antibiotics to ensure the child is well enough to be back at school and there have been no adverse effects from the medicine. On no account should a child come to school with medicine if he/she is unwell.

Inhalers

Inhalers are kept in the First Aid Room in separate boxes for each year group. If the child leaves the school premises, on a trip or visit, the inhaler is taken by the adult in charge or the First Aider.

It is the parent's responsibility to ensure the medication is within the 'use by' date and replaced when necessary.

Epi-pens

Epi-pens are kept in the First Aid Room on a clearly labelled separate shelf. A second epi-pen is placed in the classroom cupboard (in a red first aid bag) clearly labelled. Epi-pens will be stored in boxes with a photo of the child on the outside. The majority of adults in school have received training by the school nurse to enable them to administer the epi-pen in emergencies. This training is updated every year.

Non-prescription Medicines

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. Only non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging. Medication must be suitable for the pupil's age, supplied by the parent (not the school) and in its original packaging, with manufacturer's instructions. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form. The medication will be stored and administration recorded as for prescription medicines.

Herbal remedies, cough medicines and cough sweets are not allowed in school. Lip salves can be kept in the Medical Room and used when needed by students with very dry/chapped lips; these are not to be kept on a student's person.

On sunny days to protect against sunburn, a high factor sun cream should be applied in the mornings before school. All children must bring a hat to school in sunny weather. If a child, has particular sensitive skin, parents can liaise with the medical team and undertake a care plan, should one be required.

Calpol

We do hold age appropriate doses of Calpol in school, which we will give if we are in receipt of written permission from the parent. We will check with parents before giving Calpol to confirm that children have not previously taken any medication containing paracetamol within the preceding 4 hours, and will only give one dose.

Controlled Drugs

The school does not deem a pupil prescribed a controlled drug (as defined by the Misuse of Drugs Act 1971) as competent to carry the medication themselves. Controlled drugs will be stored securely in a non-portable container and only named staff will have access. Controlled drugs for emergency use must also be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug held in school.

Pupils with injuries

Pupils with injuries i.e. broken bones whom have plaster casts are welcome to be at school as long as parents feel that they are well enough.

If a child has a leg injury and requires crutches we require documentation from a doctor to state that they are required and parents haven't given them from a previous injury.

They will be required to stay in for break and lunch for which they can choose a friend to stay in with them and bring a game to the area outside the medical room/office.

Additionally, pupils requiring crutches will need to have a Personal Emergency Evacuation Plan (PEEP) put in place by the school Medical Assistants.

Pupils with Long-term or Complex Medical Needs

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, school nurse, Medical Room Assistants and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in an Individual healthcare plan (IHP) (Appendix A) or Educational Health and Care plan (EHC). These plans will be reviewed by the school annually or following a significant change in a pupil's medical condition.

Pandemic Procedures

In the event of a pandemic staff will follow government guidance and school policy, as necessary.

Admissions

When the school is notified of the admission of a pupil with medical needs the Lead for Managing Medicines will complete an assessment of the support required. This might include the development of an IHP and additional staff training. The school will endeavor to put arrangements in place to support that pupil as quickly as possible. However the school may decide (based on risk assessment) to delay the admission of a pupil until sufficient arrangements can be put in place.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. Appropriate arrangements for medication should be agreed and documented in the pupil's Individual health care plan and parents should complete the relevant section of 'Parental agreement for setting to administer medicine' form (Appendix B) and 'Record of medicine administered to an individual child' (Appendix C).

Staff Training

The school will ensure that the staff who administer medicine to control specific chronic conditions are trained to administer those specific medicines, for example, Anaphylaxis (epi-pens), Diabetes (insulin) Epilepsy (midazolam). Training in the administration of these specific medicines is arranged via the school nurse. A record of training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required. See 'Staff training record – Supporting pupils with medical conditions' (Appendix E).

The school will also ensure that other staff who may occasionally need to administer a prescribed medicine supplied by the parent with a valid consent form and, or an IHP, are trained in the procedure adopted by the school by the person who has completed the Managing Medicines course. A record of training must be maintained to show the date of training for each member of staff and when repeat or refresher training is required. See 'Staff training record – Supporting pupils with medical conditions' (Appendix E).

The school will ensure that a record is made of every dose of medicine administered in school. This record is completed by the person that administers the medicine. See 'Record of medicine administered to an individual child' (Appendix C) and 'Record of medicines administered to all children - Supporting pupils with medical conditions' (Appendix D).

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, epi-pens etc) are kept in a locked store cupboard. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as epi-pens are kept in the Medical Room, a second Epi-pen is kept in a clearly identified container in his/her classroom. Staff must ensure that emergency medication is readily available at all times i.e. during outside PE lessons, educational visits and in the event of an unforeseen emergency like a fire. If the fire bell sounds, a First Aid kit which will contain an emergency inhaler will be taken outside from the Medical Room. Parents will be asked to supply 2 epi-pen's for each child with one kept in the Medical Room and the other in the child's class room. In accordance with the Human Medicines (Amendment No 2) Regulations 2014 the school will keep a salbutamol inhaler and an epi-pen for emergency use in the Medical Room.

Medicines that require refrigeration are kept in the Medical Room, clearly labelled in an airtight container.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits. A parent or guardian will be informed if their child has been unwell during the school day. For record sheets see 'record of medicine administered to an individual child' (Appendix C) and 'record of medicine administered to all children' (Appendix D).

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has an IHCP, the emergency procedures detailed on the plan are followed, and a copy of the IHCP is given to the ambulance crew. IHP's will also be given to those companies and staff providing transportation of pupils to and from school, in order that the IHCP can be passed to the ambulance crew in the event of an emergency. Instructions for calling an ambulance are displayed prominently by the telephone in the school office. A blank proforma is attached in Appendix F 'contacting the emergency services'.

Medicines on Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure they complete a consent form (Appendix A), and supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication) cannot be administered by staff and pupils must not carry them for self- administration. Hay fever remedies etc. should therefore be provided, if necessary, on prescription.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Medicines on Residential Visits

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally it may be necessary to administer non-prescription medicines i.e. Calpol to pupils suffering acute pain from things like migraine, period pain, toothache. Parents must give written consent prior to the administer of non-prescription medicines. On the form parents will ensure that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case.

The school will keep its own supply of standard Calpol for administration to pupils. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring paracetamol (or other types of painkillers) to school.

Any prescription medication to be given on a residential trip must be given directly to a member of staff either in the medical room or to the lead first aider for the trip. Both Appendix B & C must also be completed.

Complaints

Issuing arising from the medical treatment of a pupil whilst in school should in the first instance be directed to the Headteacher. If the issue cannot be easily be resolved the headteacher will inform the school committee who will seek resolution.

During the updating of this policy, Safeguarding was taken account of.

Approved by the Governing Body

Signed (Chair of Governors) _____

Date_____

Review Date_____