

<b>Policy Owner:</b>	Principal
<b>Contact Officer:</b>	Deputy Principal
<b>Approved by:</b>	Management Board
<b>Date Approved:</b>	30 <sup>th</sup> May 2011
<b>Last Reviewed:</b>	NA
<b>Related Policies:</b>	

## 1. Overview

1.1 Parents or guardians have the prime responsibility for their children's health and should provide the school with information about any medical condition. The school needs to know about any medical needs before a child starts school, or when a pupil develops a condition. The school will need to know:

- Details of the condition
- Special requirements
- Medication and any side effects
- What to do, and who to contact in an emergency
- The role the school can play

## 2. Aims and objectives

- to produce a safe and secure environment where all can learn without anxiety, and measures are in place to support children with medical needs.
- to produce a consistent school response to supporting children with medical needs who require access to their medicines in school.
- to make all those connected with the school aware of catering for children with medical needs, and make clear each person's responsibilities with regard to the administering medicines in our school, providing training where necessary.
- to enable regular attendance for children who require medicine during the school day

## 3. Medicines in School

3.1. No child will be given medicines without their parent/guardian's written consent.

- Medicines should only be sent to school where it would be detrimental to the child's health if it were not administered during the school day.
- Large volumes of medicines should not be kept in school.

3.2. The school will only accept medicines that have been prescribed by a doctor, dentist nurse prescriber or pharmacist prescriber and are provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

- The schools will keep written records of each time a medicine is given. (See Appendices)
- All emergency medicines, such as asthma inhalers and adrenaline pens, are readily available to children.

- Non-emergency medicines should be kept in a secure place, not accessible to children.
- Medicines that are required to be refrigerated can be kept in a fridge used for food but should be kept in an airtight container and clearly labelled.
- A record of staff training will be maintained.
- Children will only self-administer medicines with agreement of the head teacher and parents.
- Emergency Procedures
  - An ambulance should be called - staff should not take a child to hospital in their car.
  - All staff should know how to call emergency services. (See Form1 in the school office). A member of staff should accompany a child to the hospital and stay until the parent arrives.

#### 4. The role of the teacher and support staff

- Staff have a duty of care to act like any reasonably prudent parent. In exceptional circumstances the duty of care could lead to administering medicine and/or taking action in an emergency.
- Staff will give a child medicine only with their parent's **written** consent.
- Each time will check:
  - name of child
  - name of medicine
  - dose
  - method of administration
  - time/frequency of administration
  - any side effects
  - expiry date
  - Will administer medicines in accordance with the prescriber's instructions.
  - Will check that any details provided by the parents are consistent with the instructions on the container.
- Will be aware of possible side effects and what to do if they occur.
- Will **only** give a non-prescribed medicine to a child when there is a specific prior written permission from the parents. N.B. medicines containing aspirin or ibuprofen should never be given unless prescribed by a doctor.
- Will record all administering of medicines, including non- prescribed medicines.
- Will record if a child refuses to take a medicine and contact the parent.
- Will discuss any concerns with the parents.
- Will contact the parents of a child who is not well enough to be in school.
- Identified staff will ensure that controlled drugs are kept in a kept in a lockable, non-portable container (the school safe) and maintain a record for audit and safety purposes.
- Will return any controlled drug to the parent when no longer required (parent to collect)
- Identified staff will take any medicine not collected by parents to the pharmacy for safe disposal at the end of every term.
- Will consider whether a risk assessment is necessary for some children (e.g. for sporting activities or educational visits) and be aware of relevant medical conditions and any preventative medicine that may be needed to be taken and emergency

procedures. A named individual will be responsible for ensuring that any medication accompanies the child when off-site.

- Identified members of staff routinely attend training, which equips them to administer medicines and to follow school policy and procedures with regard to dealing with children with medical needs.

## **5. The role of parents and carers**

Parents and carers

- Should provide full information about their child's medical needs, including details on medicines their child needs.
- Should provide details of any changes to the prescription or support required.
- Should develop a health care plan where necessary with the school and relevant health professionals.
- Will keep their child at home when s/he is acutely unwell.
- Should only send medicines to school when essential - where it would be detrimental to the child's health if it were not administered during the school day
- Will complete the relevant form to give written consent for any medicine to be taken in school.
- Are encouraged to ask the prescriber to prescribe in doses that can be taken out of school hours. It should be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.
- Will provide medicines in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- Will collect any medicines held in school at the end of each term.
- Are responsible for arranging the safe disposal of the medicine when no longer required or are date-expired.
- Have a responsibility to support the school's administering of medicines policy.
- It only requires one parent to give consent to administer medicines. Should parents disagree the school will continue to administer the medicine in line with the consent given. If no resolution is achieved, it must be resolved by the Courts.

## **6. The role of Academic Board**

- The Academic Board has general responsibility for this policy and take account of the views of the Principal, staff and parents in developing this policy.

## **7. Monitoring and review**

- This policy is monitored by the Academic Board and will be reviewed every two years or before if necessary.

## **8. School Trips**

- Students with medical needs are encouraged to participate in visits. Staff is made aware of any medical needs and arrangements for taking any necessary medication are put in place.

**Request for an Ambulance**

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

- 08 9227 5538

2. Give your location as follows

- 223 Vincent St, West Perth

3. Give exact location in the school/setting (insert brief description)

- Enter the Campus from Cleaver Street (corner of Clever & Vincent)

5. Give your name:

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control that the crew will be met at the roadside and taken to the child.

<ul style="list-style-type: none"><li>• Date of birth</li><li>• Child's address</li><li>• Medical diagnosis or condition</li><li>• Date</li><li>• Review date</li></ul>
<b>Family Contact Information</b> <ul style="list-style-type: none"><li>• Name</li><li>• Phone no. (work)</li><li>• (Home)</li><li>• (Mobile)</li></ul>
<b>Clinic/Hospital Contact</b> <ul style="list-style-type: none"><li>• Name</li><li>• Phone no.</li></ul> <b>G.P.</b> <ul style="list-style-type: none"><li>• Name</li><li>• Phone no.</li></ul>
<b>Describe medical needs and give details of child's symptoms:</b>
<b>Daily requirements:</b>
<b>Describe what constitutes an emergency for the child and the action to take if this occurs:</b>
<b>Follow up care:</b>



The school will not give your child medicine unless you complete and sign this form and the school or setting has a policy that staff can administer medicine.

Name of child \_\_\_\_\_  
 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Medical condition or illness \_\_\_\_\_

**Medicine: To be in original container with label as dispensed by pharmacy**

Name/type and strength of medicine \_\_\_\_\_  
*(as described on the container)*  
 Date commenced \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Dosage and method \_\_\_\_\_  
 Time to be given \_\_\_\_\_  
 Special precautions \_\_\_\_\_  
 Are there any side effects that the  
 School/setting should know about? \_\_\_\_\_  
 Procedures to take in an emergency \_\_\_\_\_

**Parent/Carer Contact Details:**

Name \_\_\_\_\_  
 Daytime telephone no. \_\_\_\_\_  
 Relationship to child \_\_\_\_\_

I understand that I must deliver the medicine safely to school office  
 The above information is, to the best of my knowledge, accurate at the time of writing and I  
 give consent to school/setting staff administering medicine in accordance with the  
 school/setting policy. I will inform the school/setting immediately, in writing, if there is any  
 change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Guardian's signature \_\_\_\_\_  
 Print Name \_\_\_\_\_ Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

Date	•					
Time given	•					
Staff Name	•					
Initials	•					
Observations	•					

Name of child \_\_\_\_\_  
 Date of medicine provided by parent \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Class \_\_\_\_\_  
 Name and strength of medicine \_\_\_\_\_  
 Dose \_\_\_\_\_ Time medicine to be given \_\_\_\_\_  
 Staff signature \_\_\_\_\_  
 Signature of parent \_\_\_\_\_

Date						
Time given						
Staff Name						
Initials						
Observations						

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