



St. Matthew's C of E Primary School
Administration of Medication in School Policy
First Aid and Storage of Medicines

St. Matthew's School is an inclusive community that aims to support and welcome pupils with medical conditions.

This school aims to provide all pupils with medical conditions the same opportunities as others at school.

We will help to ensure they can:

- + Be healthy
- + Stay safe
- + Enjoy and achieve
- + Make a positive contribution
- + Achieve economic well-being
- + The school ensures all staff understand their duty of care to children and young people in the event of an emergency
- + All staff feel confident in knowing what to do in an emergency
- + This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- + This school understands the importance of medication being taken as prescribed.
- + All staff understand the common medical conditions that affect children in this school
- + Staff receive training on the impact medical conditions can have on children.

Policy Framework

These points provide the essential framework for St. Matthew's medical conditions policy.

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.
2. The medical conditions policy is supported by a clear communication plan for staff, parents to ensure its full implementation.
3. Named staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
4. Staff understand and are trained in the school's general emergency procedures.
5. This school has clear guidance on the administration of medication at school.
6. This school has clear guidance on the storage of medication at school.
7. This school has clear guidance about record keeping.
8. This school ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
9. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.
10. Each member of the school and health community knows their roles and responsibilities in maintaining

and implementing an effective medical conditions policy.

11. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

** The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.*

1. St. Matthew's School is an inclusive community that aims to support and welcome pupils with medical conditions

St. Matthew's School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

This school aims to include all pupils with medical conditions in all school activities.

Parents of pupils with medical conditions feel secure in the care their children receive at this school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

2. The medical conditions policy is supported by a clear communication plan for staff and parents to ensure its full implementation.

a. Pupils are informed and regularly reminded about the medical conditions policy:

- + in the school newsletter at several intervals in the school year

b. Parents will be informed and regularly reminded about the medical conditions policy:

- + by signposting access to the policy
- + at the start of the school year
- + in the school newsletter at several intervals in the school year
- + when their child is enrolled as a new pupil
- + via the school's website

c. School staff are informed and regularly reminded about the medical conditions policy:

- + through copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
- + at scheduled medical conditions training
- + all supply and temporary staff are informed of the policy and their responsibilities.

3. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

All staff at this school are aware of the most common serious medical conditions at this school. Training is refreshed for all staff at least once a year.

Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.

This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help. Allergy, diabetes and asthma boards are displayed in appropriate classrooms.

This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

4. All staff understand and are trained in the school's general emergency procedures

All staff know what action to take in the event of a medical emergency. This includes:

- + how to contact emergency services and what information to give. Orange emergency cards are displayed next to all external phone lines giving contact and location details.
- + who to contact within the school. Miss Osborne, Headteacher, Miss Thompson Medical Needs Leader, and the DSL.

Training is refreshed for all staff at least once a year.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

Generally, staff should not take pupils to hospital in their own car.

5. The school has clear guidance on the administration of medication at school

Administration – emergency medication.

All pupils at this school with medical conditions have **easy access to their emergency medication**.

All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely. Insulin officers at St. Matthew's are Miss Thompson and Mrs Murdock.

Administration – general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.

Following the new guidelines which are 'to promote self-care' the implementation of the 'March 2018 NHS England guidance regarding conditions for which 'Over the counter' items should not routinely be prescribed in primary care. This means 'Prescription medicines should only be taken to a setting when this is essential and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist.'

Once you have asked for your child to given this medication, the teacher or a named member of staff will ask the parent or carer to fill in a revised medication form to give permission for the medical officer to

administer at a specific time.

Miss Thompson, (Medical Needs Leader) or Miss Esther (Medical Needs Officer) will usually administer medication under the supervision of a member of the SLT. If this is not possible, medication will be administered under the supervision of office staff or will be given without supervision with information recorded.

However, for medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

Parents at St. Matthew's School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a pupil at this school refuses their medication, staff records this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. In some cases staff may be adjusted to allow appropriate care for pupils.

If a trained member of staff, who is usually responsible for administering medication, is not available St. Matthew's School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible.

6. This school has clear guidance on the storage of medication at school

Safe storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available. Miss Thompson has a key. In the key storage unit located in the main office.

Most pupils at this school carry their emergency medication on them at all times. Pupils keep their own emergency medication securely. If this is not the case, pupils know where their medication is kept and are able to ask a member of staff if they need it. Eg Asthma inhalers.

Pupils at this school are reminded to carry their emergency medication with them.

Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

All medication is sent home with pupils at the end of the school year. Medication is not stored in summer

holidays.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

Parents at St. Matthew's are asked to collect out-of-date medication.

If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

A named member of staff (Miss Thompson) is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Sharps boxes are kept in the Headteacher's office in a safe, secure area.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent. Miss Thompson and Mrs Murdock.

Collection and disposal of sharps boxes is the parent's responsibility.

Medication

1. Medication will only be accepted in school if it has been prescribed by a doctor.
2. Medication will not be accepted in school without complete written and signed instructions from the parent/ guardian. Forms can be obtained at the school office.
3. Only reasonable quantities of medication should be supplied to the school, (for example, a maximum of four weeks supply at any one time).
4. Each item of medication must be delivered in its original container and handed directly to the office.
5. Each item of medication must be clearly labelled with the following information; this information should also be recorded on the medication consent form:
 - Child's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements
 - Expiry date.
6. The school will not accept items of medication that are in unlabelled containers
7. Unless otherwise indicated all medication to be administered in School will be kept in a medical cabinet - located in Headteacher's office.
8. The school will provide parents/ guardians with details of when medication has been administered to their child, upon request. The administration of medicines is recorded and kept in children's personal files. These records are confidential and only shared on a need to know basis. Records are always available to child's parents when required.
9. The only form of medication that school allows a child to retain is an inhaler for asthma. It is the responsibility of parents / guardian to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of the child's need for medication.
10. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangement made with the school health service. The school will make every effort to continue the administration of medication to a child whilst on trips away from the school

premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a child on a school trip if appropriate supervision cannot be guaranteed.

Guidelines for Parents/ Guardians

To ensure the SAFE administration of medication in school the following guidelines have been produced. If these are not followed then unfortunately the medication cannot be given.

Please note that the authorised person can only accept medication prescribed by a doctor.

1. Parents/ guardians are responsible for providing the Headteacher/ medical needs co-ordinator with adequate information regarding their child's condition and medication. It is the parents/ guardians responsibility to inform the school in writing when the medication is discontinued or the dosage changed.
2. Medication will not be accepted in school without complete written and signed instructions from a medical professional (for example prescribed medication), and signed consent from parents/ guardians.
3. Only reasonable quantities of medication should be supplied to School, e.g. a maximum of 4 weeks supply at any one time.
4. Each item of medication must be delivered in the original container and handed directly to the office. Each container must be clearly labelled with the following:-
 - Child's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements
 - Expiry date.

The school will not accept items of medication that are in unlabelled containers.

5. It is the parents responsibility to replenish medicine and medical supplies for their child.
6. It is the parent's responsibility to discard of used medication bottles etc. All medications will be returned to parents when no longer required.

Staff have all received training in dealing with allergies and members of staff who are willing to administer an epi-pen have signed a form which is located in the staff room.

7. This school has clear guidance about record keeping.

Enrolment forms

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Drawing up Healthcare Plans

St. Matthew's School uses a Healthcare Plan to record important details about individual children's medical needs at school, their medical conditions, its triggers, signs, symptoms and treatments.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is completed with parents, nurse, Headteacher, DSL, and Medical Needs Leader for pupils with a long-term medical condition at enrolment or when a diagnosis is first communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is given to the pupil's parents to complete.

The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then give these completed forms to the school.

St. Matthew's School ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs. The Headteacher, Miss Osborne. The DSL Mrs. Devi, and the Medical Needs Leader Miss Thompson.

Ongoing communication and review of Healthcare Plans

Parents at St. Matthew's School are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff at St. Matthew's School use opportunities such as teacher-parent interviews and check that information held by the school on a pupil's condition is accurate and up to date.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed when changes are reported back to school.

Storage and access to Healthcare Plans

Parents and pupils at this school are able to access their child's Healthcare Plan if they request to do. Copies can also be made for their own records.

Healthcare Plans are kept in a secure central location at school. At St. Matthew's this is the child's personal profile which is located in the main office.

Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Healthcare Plans of pupils in their care.

St. Matthew's School ensures that all staff protect pupil confidentiality.

St. Matthew's School seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day.

St. Matthew's School seeks permission from the pupil and parents before sharing any medical information

with any other party.

Use of Healthcare Plans

Healthcare Plans are used by this school to:

- + inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- + remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- + identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- + ensure that all medication stored at school is within the expiry date
- + remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.

Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Record keeping

St. Matthew's School keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

This school holds training on common medical conditions once a year. All staff attending receives a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receives training.

St. Matthew's School keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

8. St. Matthew's School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Exercise and physical activity

St. Matthew's School understands the importance of all pupils taking part in sports, games and activities.

This school ensures all classroom teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

St. Matthew's School ensures all classroom teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

This school ensures all classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

St. Matthew's School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

St. Matthew's School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered. (Ms Devi DSL.)

Pupils at St. Matthew's have all been advised how to use the red emergency cards that are located in every room in the school.

Residential visits

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

St. Matthew's School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are

normally available at school.

9. This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

St. Matthew's School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

First aider

First aiders at this school have a responsibility to:

- + Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- + When necessary ensure that an ambulance or other professional medical help is called.

Generally, First Aid should be left to those members of staff who are qualified first aiders. However, all staff have a general duty to act 'in loco parentis' in emergencies.

If qualified first-aiders cannot deal with any medical emergency or are at all uncertain of the best action to take, they will contact the parents in the first instance or call for an ambulance whichever is appropriate. When an ambulance is called, parents / guardians are always informed.

Staff should only administer first aid above and beyond reasonable first response measures if they are qualified to do so. When a medical emergency occurs, they should inform the staff in reception themselves or by sending a responsible pupil to inform a qualified first aider and to seek help – emergency services, 999.

If the school is unable to get hold of a parent or any other recognised emergency contact, someone will always go with the pupil to the hospital and the office will continue to try to contact parents.

Non Emergency first aid

All accidents and incidents are recorded in the first aid book. Details give the child's name, the date and time of incident along with a description of what happened, any cuts, marks and the treatment given. All records should have a signature of the member of staff who recorded the incident. All classrooms have their own first aid books and accidents that occur at play time or lunch time are recorded in the accident book located at the first aid station.

All rooms have first aid boxes, with carry handles so they can be transported around school if necessary.

If a child bumps their head, a cold compress should be applied immediately and a bump on the head sticker

should be worn along with a bump on the head letter which is sent home.

Before applying any plaster, members of staff should seek information from the child about whether they wear plasters at home.

Splinters e.t.c – should be removed by the child. If this is not possible and any discomfort is felt by the child, the parents should be informed and the child sent home.

At St. Matthew's School if the first aider or medical needs coordinator is not happy with the symptoms a child displays due to a fall, bang on the head, cut, medical condition, etc then the office will call the parents to come and collect the child from school.

If a child suffers a cut with an object lodged inside, this should not be removed. Pressure should be applied around the object.

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- + complete the pupil's Healthcare Plans provided by parents
- + where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- + offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- + ensure the child or young person knows how to take their medication effectively
- + ensure children and young people have regular reviews of their condition and their medication
- + provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- + understand and provide input in to the school's medical conditions policy.

Pupils

The pupils at this school have a responsibility to:

- + treat other pupils with and without a medical condition equally
- + tell their parents, teacher or nearest staff member when they are not feeling well
- + let a member of staff know if another pupil is feeling unwell
- + let any pupil take their medication when they need it, and ensure a member of staff is called
- + treat all medication with respect
- + know how to gain access to their medication in an emergency
- + ensure a member of staff is called in an emergency situation.

Parents

The parents of a child at this school have a responsibility to:

- + tell the school if their child has a medical condition
- + ensure the school has a complete and up-to-date Healthcare Plan for their child
- + inform the school about the medication their child requires during school hours
- + inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- + tell the school about any changes to their child's medication, what they take, when, and how much
- + inform the school of any changes to their child's condition
- + ensure their child's medication and medical devices are labelled with their child's full name
- + provide the school with appropriate spare medication labelled with their child's name
- + ensure that their child's medication is within expiry dates
- + keep their child at home if they are not well enough to attend school
- + ensure their child catches up on any school work they have missed
- + ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- + ensure their child has a written care/self-management plan from their doctor or specialist healthcare

professional to help their child manage their condition.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

11. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year

St. Matthew's School's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- + pupils
- + parents
- + school nurse and/or school healthcare professionals
- + Headteacher
- + teachers
- + special education needs coordinator
- + pastoral support/welfare officer
- + first aider
- + all other school staff
- + local health professionals
- + the school employer
- + school governors.

The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

<i>Policy Author:</i>	<i>Marie Thompson</i>
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