



Inspiring All to Excellence



Violet Way Academy

Medication

Introduction

This guidance describes the provision made for administering medicines to pupils and should be read alongside Supporting pupils with medical needs guidance.

There is no legal duty that requires school staff to administer medication; this is a voluntary role.

Guidance Statement

- We would ask parents to request that their doctor, whenever possible, prescribe medication, which can be taken outside the school day. For example, if medication is to be taken 3 times per day, parents can give medication before school, after school and at bedtime.
- However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day. If your child has to take 4 or more doses of the medication in a day, we will be able to administer one of the doses of medication in school.
- We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this Guidance.

In line with the Trust-wide Supporting pupils with medical needs policy, prescription and (very rarely non-prescription medicines) will only be administered at school:

- when it would be detrimental to the pupil's health or school attendance not to do so and
- where the academy has parents' written consent.

The school will only accept prescribed medicines that are

- In date
- Labelled with the child's details
- Provided in the original container as dispensed by the pharmacist and include the child's details and instructions for administration, dosage and storage

Management and organisation

- It is essential that clear written instructions are supplied by parents when requesting that medicine is administered to their child.
- Parents **MUST** complete a medicine consent form which will be available from the school office, giving clear information about the administration. Teachers should NOT accept or administer medication sent in children's bags / handed to them. **PARENTS MUST SIGN IN ALL MEDICATION AT THE FRONT OFFICE.**
- Medicines that are not part of a care plan (i.e. a one-off course) must be brought in each day and handed over to the office staff along with the completed medicine consent form. Medicine will need to be collected by the parent/carer at the end of the day.
- Medication must be in the original packaging, with the doctor's instructions attached, including the child's name and date of birth.
- The medicine consent form must be completed and signed by the parent/carer and retained in school. There is also an administration form that staff administering medication must complete each time they give medicines to a child in school.

- By signing the form, the parents/carers are doing so with the understanding that although the person administering the medicine is a trained first aider, they are still a volunteer. They have the right to refuse to administer medicine and this will be discussed with the parent/carer if applicable.
- All medication administered will be recorded and witnessed by another member of staff.
- A child should never be forced to accept a medication. "Wasted doses" (e.g. tablet dropped on floor) should also be recorded.
- If for any reason the medicine should not be administered, once it has been handed over and a consent form has been completed, the school must be notified immediately by telephone and the instruction confirmed in writing.
- Should the child be required or is able to administer their own medication e.g. reliever inhaler for asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the School Nurse Team to check the child's technique before accepting full responsibility.
- All staff should be familiar with the normal precautions for avoiding infections and must follow basic hygiene procedures. Staff have access to disposable gloves and facilities for washing hands.

Storage & Disposal of Medication

All medication with the exception of Emergency Medication (such as inhalers and autoinjectors) will be kept in a safe and secure place in the school office or staff room (this is usually the fridge). Inhalers and autoinjectors will be kept in a box in the classroom of the child and taken with the child e.g. to the hall / field for PE.

Administering Medication on Educational Visits

Staff supervising excursions must consult with a paediatric trained person or the Headteacher to be aware of any medical needs and any relevant emergency procedures. Arrangements for taking any necessary medication will need to be taken into consideration.

Monitoring and Evaluation

- The above guidance and practices will be reviewed regularly by the Headteacher and Local Governing Body on an annual basis.
- It is the Governors responsibility to make sure that correct procedures are followed.
- This Medication Policy along with the Health and Safety Policy and Supporting Pupils with Medical Needs Policy ensures procedures are in place to support pupils with medical needs, including the management of medication. The Governing Body is also responsible for making sure that willing staff have appropriate training to support pupils with medical needs. This will be arranged in conjunction with health professionals.
- The Headteacher is responsible for implementing the guidance and for developing detailed procedures. When staff volunteer to give pupils help with their medical needs, the Headteacher may agree to their doing this but must ensure that they receive proper support and training where necessary.
- All parents are aware of the school's guidance and procedures for dealing with medical needs through this guidance and school communications, for example the newsletter.

Health Care Plans

- Individual health care plans are created for pupils with ongoing medical needs, who may need to take medication on a regular basis during the school day.
- The Inclusion Manager is responsible for writing the individual health care plans with parents.
- The plan identifies the level of support that is needed for the pupil at school.
- A written agreement with parents/carers, clarifies the help that the school can provide.
- The school will agree with parents how often they should jointly review the health care plan on an annual basis.
- Each plan will contain different levels of detail according to the needs of the individual pupil.
- Parents will be asked to collect any medicines held on site, which support Health Care Plans, which have expired or are not clearly labelled. Any uncollected medicines will be taken to the local pharmacy for disposal.

After School Clubs and OPOJ Care Club

- If medication is required to be administered during after school clubs, please speak to the school office. Any such requests will be considered on an individual basis.
- If medication is required to be administered during Care Club (breakfast and after school or school holiday), please speak to the Care Club Manager. Any such requests will be considered on an individual basis.

Long Term Medical Conditions

Asthma medication and control

- Parents /carers of children with asthma are required to complete an 'Asthma Card' indicating triggers, symptoms, what to do in an emergency etc. It also includes consent to use the school's emergency inhaler.
- We have an emergency inhaler in school. We have a separate Asthma Guidance with information about our emergency inhaler.
- Most pupils with asthma will relieve their symptoms with medication using an inhaler. The child's individual medication will be readily available to them at all times. A small number of children, particularly the younger ones, may use a spacer device with their inhaler with which help will be given if needed.
- Each pupil's needs and the amount of assistance they require will differ.
- Children with asthma will have immediate access to their reliever inhalers when they need them.
- Inhalers will be available during physical education, sports activities, and school trips.
- If a pupil is having an asthma attack, the person in charge should prompt them to use their reliever inhaler if they are not already doing so. If the medication has had no effect after 5-10 minutes, or if the pupil appears very distressed, is unable to talk and is becoming exhausted, then medical advice must be sought and/or an ambulance called.

Epilepsy

- People with epilepsy have recurrent seizures, the great majority of which can be controlled by medication.
- When drawing up health plans, parents will be encouraged to tell schools about the type and duration of seizures their child has, so that appropriate safety measures can be identified and put in place.

- The school will take advice and support from medical professionals.

Diabetes

- Diabetes is a condition where the person's normal hormonal mechanisms do not control their blood sugar levels.
- Children with diabetes normally need to have daily insulin injections, to monitor their blood glucose level and to eat regularly.
- Each pupil may experience different symptoms, and this should be discussed when drawing up the health care plan.
- The school will take advice and support from medical professionals.

Anaphylaxis

- Anaphylaxis is an extreme allergic reaction requiring urgent medical treatment.
- In the most severe cases of anaphylaxis, people are normally prescribed a device for injecting adrenaline.
- Responsibility for giving the injection is on a purely voluntary basis and training will be given to all staff.
- For some children, the timing of the injection may be crucial. This needs to be clear in the health care plan and suitable procedures put in place so that swift action can be taken in an emergency.
- Adrenalin pens must be in date and kept in close proximity to the child or staff member at all times.
- At Violet Way Academy, we have an emergency autoinjector, which is for emergency use only (for example a child's autoinjector fails to work) and is only given where consent has been obtained from parents/carers.
- The school will take advice and support from medical professionals.

Staff Training

- We utilise the Staffordshire County Council Schools Training Scheme to provide online training for asthma, anaphylaxis and epilepsy. We ensure that at least one member of staff is trained in each year group and all staff working in direct contact with a child with anaphylaxis (for example the staff in a year group if a child in that year group has anaphylaxis).
- We liaise with the School Nurse Team, taking advice and support to ensure pupils with health care plans and medical needs requiring medication are appropriately supported in school.