



Downlands Medicines Policy

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| Reviewed/ amended | July 2019 |
| Ratified by Governors | |
| Next Review | February 2022 |
| Addendum re COVID 19 (page 5 and 6) | June 2020 |

Throughout this policy “Downlands refers to Downlands Community Primary School, and Dandelions Pre-School and Out of Hours Clubs

General Principles

- i. **Teachers nor non-teaching staff have neither a legal nor contractual duty to administer medicines or provide health treatment**
- ii. **Legal responsibilities under The Health and Safety at work act remain those of the employer (the L.E.A.)**
- iii. **Employees have a responsibility to:**
- iv. **1) take reasonable care of their own and others’ health and safety**
- v. **2) cooperate with their employers**
- vi. **3) carry out activities in accordance with training and instructions**
- vii. **4) inform the employer of any perceived risks**

Introduction

Parents have the prime responsibility for their child’s health and should provide the school with information about their child’s medical condition, before the child is admitted or when they first develop a medical need. This needs to be updated regularly. We expect parents to keep children at home if they are unwell and to notify the school. If we feel that they are unwell while they are at school, we will request they are picked up.

Medication

We will consider requests by Parents in respect of the administration of medicines when:

- A child suffers from chronic long term illnesses / complaints such as asthma, diabetes or epilepsy
- A child is recovering from a short term illness but requires a course of antibiotics etc..
- The school has received a written request from a Parent giving the instructions regarding the required dosage (see request form)
- The request form (attached) must be used whenever a Parent wishes medication to be administered and must be resubmitted termly
- The medicine in the smallest practicable amount must be brought to school by the Parent (under no circumstances the child) and must be delivered personally to the school office
- Medicines will be either self administered in the presence of office staff or other named members of staff or will be administered by them according to the dosage instruction provided by the Parent
- The school will not be held responsible for failure to administer medication
- All medicines must be clearly labelled with owner’s name, dosage and contents
- We will only administer medicines prescribed by a a doctor or dentist.
- An exception to this would be travel sickness medication needed for travel on a school trip.
- Only named staff may administer or supervise the medication. If the child refuses to take the medicine, staff should not force them to do so, but parents must be informed on the same day. If this puts the child at risk, parents will be asked to collect them.

- If the school has concerns about the nature of given medication, it reserves the right to refuse their administration. Parents will be advised of this immediately and will be consulted on alternative arrangements

Asthma

- The school has a responsibility to advise staff on practical asthma management
- Pupils who appear over reliant on inhalers may have poorly controlled asthma and need to consult their doctor
- Parents must provide school with details of dosage, equipment such as relievers, preventers and spacers and an Asthma Plan which is kept in the pupils class and Medical Room
- It is the Parents responsibility to inform the school of details of treatment and changes as they occur. These will be recorded in the medical book kept with the first aid kit in each classroom.
- Inhalers will only be allowed in school once Parents have completed the administration of medicines form.
- Inhalers must be clearly marked with the child's name.
- Inhalers will be kept safely in the child's classroom so that a member of staff can access them.
- Parents must advise the school of inhaler expiry dates
- Inhalers are only to be used by / for the pupil for who they are prescribed
- Full participation remains the goal for pupils with asthmatic conditions
- Pupils should take a dose of their inhaler before exercise
- The inhaler should be readily accessible during the P.E. lesson (the school office is accessible)
- When swimming, pupils should take their inhaler with them

Epi Pen/ Auto injector Guidelines

- Some pupils may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy etc . .
- These pupils should have a Care Plan a copy of which is kept in class, Medical and Staff rooms
- The school staff have agreed to administer epipen medication *in extreme circumstances* and only if they have been trained in the use of an epipen. Staff understand that epipens are a risk free treatment and a one shot injection which can do no harm may relieve a potentially high risk medical condition.
- When a medicine is about to reach its expiry date, parents / carers must collect from the school office and arrange a replacement. Though the school regularly checks expiry dates, it is the responsibility of the parent / carer to ensure that the school is provided with up to date medication;
- Each time medication is administered, it is recorded in a log book in the school office and signed by the staff member administering the medicine;
- Parents / carers of children with severe or complex medical conditions eg. anaphylaxis, diabetes, epilepsy, must complete an individual Health Care Plan detailing the child's details, contact details for parents and GP, medication requirements and the protocol for an emergency situation. These are prominently displayed in the staff room.

Educational Visits

- The member of staff with overall responsibility for the off-site visit must ensure that any regular medication, (incl epipens, inhalers) is taken by an adult with them on the visit. Children are not given responsibility for their own medication off site.
- Adults on a visit also carry at least one general first aid kit.
- If a child requires medication during the visit, which is not normally administered by the staff (eg. to complete the course of antibiotics or travel sickness medication), or because the visit is residential, a request form must be completed and signed, details as above.

ADDENDUM TO Medicine Policy in light of COVID 19 Pandemic

During this period, we have made detailed and risk assessed plans to keep staff and pupils safe from potential Covid-19 infection. Furthermore, returning parents have been pointed to clear guidance from the government with regards to the precautions for clinically vulnerable and extremely clinically vulnerable pupils, with the later category being advised to remain at home:

[Guidance on shielding people who are extremely clinically vulnerable](#)

[Implementing protective measures in education settings](#)

Any clinically vulnerable child readmitted to school, with the current COVID-19 threat levels, should receive an individual risk assessment, carried out with school staff and parents/guardians. However, the school is reliant on parents sharing information as well as the existing school medical records. A key factor in determining whether a child is safe to come into school will be whether the medical condition is under control during normal times: for example, for asthmatics, that there have not been recent and frequent need for hospitalisation of GP referrals and that current medicines are working. The school will seek particular advice with respect to diabetes.

Administering of medicines during heightened COVID-19 threat levels

- Emergency medicines such as an EpiPen, will be administered promptly and without delay
- The school will not administer paracetamol based products to relieve symptoms of cold. Pupils suffering from such symptoms should not be brought into school. If these symptoms occur during the school day, it is likely that a child will be isolated and parents asked to take home.
- We will strongly recommend that where possible all routine medicines are administered at home. This is to alleviate the need for non pack adults to get closer than 2m to administer routine medicines. If this cannot be achieved, we will risk assess the child administering the medicine themselves with appropriately distanced adult supervision.
- Any medicines requiring contact from another adult will not be allowed at this time. For example, eczema creams must be applied at home or be administered by the child with an appropriately distanced adult.
- Pupils who require antihistamine for Hay Fever will be advised to have their medicine before entering school. If a more frequent dose is required, this will need to be risk assessed in relation to the child administering the medicine themselves with an adult supervising at an appropriate distance
- Staff Administering First Aid or supervising the administering of prescription medicines may well be wearing the appropriate PPE.
- The normal first aid room will be the site of routine medicinal support and or first aid. There will be a separate medical isolation room for pupils showing symptoms of COVID-19

June 2020

PARENTAL REQUEST FOR ADMINISTRATION OF PRESCRIBED MEDICINE/ASTHMA MEDICATION DURING COVID-19 PANDEMIC

CHILD'S NAME: _____

CLASS TEACHER: _____

THE MEDICAL CONDITION (please describe in detail referring to prompt questions)

Have you read the guidance on clinical vulnerabilities during COVID-19 pandemic? Is this medical condition under control or have you sought recent medical advice or hospitalization?

THE MEDICINE

| Name of medication | Duration of course | Dosage prescribed | Date prescribed | Times to be given | Risk assessment completed with parent regarding safe administering |
|--------------------|--------------------|-------------------|-----------------|-------------------|--|
| | | | | | |

CONTACT INFORMATION

| | | | |
|------------------------|--|------------------------|--|
| First Contact: | | Second contact: | |
| Home telephone: | | Home telephone: | |
| Work telephone: | | Work telephone: | |
| Mobile: | | Mobile: | |

DOCTOR'S INFORMATION:

| | |
|---------------------------|--|
| Name: | |
| Surgery Address: | |
| Surgery telephone: | |

PARENTS

I clearly understand and accept that:

- The above medicine must be delivered to the school personally;
- The responsibility for advising the school of changes in dosage remains mine;
- Adults will need to remain appropriately distant whilst supervising a child self-administering medicine and may well wear PPE;
- Medicines will not be administered unless this form is fully completed and resubmitted termly and if COVID-19 threat levels change or if child's medical condition worsens.

Signed: _____ **(Parent / Guardian)** **Date:** _____