



LORDSHIP LANE
PRIMARY SCHOOL

Medicine Policy

2023/24

Statutory or non-statutory	Haringey Policy adapted for LLPS	Date reviewed	Date of next review
Statutory	Unknown	September 2023	September 2024

LORDSHIP LANE PRIMARY SCHOOL

ADMINISTRATION OF MEDICINES AND MEDICAL PROCEDURES POLICY

Process

This is the first Administration of Medicines and Medical Policy; previously Lordship Lane has followed the Haringey Schools Health Handbook Policy Guidance and Resources. Schools share responsibility under the September 2014 statutory guidance for Supporting Pupils with Medical Conditions.

Definition of medical needs. Who has medical needs?

Pupils on roll at Lordship Lane School may, during their time with us be affected by a wide range of medical conditions:

- Long term medical conditions: i.e. *Cystic Fibrosis, Epilepsy and Diabetes.*
- Recurring medical conditions: i.e. *CFS\ME, leukaemia*
- Life threatening conditions: i.e. *Leukaemia, cystic fibrosis.*
- Operations, road accidents and sports injuries resulting in a period of recuperation
- Mental Health: i.e. *mood disorders (including depression) anxiety disorders, obsessive compulsive disorders, eating disorders, self harming behaviour, ADHD, psychotic disorders, tic orders (including Tourette's syndrome).*
- Effects of treatment for diagnosed medical conditions: i.e. *steroids, chemotherapy, radiotherapy and medications affecting performance and behaviour e.g. psychotropic medication*
- Infectious diseases: i.e. *tuberculosis*
- Degenerative conditions where deterioration in eyesight or physical mobility is expected: i.e. *Duchene Muscular Dystrophy.*

CATEGORIES OF MEDICAL NEEDS

In general there are three main sets of circumstances where staff may be required to support pupils with medical needs or conditions these are: -

- Cases where pupils recovering from a short-term illness are well enough to return to school but are receiving a course of **prescribed medication** such as antibiotics.
- Cases of chronic illness of long-term complaints, such as asthma, diabetes or epilepsy, which may require an Individual Health Care Plan. (**see attached Asthma policy**)
- Children with specific special medical need who require an individual or Emergency Health Care Plan.

Aims

As a school we are committed to providing pupils with medical needs with as much education as their condition allows, with minimal disruption. Our emphasis is on continuance of the learning process for those pupils with physical or mental health problems

- To enable children who have short term or chronic long-term medical conditions to take part in normal school activities and lead as normal and happy life as possible.
- To ensure that any child with specific\chronic conditions is given the opportunity to go on visits (providing the child's GP gives written consent to support attendance and participation).
- To ensure that Lordship Lane practices safe procedures in dealing with administering medicines and medical procedures. **Ensuring that no medication is given without the written consent of the parent\carer concerned.** Also ensuring that **members of staff NEVER give Non-prescribed medicines to a child.**
- To include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay healthy.
- To ensure that there is a designated member of staff responsible for maintaining records relating to pupils' health needs and known medical conditions including emergency contact numbers and procedures.
- To ensure that all staff and volunteers understand their **common law duty** to act as any reasonably prudent parent would in ensuring that pupils in their care are healthy and safe, referring any concerns to the designated member of staff.
- To ensure that staff are aware of this duty extending to times when children are involved in activities that take place off the school site, such as educational visits, school trips and residential's'
- To raise staff awareness of children with known medical problems or conditions and any emergency procedures to safeguard the child's health and safety.
- To ensure safe practices are **always** followed.
- To support and encourage pupils to take responsibility for their own medical needs, taking into account their age and whether they have special needs.
- To ensure that parents are aware of the schools policy and procedures regarding the administration of medicines.
- To ensure that any child with chronic illness or long term complaints such as asthma, diabetes or epilepsy has their own individual health care plan.

Equal Opportunity

This policy is designed to ensure that all children feel secure regardless of age, gender, ability or ethnicity. It is an integral part of our attempt to achieve a safe environment for all.

Objectives

- To ensure that parents have an understanding of the responsibility placed on the school making it clear that the school is not obligated to provide this service.
- To develop effective links with relevant agencies and co-operate as required with their enquiries regarding specific children and their medical needs.
- To ensure that the designated member of staff who administers medicines follows the correct procedures laid down by the LEA\School policy
- To ensure that all staff familiarise themselves with specific symptoms that are associated with such illnesses as Asthma, Epilepsy, Diabetes, Cystic Fibrosis, Sickle Cell Anaemia Disorders and Thalassaemia
- To ensure that all members of staff, volunteers and governors know the name of the designated member of staff responsible for medical needs and medicine administration.
- An initial Individual Health Plan should be drawn up during the pre admission meeting, or as soon as school is notified of the child's condition. The designated teacher will draw up subsequent plans on a yearly basis.

- Ensure that all staff treat pupils' medical information confidentially. The parent\child and head teacher\designated teacher should agree who else should have access to records and other information about pupil.
- Ensure that staff protect the dignity of the child as far as possible, even in emergencies.
- If a child is to be out of school for more than 15 days following a medical condition or hospitalisation then the designated person must refer the child for home tutoring.

Drawing up an Individual Health Care Plan

The main purpose of an Individual Health Care Plan for a child with special medical needs is to identify the level of support that is needed by the school, clarifying the help that can be provided. A written agreement with parents clarifies for staff, parents\carers, and the pupil the help that the school can provide.

- The health care should be reviewed jointly at least once a year though it is dependant on the nature of the child's particular need.
- Drawing up a health care plan will contain different levels of detail.
- In addition to input from the school health service, the child's GP or other health care professions those who may need to contribute to a health plan may include: designated teacher, parent, child (if appropriate) class teacher, class support assistant, staff who are trained to administer medicine, staff who are trained in emergency procedures.
- Red Alert cards are situated in the classrooms to alert all staff to emergency procedures for "at risk" pupils.

Procedures

- Any request by the parent\carer for the school to administer medicine must be done so in writing. The parent\carer must complete the schools parental consent form.
- The medicine, together with the completed and signed consent form must be delivered to the main office and given personally to a member of the office team.
- **Under no circumstances** should staff administer non- prescribed medication.
- A written record should be kept of the administration of all prescribed medication to pupils and kept together with the instructions, checked and completed by the designated member of staff (Office team).
- All forms must be kept on the school premises and can be found in the main office in a File marked 'Medical\Medicines'.
- Medicines must be stored safely in the container supplied (pharmacist's original container) and be clearly labelled with the contents, child's name, dosage and any other instructions.
- The designated member of staff /Office team must check name date and dosage with parent\carer.
- Any medicines must then be stored in the main office or in the refrigerator in the main office or in the nursery annexe (as appropriate). **UNDER NO CIRCUMSTANCES** should medicines be kept in First Aid Boxes.
- Any medicine which has passed its expiry date should be collected from the office by the parents within 5 days or disposed of safely (e.g. by returning it to the local pharmacist) Medicines must not be disposed of in the sink, toilet or bin.
- Guidance on procedures in relation to commonly occurring conditions is provided in in the file marked Medicines\Medical Needs located in the main office.
- For the protection of both staff and children, a second member of staff should be present while the more intimate\invasive procedures are being followed and appropriate personal protection must be worn (Infection Control Procedures). Such procedures can include assistance with catheters, use of equipment for children with tracheotomies, injections or inserting rectal diazepam. Staff should protect the dignity of the child as far as possible, even in emergencies.

- For those children who require treatment including invasive medical procedure, only those who are both willing and appropriately trained should administer such treatment.
- Training in invasive procedures should be conducted by qualified medical personnel **under no circumstances must an untrained person attempt to administer an injection.**
- Children with medical conditions will be recorded on the class information file and in the Medical\medicines file.
- Conditions such as asthma, diabetes, epilepsy, sickle cell anaemia, can from time to time result in an emergency situation requiring immediate medical attention, a Health Care Plan must be drawn up and retained in the pupils medical records so that staff are aware of the correct procedures.

Roles

Head Teacher

- Should appoint a designated member of staff to co-ordinate action within the school and liaise with other agencies in relation to children's medical conditions
- Should ensure that the designated member of staff receives appropriate training and support.
- Should ensure that procedures are put in place for administering medicines.
- Should ensure that all staff are alert to signs of possible abuse and know whom to report any concerns or suspicions.
- Should make parents aware of the schools medicine and medical procedures policy

Designated Teacher

- Should, where a child has medical needs follow procedures set out by the policy (see procedures section of policy)
- Should ensure a Health Care Plan is written and updated for any pupil who requires one.
- Should keep all records and medicines secure, separate from the main pupil file, and in locked locations.
- Should ensure that, when pupils leave, their Health Care Plan is transferred to the new school immediately and the school nurse is informed.
- Should ensure that all staff and volunteers receive relevant training.
- Should ensure that relevant staff are informed of any medical needs of children in their immediate care.

Governing Body

- Should ensure that there is a policy on administration of medicines and medical procedures.

Members of Staff \Volunteers

- Should not take any action beyond that agreed in the procedures established by the policy.
- **MUST NOT** administer any non-prescribed medicine, nor store any medicines of any type in the classroom.
- Pass on any relevant information regarding any child with medical needs to the teacher responsible for medicines and medical procedures.

Success Criteria

Interim

- The policy is in use by all staff
- All staff know and follow the correct procedures regarding medicines and medical conditions
- Safe and correct practices are followed

Final

- **A safe environment is established where children are safeguarded and have the chance to fulfil their potential, by being healthy, staying safe, enjoying and achieving, making a positive contribution and enjoying economic well being.**

Designated Teacher – Jasmine Binding is responsible for maintaining up to date records of children's medical conditions.

Deputies–The Office team, teachers and support staff are responsible for administrating medicine and informing Jasmine Binding of any new admissions with medical needs\conditions.