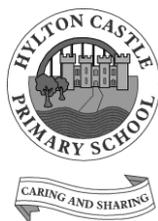


HYLTON CASTLE PRIMARY SCHOOL



MEDICATION POLICY

Ratified by governors:

Last reviewed by governors: October 2018

Date of next review: October 2019 or sooner if appropriate

Link governors: Caroline Comer

Policy written by: Elaine Armstrong

Introduction

Staff have a duty of care to ensure that pupils are healthy and safe in school, to take appropriate action where there is a need for medical assistance. The Children Act provides scope to do what is reasonable to safeguard or promote children's welfare.

- School will do everything possible to ensure that any child with medical problems is given access to the curriculum and that they receive as full an education as possible
- Teachers are not obliged to administer/ supervise pupil's medication
- Emergency action may be needed, both in school and on outings

How and why the policy was formulated

There are a number of Acts of Parliament, Regulations & Circulars that provide guidance on the administration of medication which include:

- The Medicines Act 1968, which places restrictions on the handling of drugs & medications, including their administration.
- Misuse of Drugs Regulations 2001, which requires that schools ensure that prescription medications are kept in a secure medicine cabinet and recorded in an appropriate register.
- The Control of Substances Hazardous to Health Regulations 2002, which recognises that all medications can be harmful if they are taken by someone for whom they are not prescribed.
- The Children Act 1989 provides scope for teachers to take appropriate action in emergency medical situations.
- The Disability Discrimination Act 1995 which sets out a requirement not to discriminate against children and adults with medical needs.
- The Special Educational Needs and Disabilities Act 2001 reinforces the need to consider the overall welfare of the pupil when considering the administration of medication.
- The National Curriculum Inclusion Statement 2000 requires that schools take account of those children who have medical needs.
- DFE guidance 'Supporting Pupils at School with Medical Conditions' April 2014.

Involvement of Parents / Carers

When a parent/ carer requests that we administer medication we will

- Consider whether the school's identified staff are prepared to administer the medication
- If agreed, a risk assessment will be conducted to determine the necessary arrangements
- Prime responsibility lies with parents / carers as they are the main source of information
- Assist parents / carers with the medical care of their children
- Work with the parent to set up a Care Plan for the child
- Inform staff of changes to condition, treatment and medication
- At the end of term or end of treatment, any remaining medication is to be handed over to the parent /carer by the designated person
- If the parent/carers fails to collect the medication, it will be destroyed and the details of the action taken recorded

- Parents issued with guidance on administration of medication in school
- Termly check/ annual review of Care Plans to ensure they reflect current requirements.

Involvement of Pupils

- Setting up own Care Plan with staff, parents & appropriate personnel
- Be treated with respect & dignity
- A register of pupils' medical needs is to be kept indicating whether a Care Plan is in place, and the information made available to the staff
- Educate children with due regard to special medical needs
- Support for pupils in managing their medication, where appropriate

Aims

- Whole School awareness to the Medication Policy
- Educate staff & children regarding special medical needs
- Arrange training for staff willing to support children with medical needs
- When necessary, liaise with medical services in support of children with medical needs
- Ensure access to broad, balanced curriculum
- Maintain appropriate records
- Provide Risk Assessments for School visits/holidays – to be kept in EVC file (D.Head Office)
- Appropriate Insurance arrangements for staff who manage medication

National Guidance

Pupils with medical needs

- have a right to a full education
- Need proper care & support

Staff can consider

- whether to be involved with a pupil's medical care
- having appropriate training
- legal implications: working to clear guidelines as prescribed by a medical practitioner
- concerns regarding the support of children with medical needs

The Policy

Staff are not expected to administer medication unless

- it is essential that it be taken in school hours (4 times a day)
- the pharmacist can dispense the medication in a separate container with the quantity required for use in school
- the prescription & dosage is printed on the outside
- the name of the pharmacist is visible

Staff Training

Responsibility for ensuring staff are suitably trained: Mrs Armstrong

- Medical register to be circulated to all staff at the beginning of term and updated termly, (or as and when medical needs are required). New staff will be given medical register as they begin employment.
- Currently have 16 identified staff trained in Managing Medication (Mrs Holland – Level 3, Ms Campbell – Level 2, Support Staff - Level 1)
- Sufficient training as required to enable support for each child on Medical Register

ANY MEDICATION THAT IS INCORRECTLY LABELLED CANNOT BE ACCEPTED

- The school will consider each request to administer medication for a pupil with special medical needs, liaising with the School Health Service to seek advice & support.

Procedures

- Medication is stored in locked cabinet in the Business Managers office
- Secure storage for medication in school; access only by designated staff and each time it is administered, a record is completed
- Medication is stored according to product instructions, with particular regard to temperature. It may be necessary to use the fridge, so care should be taken to ensure there is no risk of cross-contamination
- The keys to the lockable cabinet are held in the key cupboard in Business Managers office
- Emergency response medication e.g. epipens, relief inhalers, to be stored safely, but accessible to identified pupils/ personnel
- For school outings & outdoor activities, medication should be in an accessible pack held by a member of staff accompanying the pupil
- The Care Plan includes the child's identity, his/ her medical condition, the medication regime, key contacts & emergency procedures
- If a child becomes ill, they must be accompanied by an adult
- If a child refuses medication, parents should be informed
- Children with medical conditions cannot be prevented from drinking/eating or using the toilet
- They may also need to have regular breaks to help manage their condition effectively

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedures. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

Designated staff:

C. Holland
S.Campbell
J. Clark

Inclusion Statement

At Hylton Castle Primary School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities.

Pupils have Special Educational Needs if they have a learning difficulty which calls for special educational provision to be made for them. Pupils with a disability have special educational needs if they have any difficulty in accessing education and if they need any special educational provision to be made for them, which is anything that is additional to or different from what is normally available in schools in the area.

At Hylton Castle Primary School we undertake the duties, including in relation to this policy:

- Not to treat disabled pupils less favourably for a reason which relates to their disability
- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- To do our best by all disabled members of our school community in relation to the requirements of this particular policy

Equality & Diversity Statement

Hylton Castle Primary School fully recognises its duty to comply with equality and diversity legislation, and its Gender Equality Scheme sets out the school's aims in relation to equality and what it will do to ensure that equality is fully embedded in practice. The school fully acknowledges its responsibilities in terms of equality issues in relation to gender, age, race, disability, religion or belief, sexual orientation and gender reassignment, including in relation to this policy.

Hylton Castle Primary School is firmly committed to equality and diversity, and when carrying out our functions, we shall have due regard to the need: to eliminate unlawful discrimination and harassment; to promote equality of opportunity between men and women.

This Policy should be read in conjunction with the School's Child Protection Policy.

This policy should be read in conjunction with:

- the School's Safeguarding Policy
- Equal Opportunities Policy
- Inclusion Policy