

Centreville Academy Medication Policy

This policy is designed to support the management of medication and medical care at Centreville Academy and to support individual pupils with medical needs.

Responsibilities:

- a) Parents or guardians have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with the school's administration to develop an individual healthcare plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies. It is the parent/guardian's responsibility to make sure that their child is well enough to attend school.
- b) There is no legal duty which requires school staff to administer medication; this is a voluntary role. While teachers have a general professional duty to safeguard the health and safety of their pupils and to act in 'loco parentis', that is, to act as any reasonable parent would, this does not imply a duty or obligation to administer medication. Staff will have access to information on pupils' medical conditions and actions to take in an emergency. Staff managing the administration of medicines and those who administer medicines will receive appropriate training and support from health professionals.
- c) The policy of this school is not to administer medication or medical care unless the pupil has a medical condition, which if not managed, could prove detrimental to their health or limit access to education.

Prescribed Medicines:

- a) Prescribed medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day. Medicines prescribed 'three times a day' should be administered "before school, after school and at night". This school recognizes in extreme cases (as stipulated by a doctor in writing), and agreed by the Headmaster, that staff may administer medication with a supporting letter from the doctor. Without a letter from a doctor, staff will not administer three times a day prescribed medicines. However, parents and guardians are allowed into school to administer medication if they so desire.
- b) Exceptions to this are pupils on health care plans who have individual medical needs requiring emergency medication to treat specific conditions.
- c) This school will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner and are presented in the original container dispensed by a pharmacist and include the pupil's name, prescriber's instructions for administration and dosage.

Non-prescribed Medicines:

Non-prescribed medicines will only be administered with prior written permission from parents in extreme circumstances. Staff will check the medicine has previously been administered without adverse

effect. Staff will never administer medicines containing aspirin unless prescribed by a doctor.

Staff will never administer medication containing ibuprofen to children who are asthmatic.

Administering Medicines:

- a) This school recognizes that no child under 18 should be given medicines without their parent's written consent. Following written consent, any member of staff administering medicines to a pupil should check:
 - The child's name
 - Name of medication
 - The prescribed dose
 - Expiry date
 - Written instructions provided by the prescriber on the label or container.If in doubt about any procedure, staff will not administer the medicine before checking with parents or a health professional before taking further action.

- b) A written record must be kept following administration of medicines to pupils.
- c) If a child refuses to take a medicine, staff will not force them to do so, but will record this and parents/guardians will be notified of the refusal.

Long-term Medical Needs:

Where a pupil has a chronic illness, medical or potentially life threatening condition, the school will initiate a health care plan to meet individual needs and support the pupil. This will be drawn up by health care professionals in consultation with the child's parents or guardians and will contain the following information:

- Definition and details of the condition
 - Special requirements e.g. dietary needs, pre-activity precautions
 - Treatment and medication
 - What action to take/not to take in an emergency
 - Who to contact in an emergency
 - Staff training where required
 - The role the staff can play
- Consent and agreement

Record Keeping:

a) Parents should tell the school about the medicines their child needs to take and provide details of any changes to the prescription or the support required. Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. Requests for staff to administer medication should be made in writing. Information should include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of medication
- Any side effects
- Expiry date

Completed forms should be kept in the front office medical folder for each child and referred to when administering medication. If a child refuses medication, this must be recorded and parents should be notified.

b) Parents should provide any updated medical conditions including asthma at the beginning of each school year. All staff will have access to this information and actions to take in an emergency.

c) Children with food allergies have their photographs and details displayed in the cafeteria manager's office to ensure that food products are safe for children.

9. STORING MEDICINES

a) Staff will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines must be stored safely in the pharmacist's original container and clearly labeled with the child's name, the dosage and instructions for administration.

b) Non-emergency prescribed medication is stored in the school office. Medication requiring refrigeration is stored in the school office refrigerator.

c) Emergency medications such as Epi-pens and asthma inhalers should be readily available in a clearly labeled container in the classroom teacher's cabinet. Children should know where their medicines are stored; they should not be locked away.

d) Parents are ultimately responsible for checking expiry dates on their children's medicines and replacing as necessary. The First Aid coordinator will also check medication expiry dates twice a year.

Disposal of Medicines

a) Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each year. Any medicines that have not been collected should be taken to a local pharmacy for safe disposal.

Emergency Procedures

a) All staff are aware of procedures when dealing with a medical emergency.

b) All staff are aware of pupils on a health care plan and understand the need to follow agreed emergency support.

c) All staff know how to call emergency services.

d) In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If this is not possible, a member of staff will accompany the child to hospital by ambulance and stay until the parent arrives. Health care professionals are responsible for any decisions on medical treatment when parents are not available.

Field Trips

a) This school actively encourages children with medical needs to participate in field trips. Staff will aim to facilitate reasonable adjustments to enable pupils with medical needs to participate fully and safely on visits. Risk assessments will be used to highlight any potential difficulties and ensure procedures are in place to support pupils. Additional staff/adults will be considered for this purpose.

b) Prior to an overnight school trip, parents must provide the school with up-to-date medical information about pupil's current general health and medication. Prescribed medication will be administered.

c) Accompanying staff will be aware of any medical needs and relevant emergency procedures. A copy of health care plans will be taken on all visits as well as emergency medication that may be required.

Staff Training

a) Centreville Academy will have staff members attend training on common medical conditions once a year; this will be delivered by relevant health care professionals.

b) Staff training is provided to support the administration of emergency medications such as Epi-pens or insulin. The school keeps a register of staff who has undertaken the relevant training. Only staff who has received this training should administer such medications.