



School Mission Statement

Our Mission at St. Anne's is to live, love and learn together with Christ.

We strive to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines is held by the headteacher but delegated to our Office Coordinator.

All medical information is treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- maintenance drugs
- emergency medicine

We:

- provide clear guidance to all staff on the administration of medicines
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure the above provisions are clear and shared with all who may require them
- ensure that this policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Administration of Medicines

The administration of medicines is the overall responsibility of parents/carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

Prescribed medicines

It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate, following consultation and agreement with, and written consent from, the parents/carers. We do not need to administer antibiotics that are prescribed for three doses per day (these can be managed at home in most circumstances). However, we will administer antibiotics that require four doses - once we have written consent.

Non-prescribed medicines

Non-prescribed medicines will only be administered in agreed circumstances. School cannot routinely administer pain relief medication, however when there is a clear medical need then school staff will administer. Should the need arise to administer age-appropriate paracetamol, then school will telephone contacts to gain verbal consent. Staff will administer the medication in accordance with dosage instructions. A written record will be kept in school. Children will go home with a record of the administration of medicine. Staff will not administer repeated doses of pain relief, unless there is a valid medical reason. Instead, parents may be advised to seek medical advice about the condition. We all work together to keep children in school, avoid unnecessary medical appointments and to support our working families, however, there will be times when being at home is the best medical course of action for your child.

School staff will not administer aspirin-based products to children. In addition, school staff will not administer paracetamol following a bump to the head (or in another injury where administering the drug might mask something - this will be decided by a qualified first aider who will discuss with parents) Parents must then seek medical advice.

Seasonal Remedies

Children who may need throat lozenges, hay fever wipes or creams for rashes are examples of these. The item must be suitable for the age of the child using it. Where possible, we advise not sending these into school. However, if having access to these items will support your child to be in school, then you must hand these to a member of school staff who will pass them onto the teacher (generally via main reception or school gate staff). These items will stay on the teacher's desk and the children will themselves need to ask for the item. It will not be the responsibility of the classroom staff to remind the child to use the item. If one of these items come into school, then please clearly label with your child's name.

Maintenance drugs

It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from parents/carers. On such occasions, a health care plan is in place for the child concerned

Non-Routine Administration (Emergency medicine)

We manage the administration of emergency medicines such as:

- injections of adrenaline for acute allergic reactions
- injections of Glucagon for diabetic hypoglycaemia

In all cases, professional training and guidance from an appropriate source will be received before commitment to such administration is accepted

Procedure for Administration

When deciding upon the administration of medicine needs for children we discuss this with the parents/carers concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent/carer and kept on file.

Individual health care plans are completed for children where required and reviewed periodically in discussion with the parents/carers to ensure their continuous suitability.

All administration of medicines is recorded. If a child refuses to take medication, parents/carers are informed at the earliest available opportunity.

Schedule Two Drugs

These drugs, which include Ritalin, are governed by the Misuse of Drugs Act and are kept in a locked cupboard (Headteacher's office) which conforms to the legislation.

A register of controlled (schedule two) drugs is kept which records:

- medication provided
- medication administered
- the name of the person for whom they were supplied.
- the name and quantity of the drug/medication supplied
- the amount administered each time and the amount left each time.
- the type of medication i.e. tablet/liquid and expiry date.
- two signatures for each dose of medicine given.
- two signatures for each time the medications are counted and checked. This is done once a week. The second signature is a witness.

Register entries are made in ink and in chronological order.

This register is kept for at least two years from the last entry made.

All pupils with ongoing medical needs have a care plan. This includes pupils with diabetes, Epipen, heart problems, epilepsy and very severe asthma.

Contacting the Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be

summoned at the earliest opportunity and parents/carers informed to accompany the pupil to the hospital if at all possible.

Training

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

Storage

The storage of medicines is the overall responsibility of the headteacher who ensures that arrangements are in place to store medicines safely. Secure storage is situated in our main school office.

The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities.

Disposal of Medicines

It is the responsibility of the parents/carers to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

'Sharps boxes' are always be used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate.